ELPAC

English Language Proficiency Assessments for California

How to Start an ELPAC Test Session

Using this Document

This document should be used for in-person administration of the ELPAC. For instructions on administering the ELPAC remotely, refer to the *How to Start a Remote ELPAC Test Session Kindergarten–Grade 2* or *How to Start a Remote ELPAC Test Session Grades 3–12* documents.

Please note, the Writing domain for kindergarten through grade 2 (K–2) is a paper–pencil test, so it is not included in the instructions in this document. Refer to the applicable K–2 *Directions for Administration* (*DFA*) for instructions on administering the Writing domain.

This document is adapted from the online test administration manual.

One-On-One Administration—
K–2 Listening and Reading, and K–12 Speaking

These one-on-one administration instructions are to be used by test examiners who are navigating both the test administrator interface and the student interface.

Creating a Test Session and Student Logon Instructions

Complete the following steps to begin the assessment.

Test Administrator Interface

1. Navigate to the ELPAC website on a supported web browser.

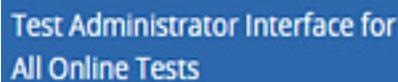2. Select the **[Test Administrator Interface for All Online Tests]** button (figure 1).

Test Administrator Interface for All Online Tests

Figure 1. [Test Administrator Interface for All Online Tests] button

3. Log on to the Test Administrator Interface using your Test Operations Management System (TOMS) sign-in credentials (figure 2).

Logon

👤 Email Address

🔒 Password

Forgot Your Password?

Secure Logon

First Time User?

If you have not received your activation e-mail or if your link has expired, you may request a new link.
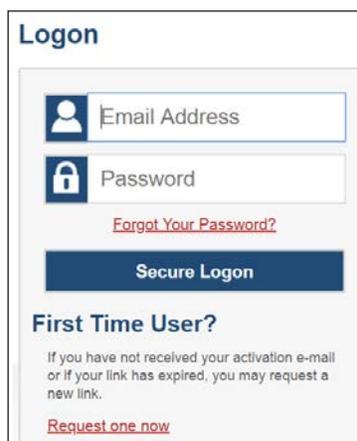
Request one now

Figure 2. Test Administrator Interface *Logon* screen

4. If you are associated with multiple institutions, select the appropriate institution from the drop-down list in this message and select the **[Go]** button (figure 3). You may only select one institution at a time. To select a different institution, log off and then log back on.
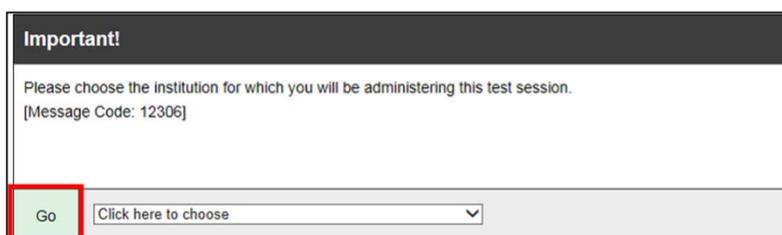
Important!

Please choose the institution for which you will be administering this test session.
[Message Code: 12306]

Go	Click here to choose

Figure 3. Message from the Test Administrator Interface

One-On-One Administration—
K–2 Listening and Reading, and K–12 Speaking (cont.)

5. Once you have logged on to the **Test Administrator Interface**, you will see the **[Active Sessions]** tab. To join a previously scheduled session, select the **[Join]** button (figure 4). Or, you can start a new session by selecting the **[Start a New Session Now]** button (figure 5).

Figure 4.
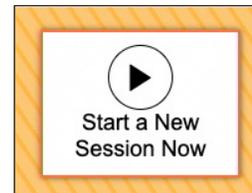**[Join] button in the Test Administrator Interface**

Figure 5.
[Start a New Session Now] button in the Test Administrator Interface

6. Select the **[(Initial or Summative) English Language Proficiency Assessments (ELPAC)]** test group from the *Operational Test Selection* screen (figure 6) to begin.

