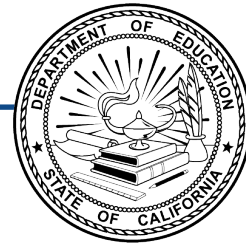

ELPAC

English Language Proficiency
Assessments for California



How to Start a Remote ELPAC Test Session Grades 3–12



Last updated January 2024

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Using this Document

This document should be used for grades three through twelve remote administration of the Initial ELPAC, the Summative ELPAC, and a standardized administration of the ELPAC Interim Assessments. For instructions on administering the ELPAC in person, refer to the *How to Start an ELPAC Test Session* document.

This document is adapted from the online test administration manual.

NOTE: Listening, Reading, and Writing Instructions are different for Initial and Summative ELPAC administrations. Please refer to the appropriate instructions.

Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing

Initial ELPAC

Creating a Remote Test Session and Student Logon Instructions for Listening, Reading, and Writing

To begin a test session, complete the following steps:

1. Start or Join a Test Session in the Test Administrator Interface
2. Meet Student in a Video Conference Meeting
3. Have Student Log On to Web-based Student Testing Interface and Complete Sound and Video Playback Check

i For the Listening, Reading, and Writing tests, the student will remain in full control of the testing interface. The student's camera must be turned on throughout the duration of the test in the video conference meeting platform.

1. Start or Join a Test Session in the Test Administrator Interface

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).

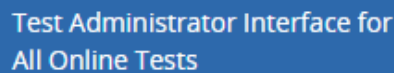


Figure 1. [Test Administrator Interface for All Online Tests] button

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

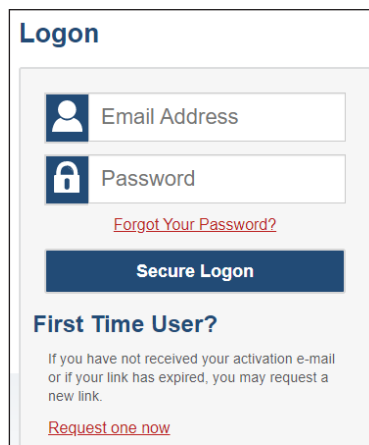


Figure 2. Test Administrator Interface *Logon* screen

Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

4. If you are associated with multiple schools, an *Important!* message appears when you log on. Select the appropriate school from the drop-down list in this message and select the **[Go]** button (figure 3). You may only select one school or district at a time. You will only be able to administer tests available for the selected school or district. To select a different school or district, you must log off and then log back on.

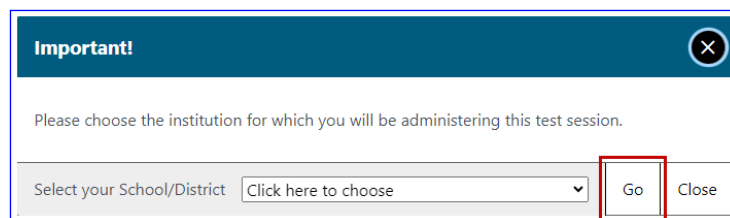


Figure 3. *Important!* Message from the Test Administrator Interface

5. Once you have logged on to the **Test Administrator Interface**, the **[Active Sessions]** tab will appear. 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).

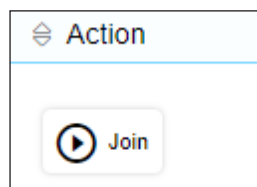


Figure 4.
[Join] button in the Test Administrator Interface

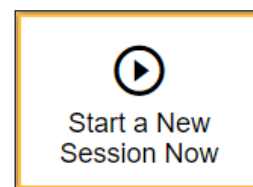


Figure 5.
[Start a New Session Now] button in the Test Administrator Interface

Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

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

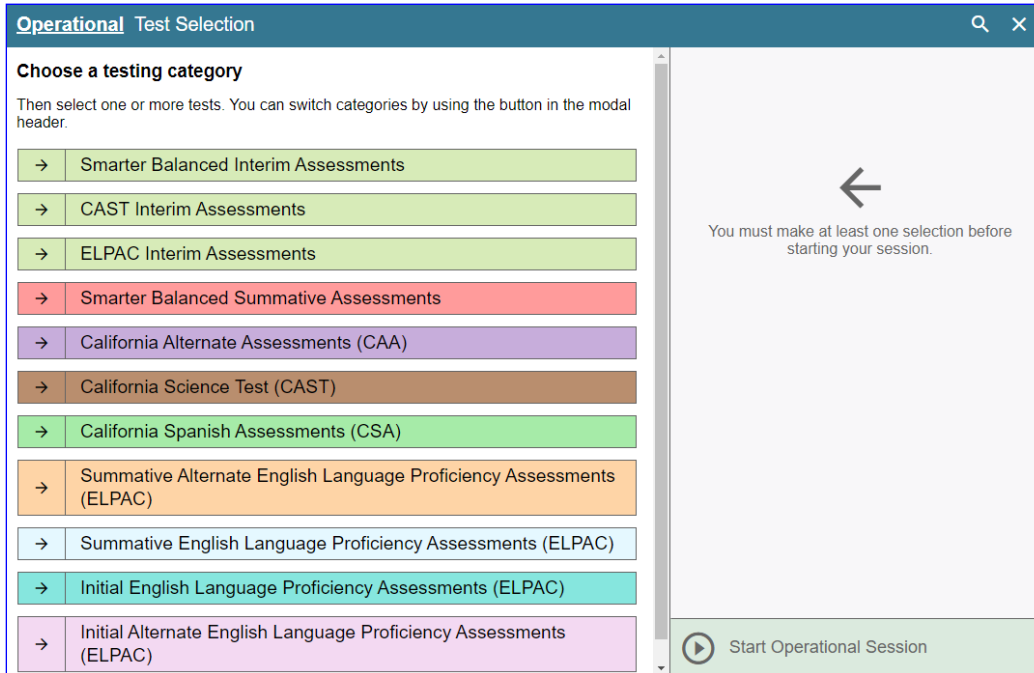


Figure 6. *Operational Test Selection* screen

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).

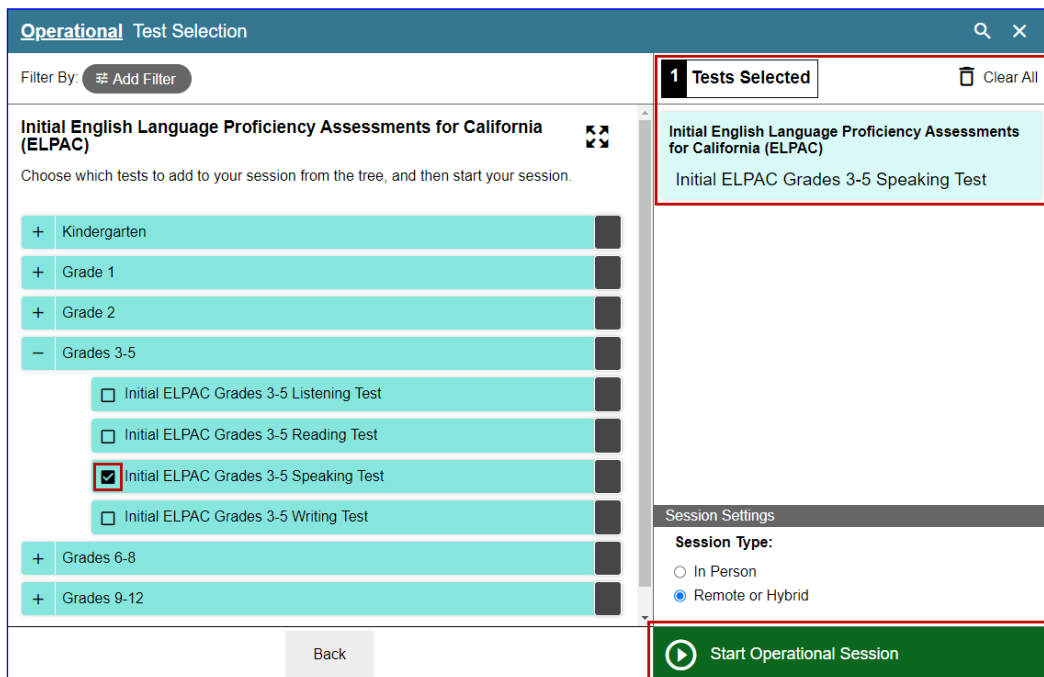


Figure 7. Expanded *Operational Test Selection* screen

Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

8. Once you have selected your test or tests, it is important that you select the *Remote or Hybrid* radio button to create the test session. Then, select the [Start Operational Session] button (figure 8).