Figure 6. *Operational Test Selection* **screen**

7. Select the grade level or grade span that is appropriate for the student. Mark the checkbox for each domain test you want to include (figure 7).
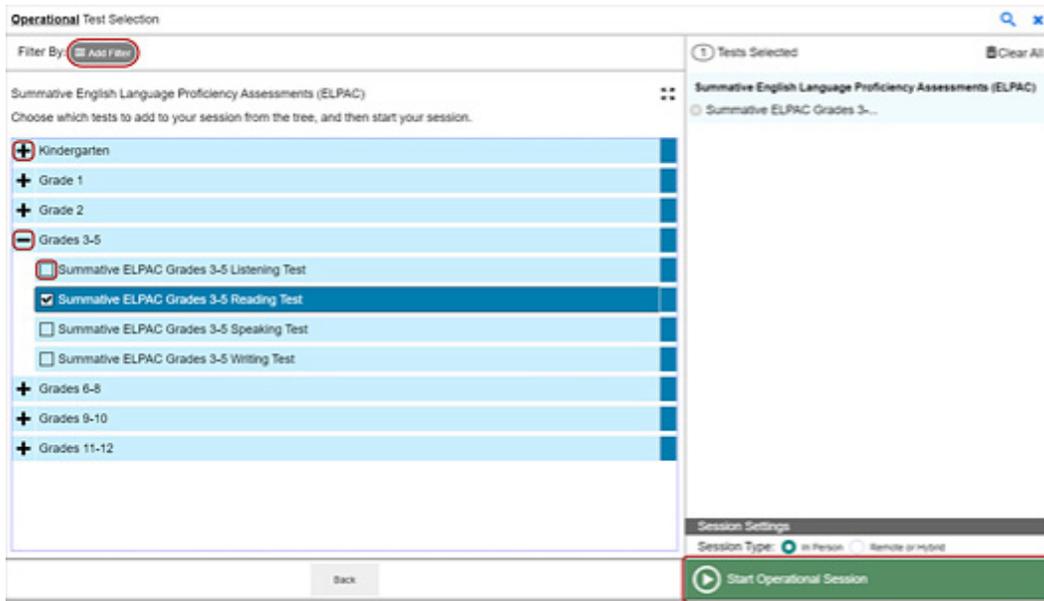

Figure 7. Expanded *Operational Test Selection* screen

8. Select the *In Person* radio button, and then select the **[Start Operational Session]** button to start the test (figure 8).
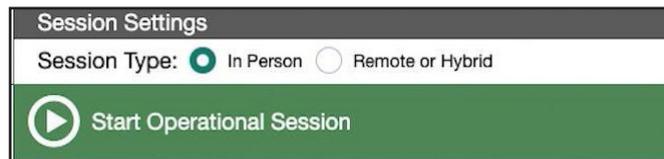

Figure 8. *Start Operational Test Session* screen

A test session ID (figure 9) is generated upon selecting the **[Start Operational Session]** button.

SAY **Today, you will take the ELPAC test. First, I am going to sign you in.**

• Enter the session ID directly into the secure browser to help them log on.
• The current session ID also appears on the Test Administrator Interface screen saver, when the screen saver is active.

**Figure 9. Session ID at the top of the Test Administrator Interface**

One-On-One Administration—
K–2 Listening and Reading, and K–12 Speaking (cont.)

NOTE: For the remaining instructions, the **Test Administrator Interface** tab indicates that the step should be completed on the test examiner's device until directed otherwise. The **Student Interface** tab indicates steps that should be completed on the student's device until directed otherwise.

9. Open the secure browser and log the student onto the student's device.

Student Interface

10. Sign in using the *Student Sign In* web form (figure 10). Enter the student's first name as listed in TOMS and Statewide Student Identifier (SSID). The test session ID must be entered as it appears on the Test Administrator Interface.
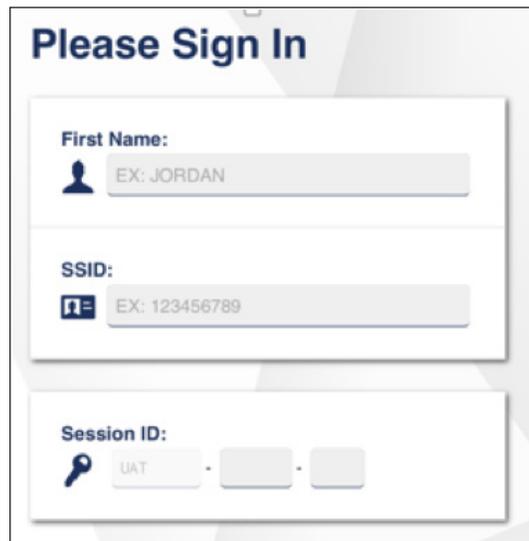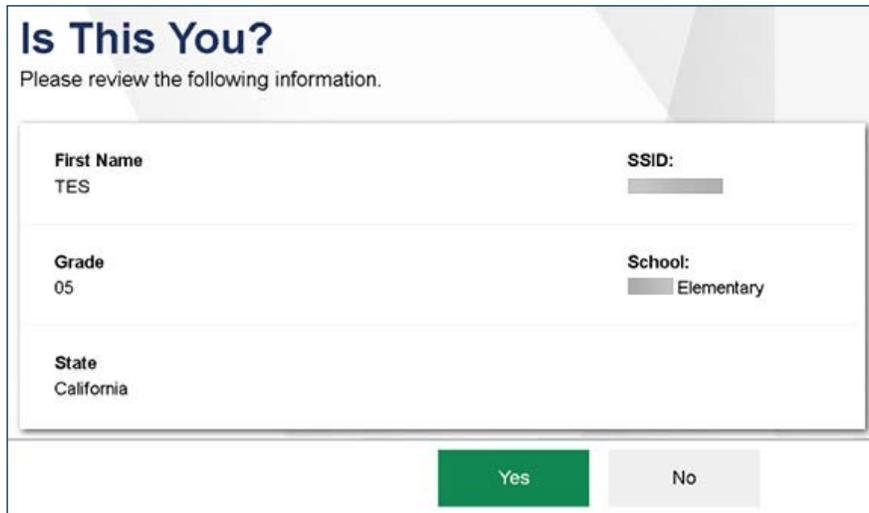

Please Sign In

First Name:

EX: JORDAN

SSID:

EX: 123456789

Session ID:

UAT - ____ - ____

Figure 10. *Student Sign In* **web form**

NOTE: If there is a special character in the student's first name, refer to the *Administering a Computer-based Test Session* chapter of the online test administration manual for instructions on entering special characters.