NOTE: When administering the ELPAC Interim Assessments you will need to select a manner of administration (figure 9). From the *Manner of Administration* drop-down list (which will appear to the right of the *In Person* or *Remote or Hybrid* radio buttons), select *Nonstandardized* or *Standardized/Benchmark*.

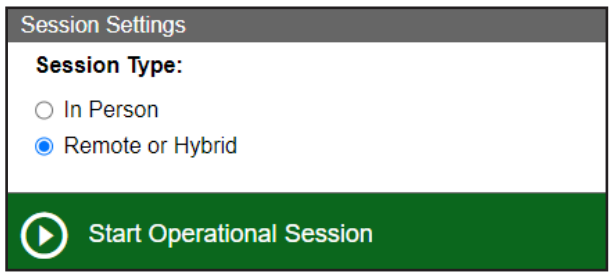


Figure 8. Start Operational Test Session screen

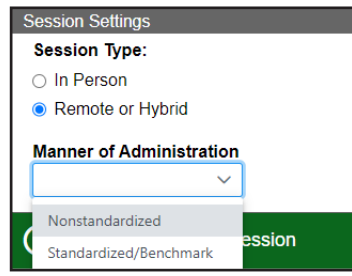


Figure 9. Manner of Administration drop-down list

9. You will be presented with a *Session Information* pop-up box providing you with the session ID and session link (figure 10).

- Copy the URL of the session link in the pop-up box and share it with the student via the chat feature.
- Direct the student to select the URL. A new web browser window will open to the web-based Student Testing Interface. If, by selecting the URL, a new window does not open, then the student should copy and paste the URL from the chat into a new web browser window.

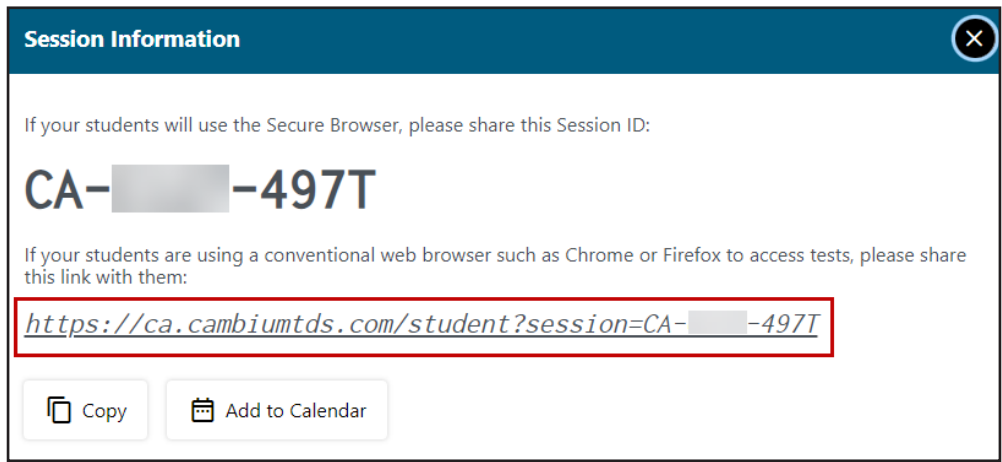


Figure 10. Session Information pop-up box

Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

2. Meet Student in a Video Conference Meeting

Students must keep their camera on throughout the duration of the test.

a. Instructions for One-on-One Administration:

SAY Today, you will take the ELPAC Listening/Reading/Writing test. First, you need to share your screen with me. Then you will sign in to the test with the URL link I shared with you.

i Guide the student through the process of sharing the screen. If the test examiner determines that the student does not have enough computer familiarity to share the screen or log on to the testing interface, follow the logon instructions for the Speaking test that are located in the applicable Speaking *Directions for Administration (DFA)*.

i A student's Statewide Student Identifier (SSID) should be shared with the student in a confidential manner. If the student did not receive their SSID prior to the test session, provide it in the conference meeting chat by sharing through a direct message to the student.

SAY Now that you have shared your screen, you will sign in to the testing interface.

b. Instructions for Group Administration:

i Copy the URL of the session link in a new web browser window. Then, share the sign-in window through the video conference meeting platform to guide the students on how to fill out each field (e.g., first name as listed in TOMS and SSID). The session ID will already be filled in from the session link that was provided.

i SSIDs should be shared with the students in a confidential manner. If a student did not receive their SSID prior to the test session, provide it in the conference meeting chat by sharing through a direct message to the student. Do not give out a student's SSID verbally in a group administration nor share with the group via the chat function.

SAY Today, you will take the ELPAC Listening/Reading/Writing test. After selecting the link I provided, you should see the sign in screen.

i Stop sharing your screen once you have confirmed all students were able to sign in.

i IMPORTANT: If a student needs help, it is recommended that a breakout room be created for the student and the proctor to eliminate distracting the other students in the group administration. The test examiner will continue to monitor the other students testing.

i If the test examiner determines that the student does not have enough computer familiarity to continue testing, the test examiner can reschedule a one-on-one administration with the student.

Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

3. Have Student Log On to Web-based Student Testing Interface and Complete Sound and Video Playback Check

Student Interface

SAY Enter your first name and your SSID number. The session ID is already filled in for you. Select [Sign In].

10. Check that the student entered the student's first name, followed by the student's SSID number in the *SSID* field (figure 11).
11. Direct the student to select [Sign In].



Figure 11. *Student Sign In* web form

SAY Is that information about you correct? Then select [Yes].

12. Verify the student information is correct on the *Is This You?* screen (figure 12). If the information is incorrect, direct the student to select [No] and notify your ELPAC coordinator.

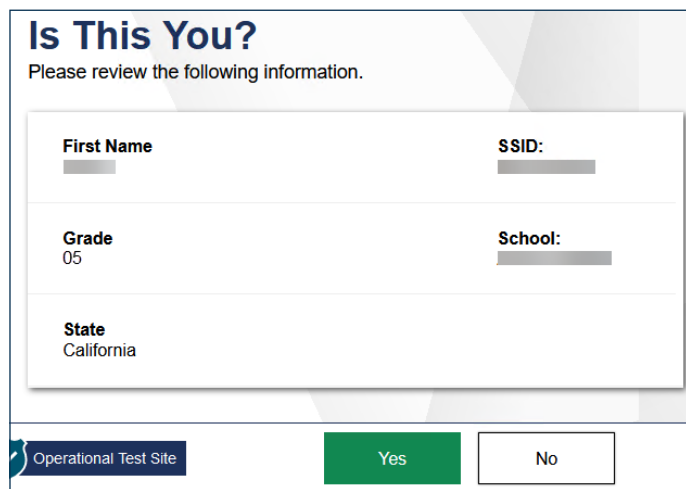


Figure 12. *Is This You?* screen

SAY Select the Reading/Listening/Writing test. Then you will wait for me to approve the test.

Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

13. Direct the student to select the appropriate test and then approve the student’s test in the **Test Administrator Interface** (figure 13).

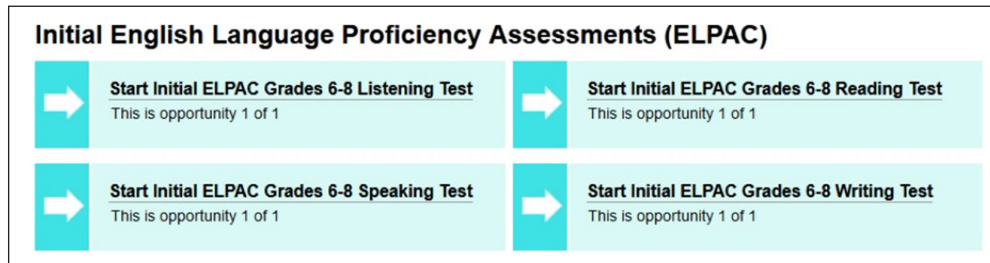


Figure 13. Sample *Your Tests* selection box

Test Administrator Interface

14. Test examiners should skip this camera and microphone access check by selecting the [X] in the upper corner of the pop-up box (figure 14).

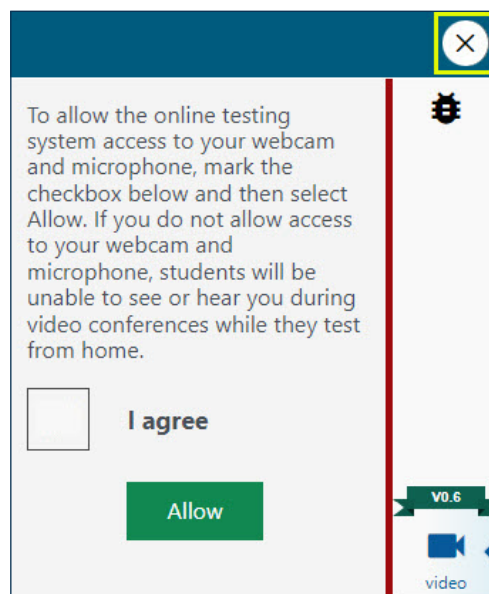


Figure 14. *Camera Access* pop-up box

Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

15. Access the student approvals by selecting the **[Approvals]** button (figure 15).

i Prior to approval, select the eye [👁️] icon in the *See Details* column to view the student’s settings for the current test. The check mark allows you to approve the test, and the “X” allows you to deny the test (figure 16).

i “Custom” in the *See Details* column indicates the student has been assigned test settings. Confirm that the correct test settings have been applied.

- If the student’s test settings are incorrect, there are some specific settings that can be corrected immediately in the Test Administrator Interface. If you identify a test setting that needs to be added and you are not able to select the setting in the Test Administrator Interface, deny the student, contact the LEA ELPAC coordinator or site ELPAC coordinator to correct the test settings in TOMS, and test the student another day.

i Proceed with approving students to test.

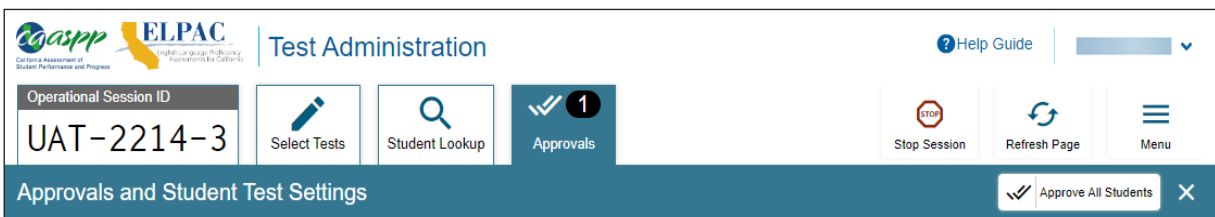


Figure 15. Operational Test Session screen

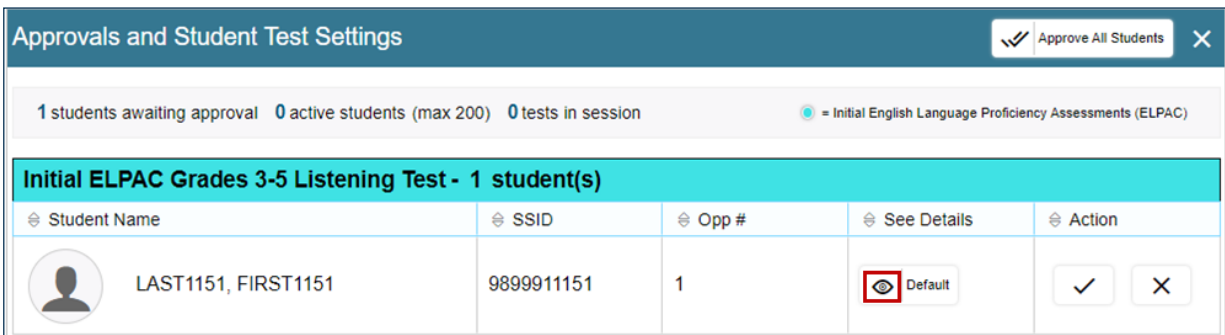


Figure 16. Approvals and Student Test Settings screen

Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

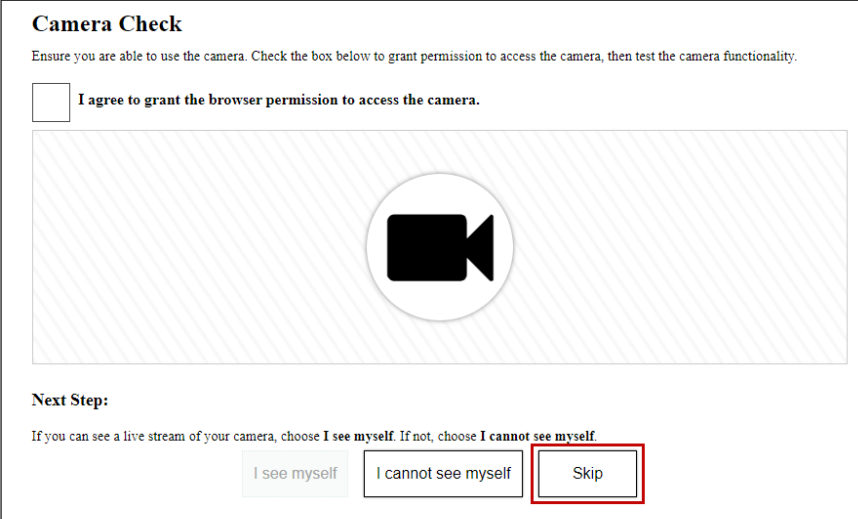
16. Complete the Sound and Video Playback Check.

SAY You are going to do a few audio and video checks. First, let’s start with the camera check.

Student Interface

SAY For the camera check, select the [Skip] button.

i The “Camera Check” section is presented in figure 17.

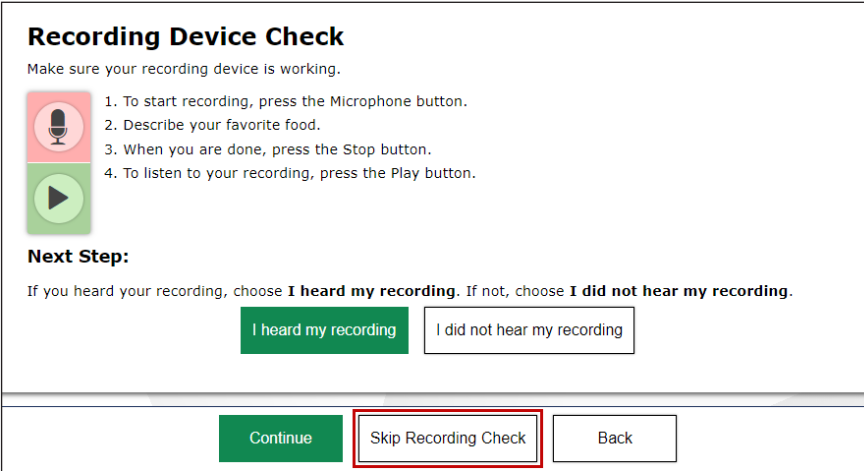


The screenshot shows a 'Camera Check' section. At the top, it says 'Camera Check' and 'Ensure you are able to use the camera. Check the box below to grant permission to access the camera, then test the camera functionality.' Below this is a checkbox with the text 'I agree to grant the browser permission to access the camera.' In the center is a large video camera icon. Below the icon, it says 'Next Step:' and 'If you can see a live stream of your camera, choose I see myself. If not, choose I cannot see myself.' At the bottom are three buttons: 'I see myself', 'I cannot see myself', and 'Skip'. The 'Skip' button is highlighted with a red border.

Figure 17. “Camera Check” section

SAY For the recording device check, select the [Skip] button.

i The “Recording Device Check” section is presented in figure 18.



The screenshot shows a 'Recording Device Check' section. It starts with 'Recording Device Check' and 'Make sure your recording device is working.' Below this is a list of instructions: 1. To start recording, press the Microphone button. 2. Describe your favorite food. 3. When you are done, press the Stop button. 4. To listen to your recording, press the Play button. There are icons for a microphone and a play button. Below the instructions, it says 'Next Step:' and 'If you heard your recording, choose I heard my recording. If not, choose I did not hear my recording.' At the bottom are three buttons: 'Continue', 'Skip Recording Check', and 'Back'. The 'Skip Recording Check' button is highlighted with a red border.