11. Verify identity by selecting **[Yes]** or **[No]** (figure 11).

Figure 11. *Is This You?* **screen**

12. Select the test to take (figure 12). Note that after a student has completed and submitted a domain test, that test can no longer be selected.

Figure 12. *Your Tests* **selection box**

One-On-One Administration— K–2 Listening and Reading, and K–12 Speaking (cont.)

13. The *Waiting for Approval* screen will appear (figure 13).

Waiting for Approval
Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes.

First Name	Session ID
SEL	UAT-1554-3

Test
Summative ELPAC Grades 6-8 Writing Test

Figure 13. *Waiting for Approval* screen

Test Administrator Interface

14. Approve students for testing by selecting the check mark [✔] icon in the *Action* column for individual students or the **[Approve All Students]** button (figure 14).

Figure 14. *Approvals and Student Test Settings* screen

15. Select the **[See Details]** eye [👁] icon (figure 14), to view and adjust the student's test settings for the current test opportunity. (For example, if the student had been assigned the designated support to turn off any universal tool(s), the test examiner can toggle the universal tools on and off.) "Custom" in the *See Details* column indicates the student has been assigned test settings.

One-On-One Administration—
K–2 Listening and Reading, and K–12 Speaking (cont.)

> **NOTE:** If administering the Listening and Reading domains, follow the steps presented next. If administering the Speaking test, refer to Speaking domain instructions in the *DFA* for final steps.
>
> The test examiner will be in control of the student testing device.

16. For the Listening and Reading domains, run the Sound and Video Playback Check. If audio issues occur, do the following:
    - Ensure headphones are securely plugged in to the correct jack or USB port.
    - If the headphones have a volume control, ensure the volume is not muted.
    - Ensure that the audio on the device is not muted (often via a control panel or settings window). **This requires logging off the secure browser to check the device's volume settings and then logging back on to the secure browser**.
    - If the student is still experiencing issues, contact the site ELPAC coordinator or school technology coordinator.

Student Interface

17. The *Sound and Video Playback Check* page (that is, the screen) appears for tests with audio files (figure 15).

Figure 15. *Sound and Video Playback Check* page

To check audio and video settings:

a. **Play the video and listen to the audio by selecting the [Play] arrow [▶] icon.**

b. Depending on the sound and video quality, do one of the following:

   i. If you can view the video and hear the sound, select **[I could play the video and sound]**. The *Instructions and Help* page appears.

    ii. If you cannot view the video and hear the sound, select **[I could not play the video or sound]**. The *Video Playback Problem* page appears, giving you two options:

       1. Select **[Try Again]**. The screen will return to the *Sound and Video Playback Check* page.

       2. Select **[Log Out]**. You should troubleshoot the device and headphones or move the student to another device with working audio and video.

18. If the student has the text-to-speech (TTS) accommodation set up in the test settings screen in TOMS, the *Text-to-Speech Sound Check* page appears (figure 16). On this page, verify that TTS is working properly on the device. Students can only use TTS within a supported secure browser. However, because of the nature of the Listening domain, where test questions are audio-recorded or read to students, there is no need for this accommodation to be assigned to a student.

Figure 16. *Text-to-Speech Sound Check* **page**

One-On-One Administration—
K–2 Listening and Reading, and K–12 Speaking (cont.)