Figure 18. “Recording Device Check” section

Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

SAY Press the [Play] arrow icon to play the short video. Select the [I could play the sound and video] option if you could hear the sound.

i The “Sound and Video Playback Check” section is presented in figure 19.

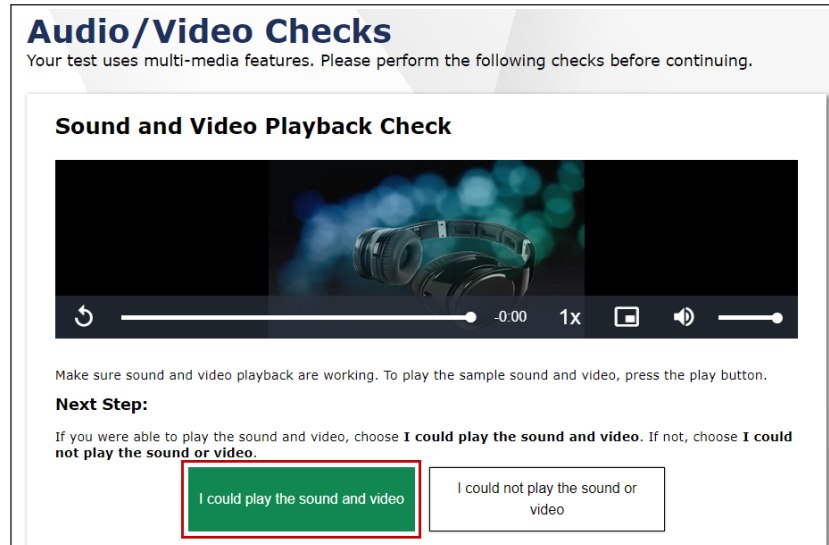


Figure 19. “Sound and Video Playback Check” section

SAY For the Text-to-Speech Sound Check, select the [Skip TTS Check] button.

i The “Text-to-Speech Sound Check” section is presented in figure 20.

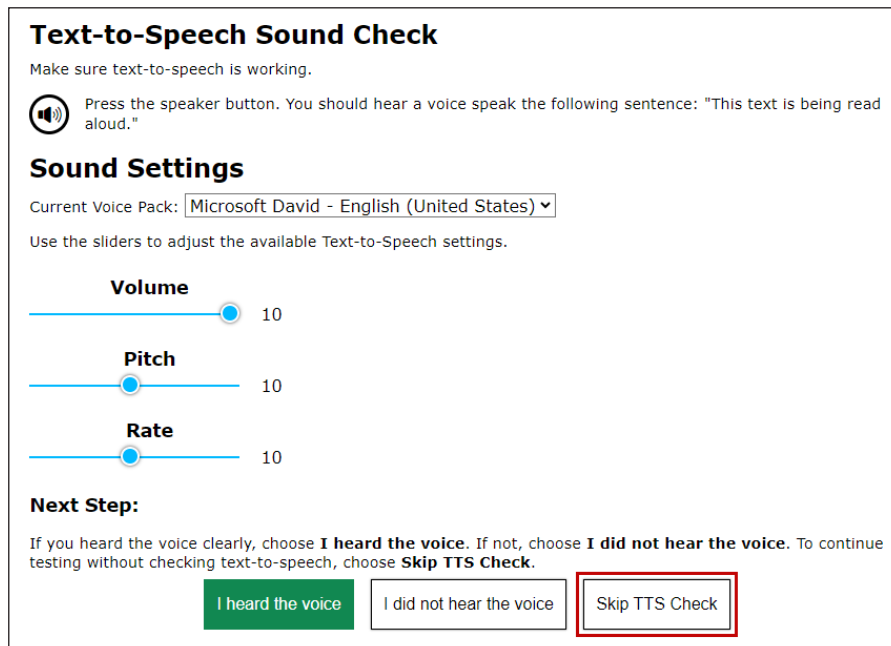


Figure 20. “Text-to-Speech Sound Check” section

Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

SAY When you have completed the audio and video checks, the *Instructions and Help* screen will appear. Here you can view the test settings and the help guide before beginning the test. When you are ready to begin, select [Begin Test now]. Listen to the directions.

i The *Instructions and Help* screen is presented in figure 21.

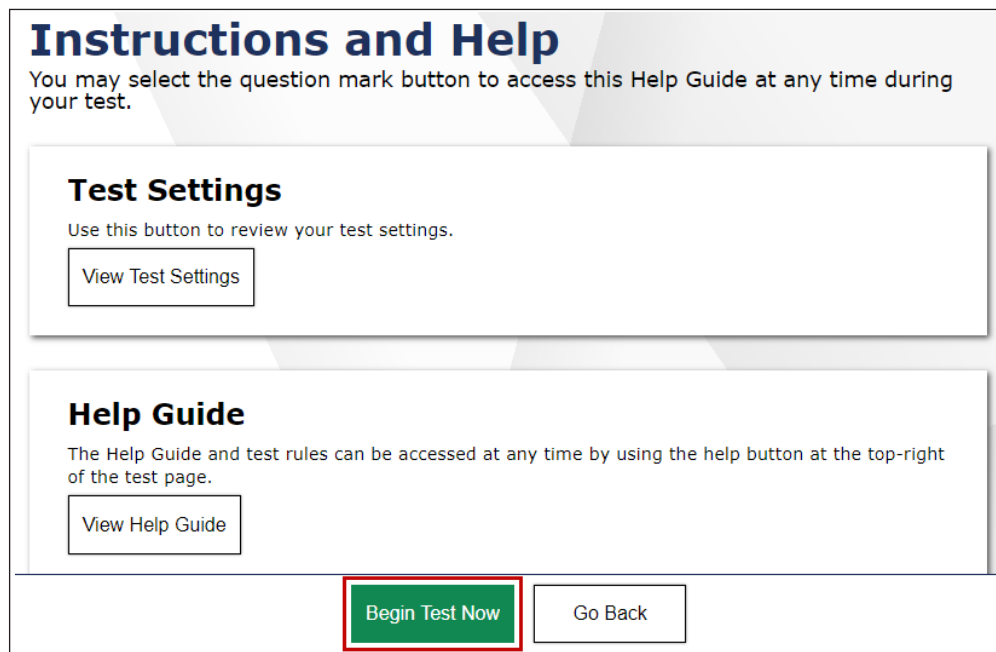


Figure 21. [Begin Test Now] button on the *Instructions and Help* screen

- i** Refer to the applicable *DFA* for the specific domain administration instructions.
- i** Test examiners should monitor the student using the video conference meeting camera and use the Test Administrator Interface to monitor the student's progress.

Summative ELPAC—Listening, Reading, and Writing

Summative ELPAC

Creating a Remote Testing Session and Student Logon Instructions for Listening, Reading, and Writing

To begin a test session, complete the following steps:

1. Start or Join a Test Session in the Test Administrator Interface
2. Meet Students in a Video Conference Meeting
3. Students Leave Video Meeting and Log On to the Secure Browser
4. Approve Tests and Monitor Students in the Test Administrator Interface

i For the Listening, Reading, and Writing tests, the student will remain in full control of the testing interface. The student’s camera must be turned on throughout the duration of the test.

1. Start or Join a Test Session in the Test Administrator Interface

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).

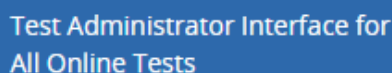


Figure 1. [Test Administrator Interface for All Online Tests] button

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

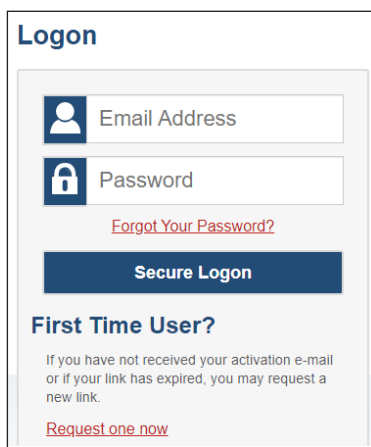


Figure 2. Test Administrator Interface *Logon* screen

Summative ELPAC—Listening, Reading, and Writing (cont.)