19. The *Instructions and Help* screen is the last step of the sign-in process. Select **[Begin Test Now]** (figure 17) to begin testing.
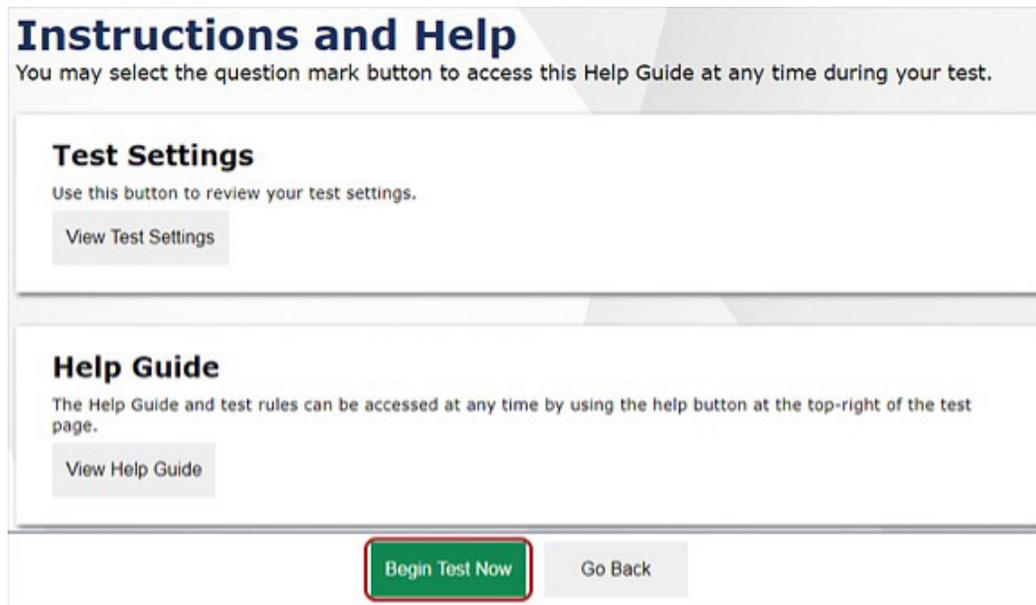

Figure 17. [Begin Test Now] button on the *Instructions and Help* screen

20. Follow the scripts in the *DFA* as the administration gets underway.

> **NOTE:** For information about monitoring student progress and ending a test session, refer to the *Administering a Computer-based Test Session* chapter of the online test administration manual.

Group Administration— Grades 3–12 Listening, Reading, and Writing

These group administration instructions are to be used by test examiners when the student is navigating the student interface. They are also applicable for one-on-one administrations for Grades 3–12 Listening, Reading, and Writing.

Creating a Test Session and Student Logon Instructions

Complete the following steps to begin the assessment.

Test Administrator Interface

1. Navigate to the ELPAC website on a supported web browser.
2. Select the **[Test Administrator Interface for All Online Tests]** button (figure 1).
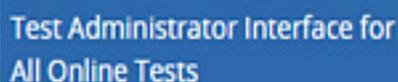
Test Administrator Interface for All Online Tests

Figure 1. [Test Administrator Interface for All Online Tests] button

3. Log on to the Test Administrator Interface using your Test Operations Management System (TOMS) sign-in credentials (figure 2).
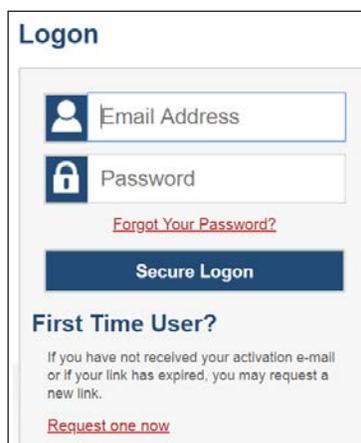
Figure 2. Test Administrator Interface *Logon* screen

Group Administration—
Grades 3–12 Listening, Reading, and Writing (cont.)

4. If you are associated with multiple institutions, select the appropriate institution from the drop-down list in this message and select the **[Go]** button (figure 3). You may only select one institution at a time. To select a different institution, log off and then log back on.

Important!

Please choose the institution for which you will be administering this test session.
[Message Code: 12306]

Go | Click here to choose
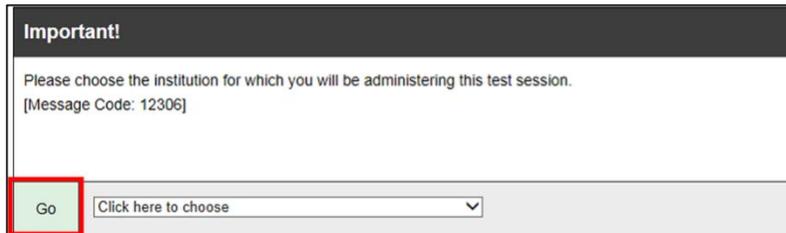
Figure 3. Message from the Test Administrator Interface

5. Once you have logged on to the **Test Administrator Interface**, you will see the **[Active Sessions]** tab. To join a previously scheduled session, select the **[Join]** button (figure 4). Or, you can start a new session by selecting the **[Start a New Session Now]** button (figure 5).

▶ Join

▶ Start a New Session Now

Figure 4.
[Join] button in the Test Administrator Interface

Figure 5.
[Start a New Session Now] button in the Test Administrator Interface

6. Select the **[(Initial or Summative) English Language Proficiency Assessments (ELPAC)]** test group from the *Operational Test Selection* screen (figure 6) to begin.

Figure 6. *Operational Test Selection* **screen**

7. Select the grade level or grade span that is appropriate for the student. Mark the checkbox for each domain test you want to include (figure 7).