4. If you are associated with multiple schools, an *Important!* message appears when you log on. Select the appropriate school from the drop-down list in this message and select the **[Go]** button (figure 3). You may only select one school or district at a time. You will only be able to administer tests available for the selected school or district. To select a different school or district, you must log off and then log back on.

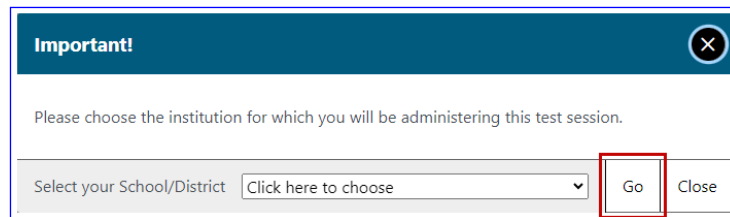


Figure 3. Important! Message from the Test Administrator Interface

5. Once you have logged on to the **Test Administrator Interface**, the **[Active Sessions]** tab will appear. 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).

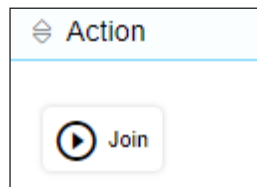


Figure 4.
[Join] button in the Test Administrator Interface

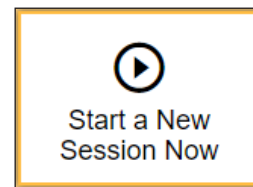


Figure 5.
[Start a New Session Now] button in the Test Administrator Interface

Summative ELPAC—Listening, Reading, and Writing (cont.)

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

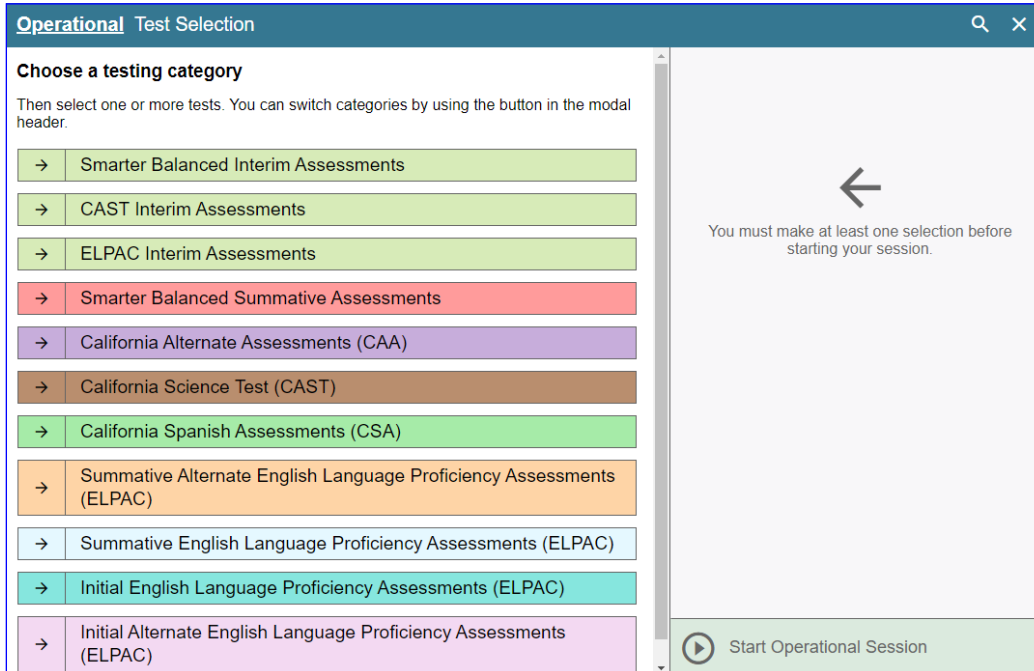


Figure 6. *Operational Test Selection* screen

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).

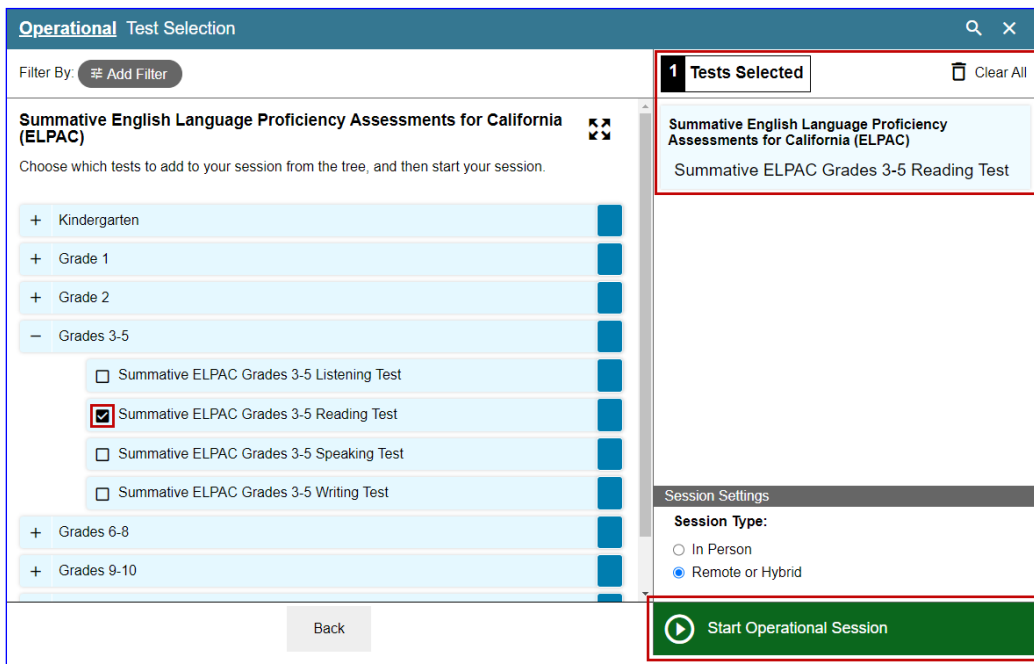


Figure 7. Expanded *Operational Test Selection* screen

Summative ELPAC—Listening, Reading, and Writing (cont.)

8. Once you have selected your test or tests, it is important that you select the *Remote or Hybrid* radio button to create the test session. Then, select the [Start Operational Session] button (figure 8).

NOTE: When administering the **ELPAC Interim Assessments** you will need to select a manner of administration (figure 9). From the *Manner of Administration* drop-down list (which will appear to the right of the *In Person* or *Remote or Hybrid* radio buttons), select *Nonstandardized* or *Standardized/Benchmark*.

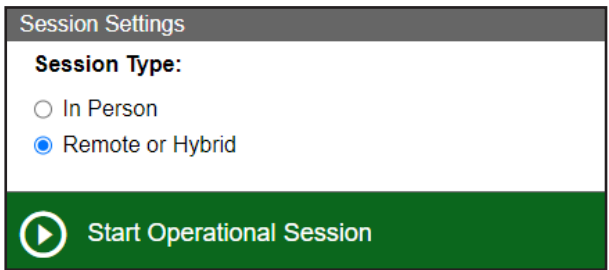


Figure 8. Start Operational Test Session screen

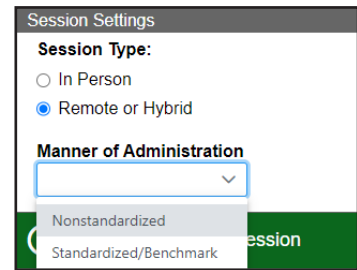


Figure 9. Manner of Administration drop-down list

9. You will be presented with a *Session Information* pop-up box providing you with the session ID and session link (figure 10). Leave this screen open so you can share the session ID with students in the video conference meeting.

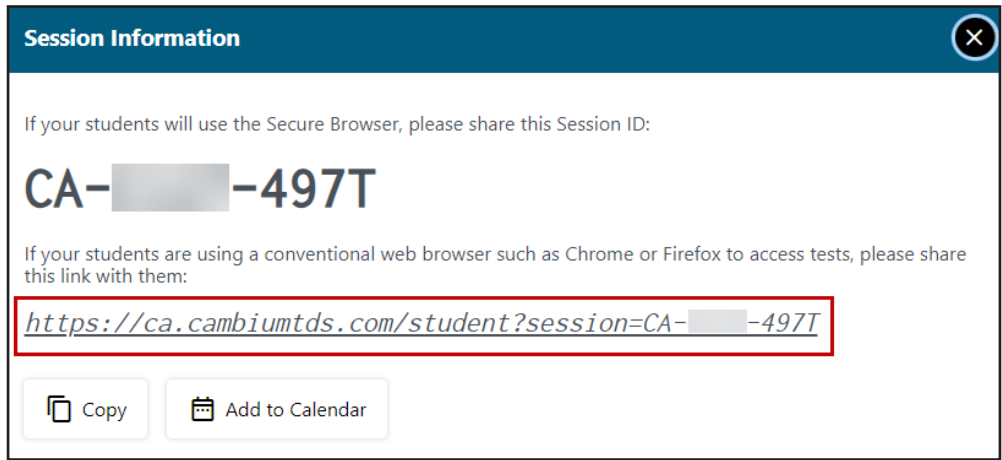


Figure 10. Session Information pop-up box

Summative ELPAC—Listening, Reading, and Writing (cont.)

2. Meet Students in a Video Conference Meeting

Within a video conference meeting, test examiners can complete the following actions:

- Show students the demonstration video “How to Take a Remote Test.”
- Share SSIDs securely and provide students with the session ID.
- Inform students that they will be starting with the Listening, Reading, or Writing test.
- Tell students what to do if they cannot log on or have connectivity issues during testing.
 - i** If possible, leave the video conference meeting open so that students may rejoin if they have issues. Instruct students that if they have issues, they should pause the test, if possible, and log off the test delivery system and rejoin the video conference meeting. Refer to the *Remote Testing* chapter of the [Summative ELPAC Online Test Administration Manual](#) for some common remote testing issues.
- Instruct students to leave the meeting and make sure all applications on their device are closed before opening the secure browser.

3. Students Leave Video Meeting and Log On to the Secure Browser

- i** You cannot approve the students to test until they have logged on to the secure browser and selected their tests.

4. Approve Tests and Monitor Students in the Test Administrator Interface

Test Administrator Interface

10. Test examiners should agree to the camera and microphone access check (figure 11).

- i** You may need to toggle your camera on and off.

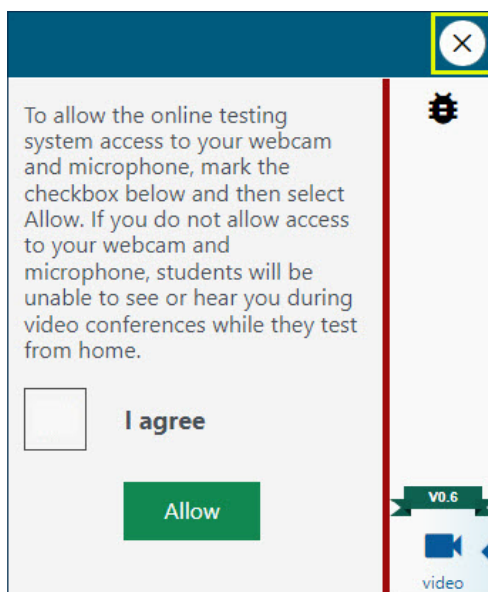


Figure 11. Camera Access pop-up box

Summative ELPAC—Listening, Reading, and Writing (cont.)

11. Access the student approvals by selecting the [Approvals] button (figure 12).

i Prior to approval, select the eye [👁️] icon in the *See Details* column to view the student’s settings for the current test. The check mark allows you to approve the test, and the “X” allows you to deny the test (figure 13).

i “Custom” in the *See Details* column indicates the student has been assigned test settings. Confirm that the correct test settings have been applied. If the student’s test settings are incorrect, deny the student, contact the LEA ELPAC coordinator or site ELPAC coordinator to correct the test settings in TOMS, and test the student another day.

i Confirm against your roster that all students have moved from the video conferencing meeting into the test session.

i Proceed with approving students to test.

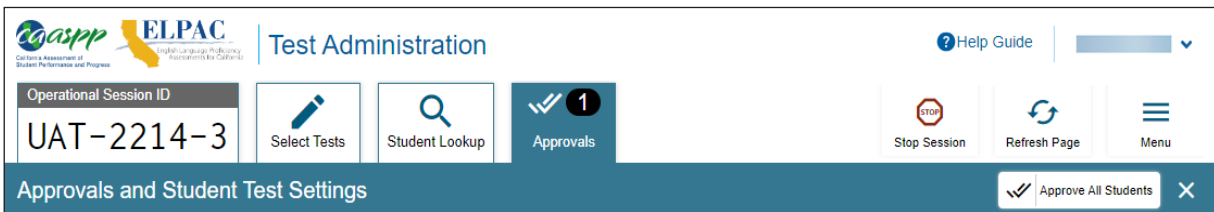


Figure 12. Operational Test Session screen

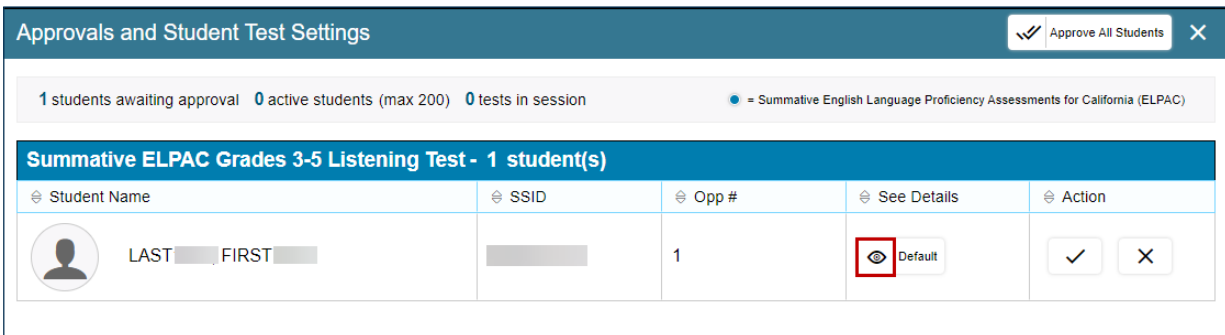


Figure 13. Approvals and Student Test Settings screen

NOTE: Test examiners should monitor the student during testing. For information about monitoring student progress in a remote administration, refer to the [Remote Testing Features](#) subsection of the online test administration manual.

Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking

Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments

Creating a Remote Testing Session and Student Logon Instructions for Speaking

To begin a test session, complete the following steps:

1. Start or Join a Test Session in the Test Administrator Interface
2. Meet Student in the Video Conference Meeting
3. Log Student On to Web-based Student Testing Interface
4. Share Screen and Computer Audio with Student
5. Complete Recording Device and Audio/Video Checks

i For the Speaking test, the test examiner is going to remain in full control of the testing interface. The test examiner will display the test through a video conferencing platform. The student must keep the camera on throughout the duration of the test.

Complete the following steps to begin the assessment.

1. Start or Join a Test Session in the Test Administrator Interface

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).

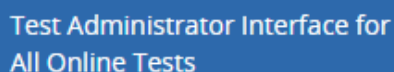


Figure 1. [Test Administrator Interface for All Online Tests] button

Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

3. Log on to the Test Administrator Interface using your TOMS sign-in credentials (figure 2). If you have used the **Data Entry Interface** to enter student responses, you may need to clear your web browser cache to successfully access the student testing interface, which is necessary for administering the tests.

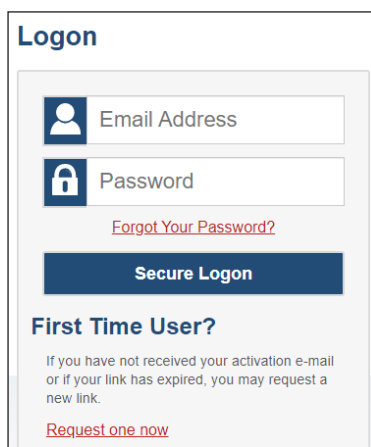


Figure 2. Test Administrator Interface *Logon* screen

4. If you are associated with multiple schools, an *Important!* message appears when you log on. Select the appropriate school from the drop-down list in this message and select the **[Go]** button (figure 3). You may only select one school or district at a time. You will only be able to administer tests available for the selected school or district. To select a different school or district, you must log off and then log back on.