Figure 7. Expanded *Operational Test Selection* **screen**

Group Administration—
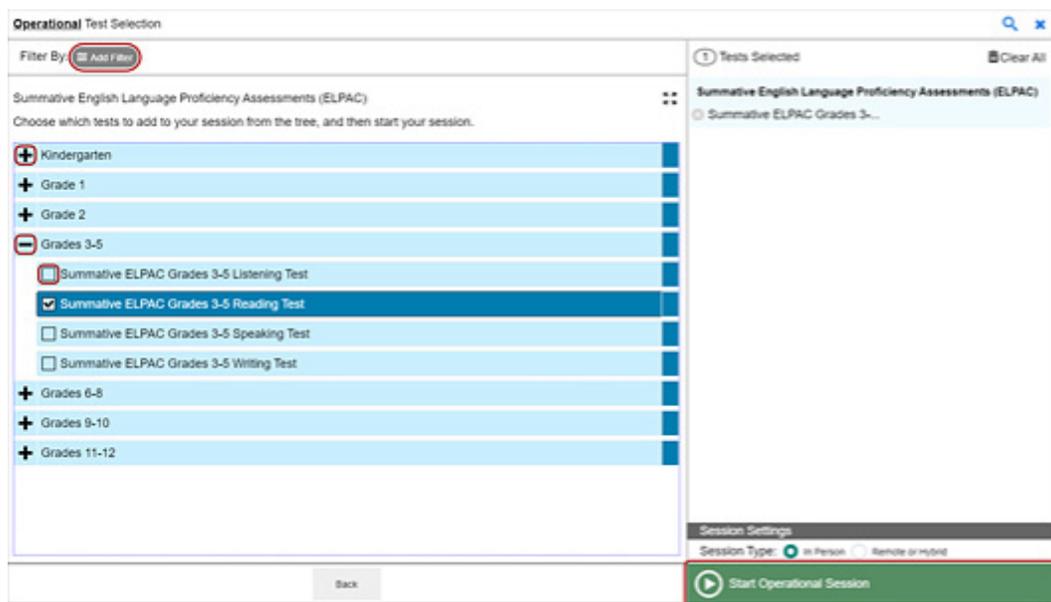## Grades 3–12 Listening, Reading, and Writing (cont.)

8. Select the *In Person* radio button, and then select the **[Start Operational Session]** button to start the test (figure 8). A test session ID is generated upon selecting the **[Start Operational Session]** button.
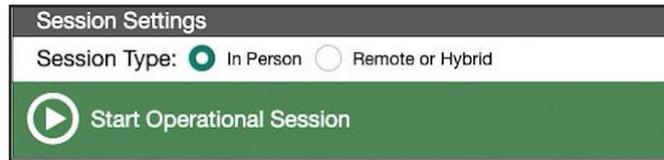

Figure 8. *Start Operational Test Session* **screen**

A test session ID is generated upon selecting the **[Start Operational Session]** button.

- Write the session ID (figure 9), in a place where all students can clearly view for group administrations.

SAY **Today, you will take the ELPAC [Listening/Reading/Writing] test. First you are going to sign in. I am going to pass out your logon tickets, which contain the information you need to sign in to the test.**

ℹ **Pass out a logon ticket to each student. The logon tickets should provide the students' Statewide Student Identifiers (SSID).**

SAY **Now we are ready to sign in. Once you have signed in, you will have to wait for me to approve the test before you start.**

Figure 9. Session ID at the top of the Test Administrator Interface

> **NOTE:** For the remaining instructions, the **Test Administrator Interface** tab indicates that the step should be completed on the test examiner's device until directed otherwise. The **Student Interface** tab indicates steps that should be completed on the student's device until directed otherwise.

9. Instruct students to open the secure browser and log on using the *Student Sign In* web form.

Student Interface

10. Have students sign in using the *Student Sign In* web form (figure 10).

Please Sign In

First Name:

EX: JORDAN

SSID:

EX: 123456789

Session ID:

UAT -
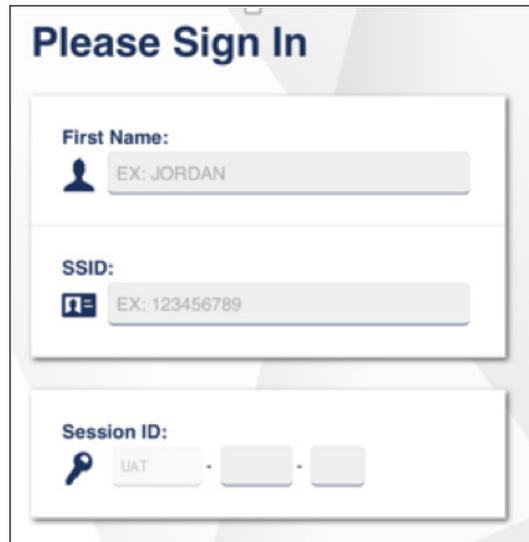
Figure 10. *Student Sign In* web form

SAY **Enter your first name followed by your SSID number, which is on your logon ticket. Then enter the test session identification, or ID that is required to start the test, which I have written on the board. After that, select [Sign In]. Raise your hand if you need help typing this information on your keyboard. I'll be checking that you have correctly entered the test session ID and other information.**

> **NOTE:** If there is a special character in the student's first name, refer to the *Administering a Computer-based Test Session* chapter of the online test administration manual for instructions on entering special characters.