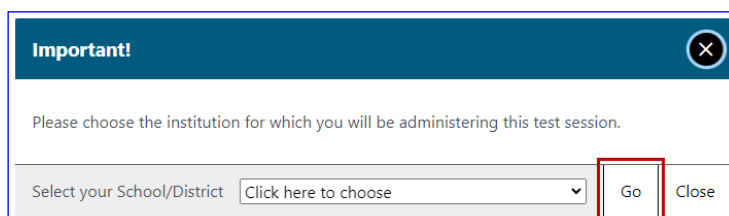


Figure 3. *Important!* Message from the Test Administrator Interface

5. Once you have logged on to the **Test Administrator Interface**, the **[Active Sessions]** tab will appear. 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).

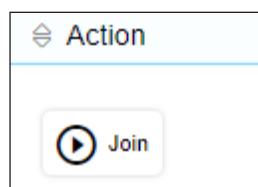


Figure 4.
[Join] button in the Test Administrator Interface

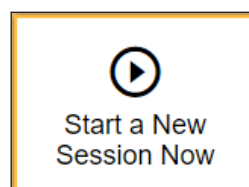


Figure 5.
[Start a New Session Now] button in the Test Administrator Interface

Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

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

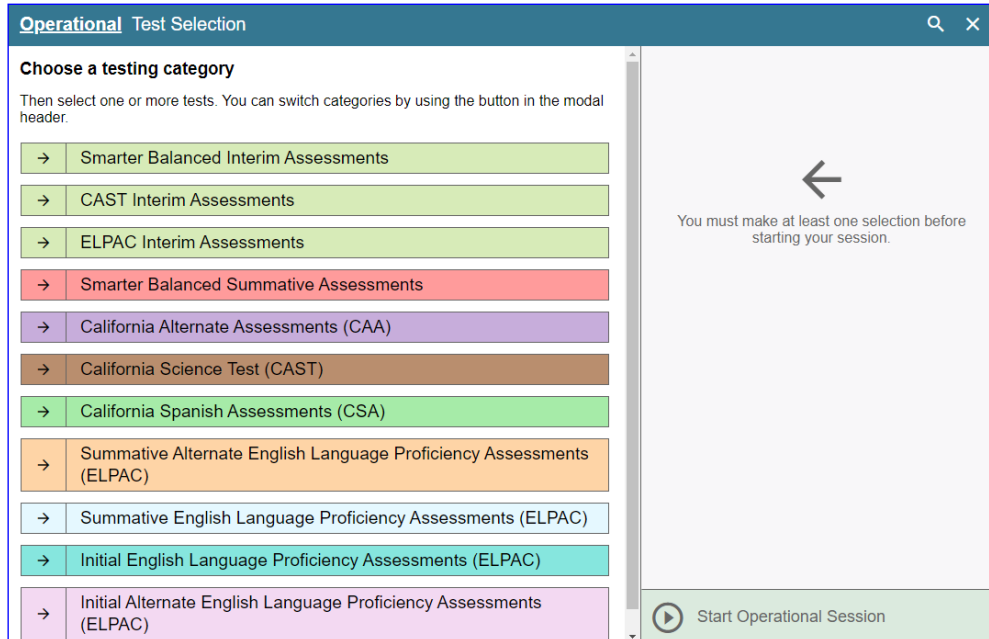


Figure 6. *Operational Test Selection* screen

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).

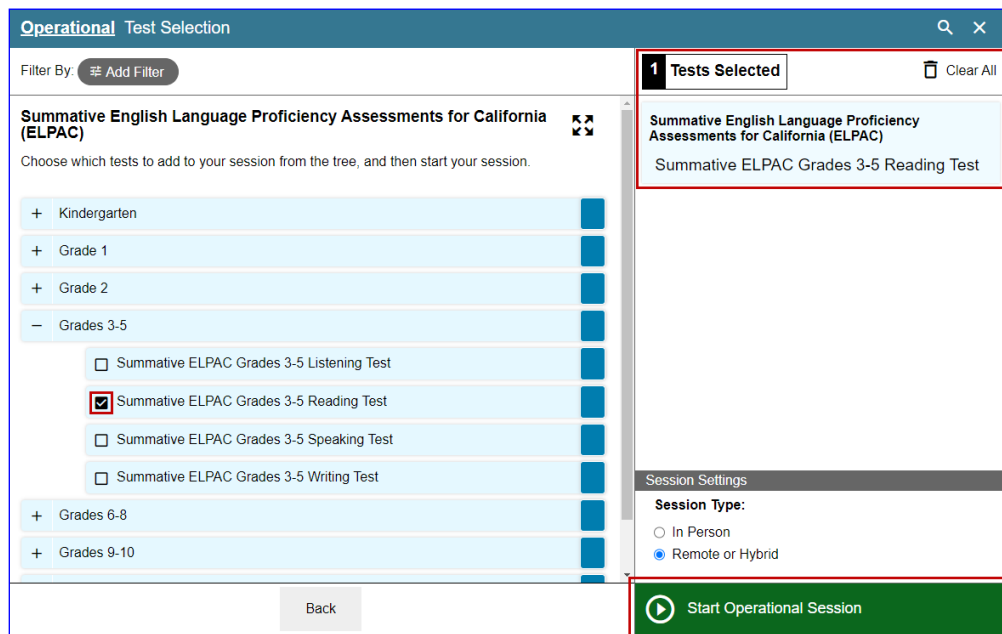


Figure 7. Expanded *Operational Test Selection* screen

Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

8. Once you have selected your test or tests, it is important that you select the *Remote or Hybrid* radio button to create the URL that you will use to access the Web-based Student Testing Interface. Then, select the **[Start Operational Session]** button (figure 8).

NOTE: When administering the **ELPAC Interim Assessments** you will need to select a manner of administration (figure 9). From the *Manner of Administration* drop-down list (which will appear to the right of the *In Person* or *Remote or Hybrid* radio buttons), select *Nonstandardized* or *Standardized/Benchmark*.

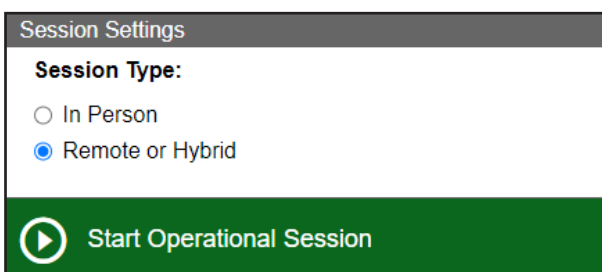


Figure 8. *Start Operational Test Session* screen

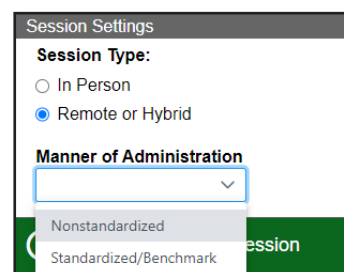


Figure 9. *Manner of Administration* drop-down list

9. You will be presented with a *Session Information* pop-up box providing you the session ID and session link (figure 10). Copy the URL in the pop-up box and paste it into a new web browser window to open the web-based Student Testing Interface.

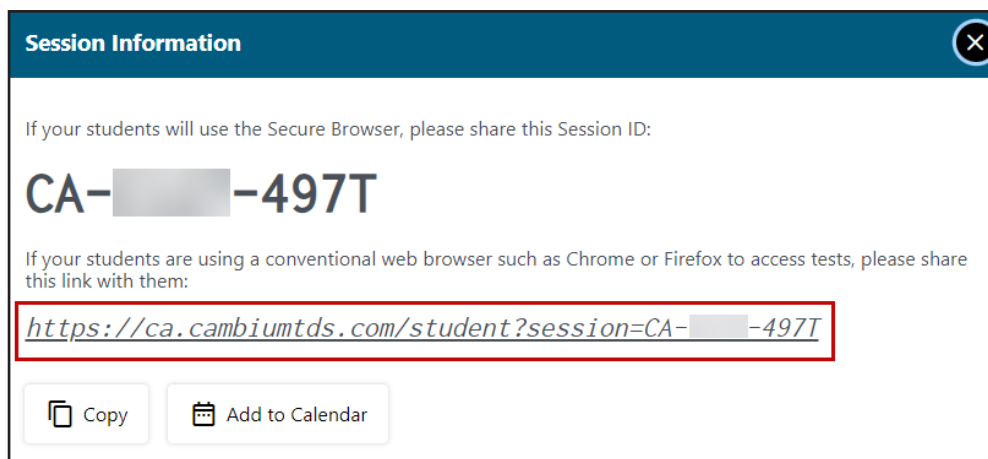


Figure 10. *Session Information* pop-up box

2. Meet Student in the Video Conference Meeting

i Students must keep their camera on throughout the duration of the test in the video conference meeting.