11. Ensure that all students have successfully entered their information.

12. Have students verify their identity by selecting **[Yes]** or **[No]** (figure 11).

    SAY **After you sign in, you should see a screen with your preferred first name and other information about you. If all of the information on your screen is correct, select [Yes] to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.**
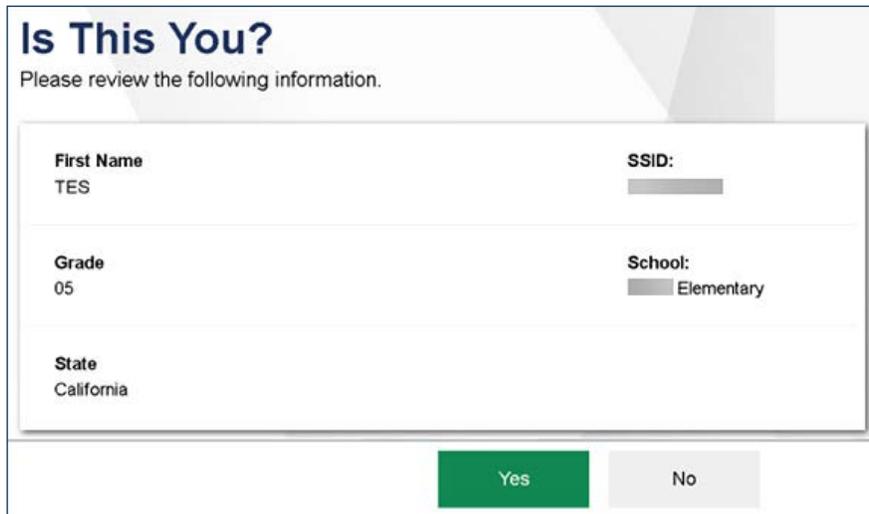
Figure 11. *Is This You?* **screen**

13. Inform students of the test type (for example, Summative ELPAC Grades 6–8 Reading Test) in which they are participating today.

> **NOTE:** Only the tests that you selected for the test session for which students are eligible can be selected by students.

14. Have students select the test to take (figure 12). Note that after a student has completed and submitted a domain test, that test can no longer be selected.

SAY **Now select the [Listening/Reading/Writing] test. After you do this, you will need to wait for me to approve your test.**

Your Tests
Select the test you need to take.

Summative English Language Proficiency Assessments (ELPAC)

➡ Start Summative ELPAC Grades 6-8 Listening Test This is opportunity 1 of 1	➡ Start Summative ELPAC Grades 6-8 Reading Test This is opportunity 1 of 1
➡ Start Summative ELPAC Grades 6-8 Speaking Test This is opportunity 1 of 1	➡ Start Summative ELPAC Grades 6-8 Writing Test This is opportunity 1 of 1

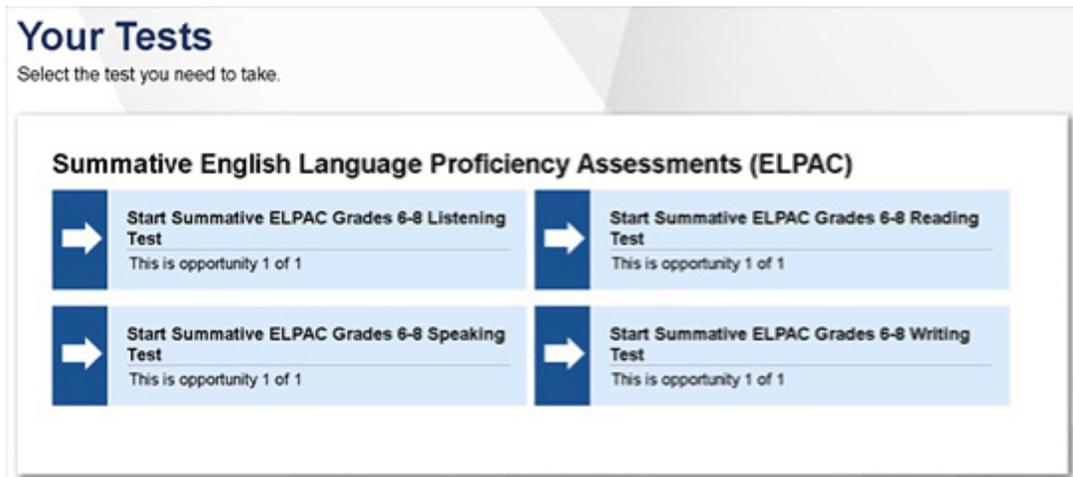**Figure 12.** *Your Tests* **selection box**

15. The *Waiting for Approval* screen will appear (figure 13).

Waiting for Approval
Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes.

First Name
SEL

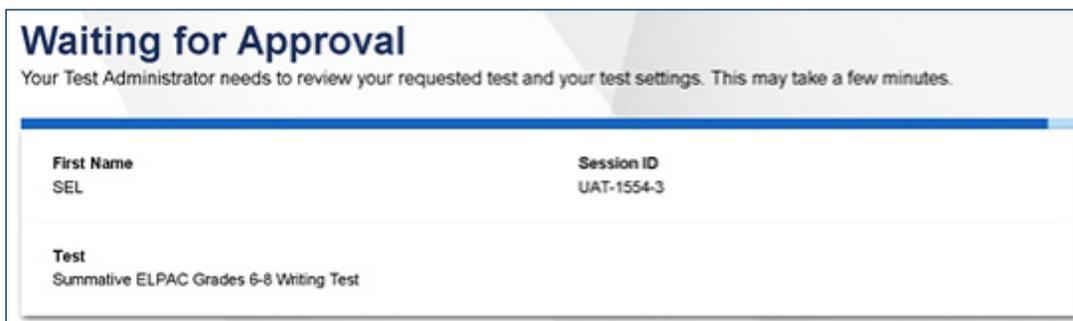**Session ID**
UAT-1554-3

Test
Summative ELPAC Grades 6-8 Writing Test

Figure 13. *Waiting for Approval* **screen**

Group Administration—
Grades 3–12 Listening, Reading, and Writing (cont.)

16. Approve students for testing by selecting the check mark **[✔]** icon in the *Action* column for individual students or the **[Approve All Students]** button (figure 14).

Figure 14. *Approvals and Student Test Settings* **screen**

17. Select the **[See Details]** eye **[◉]** icon (figure 14), to view and adjust the student's test settings for the current test opportunity. (For example, if the student had been assigned the designated support to turn off any universal tool(s), the test examiner can toggle the universal tools on and off.) "Custom" in the *See Details* column indicates the student has been assigned test settings.

> **NOTE:** If administering the Listening, Reading, and Writing domains, follow the steps presented next. If administering the Speaking test, refer to Speaking domain instructions in the *DFA* for final steps.

18. For the Listening, Reading, and Writing domains, students will perform the Sound and Video Playback Check. If audio issues occur, do the following:

    - Ensure headphones are securely plugged in to the correct jack or USB port.
    - If the headphones have a volume control, ensure the volume is not muted.
    - Ensure that the audio on the device is not muted (often via a control panel or settings window). **This requires logging off the secure browser to check the device's volume settings and then logging back on to the secure browser**.
    - If the student is still experiencing issues, contact the site ELPAC coordinator or school technology coordinator.

Student Interface

19. The *Sound and Video Playback Check* page (that is, the screen) appears for tests with audio files (figure 15).

    SAY **Now you should see a screen that prompts you to check that the sound and video on your computer are working by selecting the triangle [Play] button. If you can hear the music and see the moving musical notes, select the green [I could play the sound and video] button. If you could not hear, raise your hand. Please put your headset on and check the sound on your computer now.**

Figure 15. *Sound and Video Playback Check* page

ℹ️ Help any students with sound issues adjust the volume. You may need to log out of the secure browser, adjust the volume on the computer, and log back on. Have the student conduct the sound check again.

20. Depending on the selected test settings, students may see additional screens to check the functionality of certain test setting(s). If any students have the text-to-speech (TTS) accommodation set up in the test settings screen in TOMS, the *Text-to-Speech Sound Check* page appears (figure 16). On this page, students should verify that TTS is working properly on the device. However, because of the nature of Listening, Writing, and Speaking domains, where test questions are audio-recorded or read to students, there is no need for this accommodation to be assigned to a student.

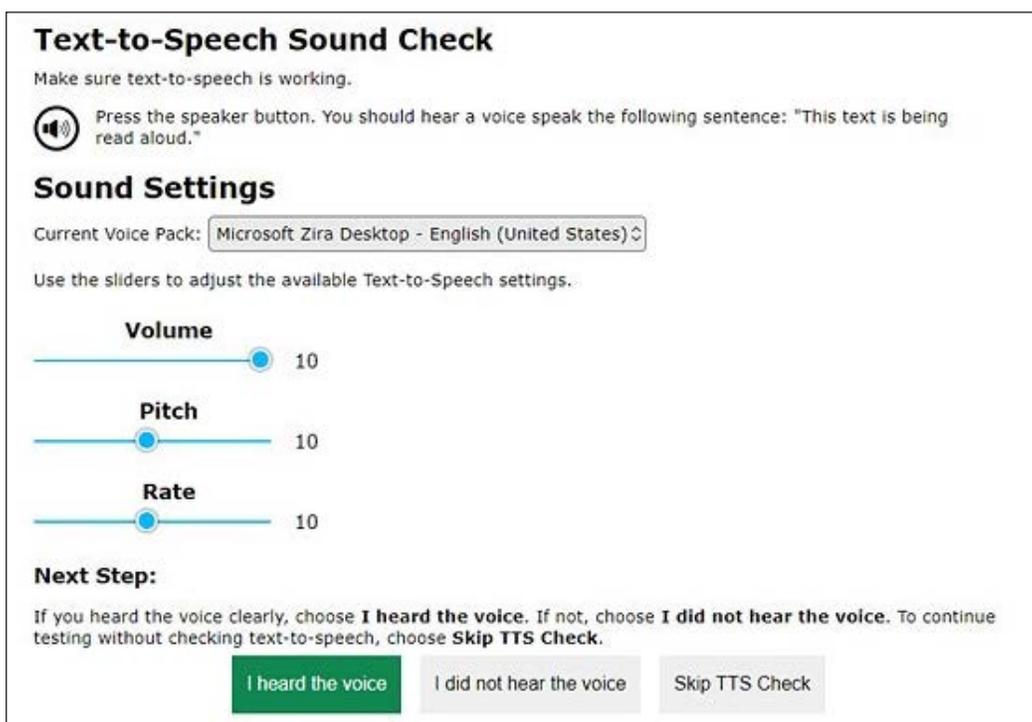ℹ️ If necessary, help any students with the TTS Sound Check.

Text-to-Speech Sound Check

Make sure text-to-speech is working.

🔊 Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

Sound Settings

Current Voice Pack: Microsoft Zira Desktop - English (United States) ↕

Use the sliders to adjust the available Text-to-Speech settings.

Volume — 10

Pitch — 10

Rate — 10

Next Step:

If you heard the voice clearly, choose **I heard the voice**. If not, choose **I did not hear the voice**. To continue testing without checking text-to-speech, choose **Skip TTS Check.**

[I heard the voice] [I did not hear the voice] [Skip TTS Check]

Figure 16. *Text-to-Speech Sound Check* page

NOTE: When TTS is enabled, students may adjust the volume, pitch, and rate settings once the test begins by selecting the **[System Settings]** menu (cog wheel icon, **[⚙]**) in the upper-right corner of the screens. They do not have to exit the test to do so.

To check TTS functionality:

The student selects the **[TTS Speaker]** speaker **[◀]** icon and listens to the audio.

- If the voice is clearly audible, the student selects **[I heard the voice]**.
- If the voice is not clearly audible, the student adjusts the settings using the sliders and selects the **[TTS Speaker]** icon again.
- If the student still cannot hear the voice clearly, the student selects **[I did not hear the voice]** and closes the secure browser. You can work with the student to adjust the audio or headset settings. The student can sign in again when the issue is resolved.
- To continue without testing TTS, the student selects **[Skip TTS Check]**.

21. The *Instructions and Help* screen is the last step of the sign-in process (figure 17).

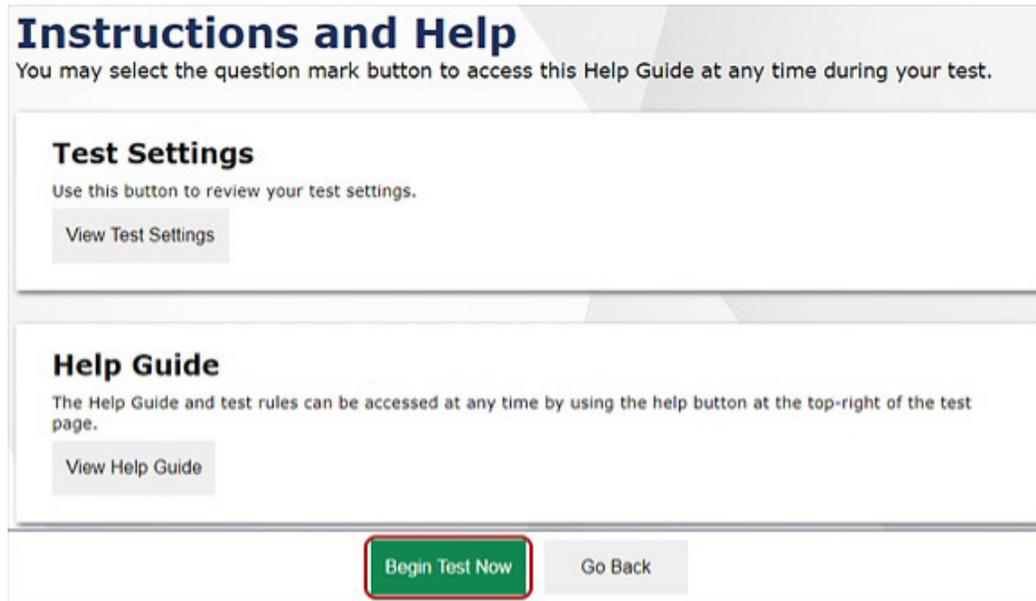   **SAY** **At this time, please select [Begin Test Now] at the bottom of the page.**

Figure 17. [Begin Test Now] button on the *Instructions and Help* screen

22. Follow the scripts in the *DFA* as the administration gets underway.

> **NOTE:** For information about monitoring student progress and ending a test session, refer to the *Administering a Computer-based Test Session* chapter of the online test administration manual.