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

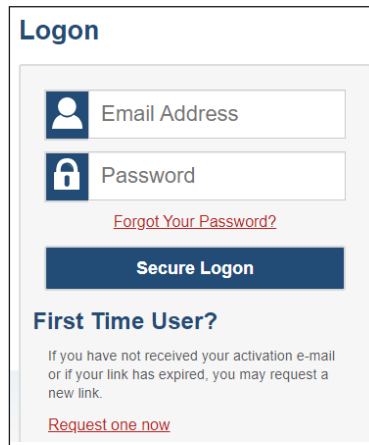
i For the Speaking domain, the test examiner will be in full control of the Web-based Student Testing Interface.

Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

3. Log Student On to Web-based Student Testing Interface

Student Interface

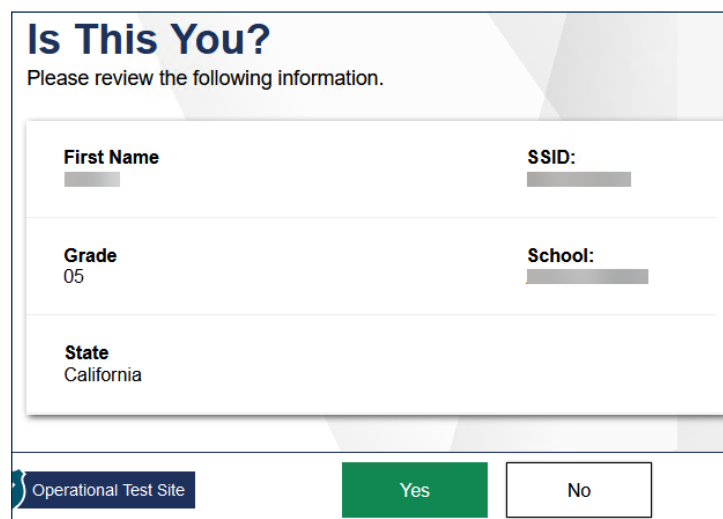
10. Log the student on by entering the student’s first name as listed in TOMS, followed by the student’s SSID number in the *SSID* field (figure 11).
11. The session ID will already be filled in as a result of copying the session link. Select **[Sign In]**.



The screenshot shows a web form titled "Logon". It contains two input fields: "Email Address" with a person icon and "Password" with a lock icon. Below the password field is a red link that says "Forgot Your Password?". A dark blue button labeled "Secure Logon" is positioned below the fields. Underneath the button is the heading "First Time User?" followed by a paragraph of text: "If you have not received your activation e-mail or if your link has expired, you may request a new link." Below this text is another red link that says "Request one now".

Figure 11. Student Sign In web form

12. Verify the student information is correct on the *Is This You?* screen (figure 12). Select **[Yes]** to continue. (Select **[No]** if the student information is not correct. Notify your ELPAC coordinator if it is not.)



The screenshot shows a screen titled "Is This You?". Below the title is the instruction "Please review the following information." The screen displays a form with three rows of information: "First Name" and "SSID:" with greyed-out input fields; "Grade" (05) and "School:" with a greyed-out input field; and "State" (California). At the bottom of the screen, there is a dark blue button labeled "Operational Test Site", a green button labeled "Yes", and a white button labeled "No".

Figure 12. Is This You? screen

Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

13. On the test selection screen, select the appropriate ELPAC test and then approve the student's test in the **Test Administrator Interface** (figure 13).

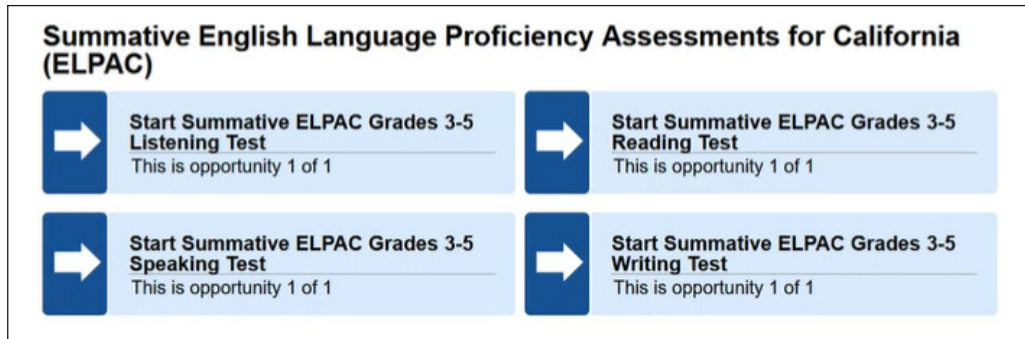


Figure 13. Sample *Your Tests* selection box

Test Administrator Interface

14. For the Speaking test only, test examiners should skip this camera and microphone access check by selecting the [X] in the upper corner of the pop-up box (figure 14).

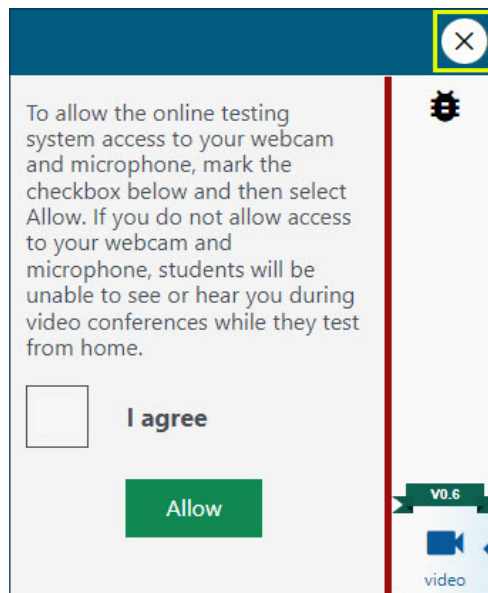


Figure 14. Camera Access pop-up box

Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

15. Access the student approvals by selecting the [Approvals] button (figure 15).

i Prior to approval, select the eye [👁] icon in the *See Details* column to view the student’s settings for the current test. The check mark allows you to approve the test, and the “X” allows you to deny the test (figure 16).

i “Custom” in the *See Details* column indicates the student has been assigned test settings. Confirm that the correct test settings have been applied.

- For the **Initial ELPAC or ELPAC Interim Assessments**, if the student’s test settings are incorrect, there are some specific settings that can be corrected immediately in the Test Administrator Interface. If you identify a test setting that needs to be added and you are not able to select the setting in the Test Administrator Interface, deny the student, contact the LEA ELPAC coordinator or site ELPAC coordinator to correct the test settings in TOMS, and test the student another day.
- For the **Summative ELPAC**, if the student’s test settings are incorrect, deny the student, contact the LEA ELPAC coordinator or site ELPAC coordinator to correct the test settings in TOMS, and test the student another day.

i Proceed with approving students to test.

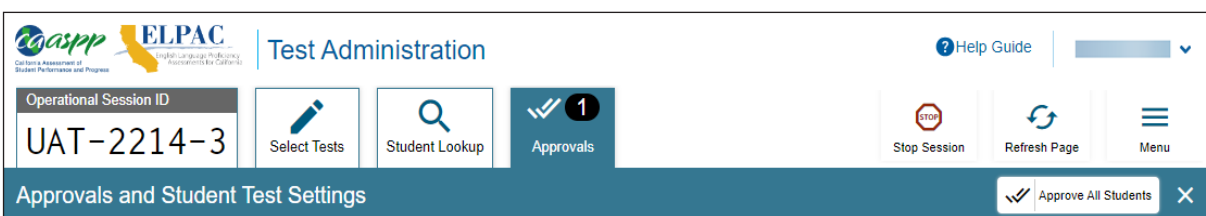


Figure 15. Operational Test Session screen

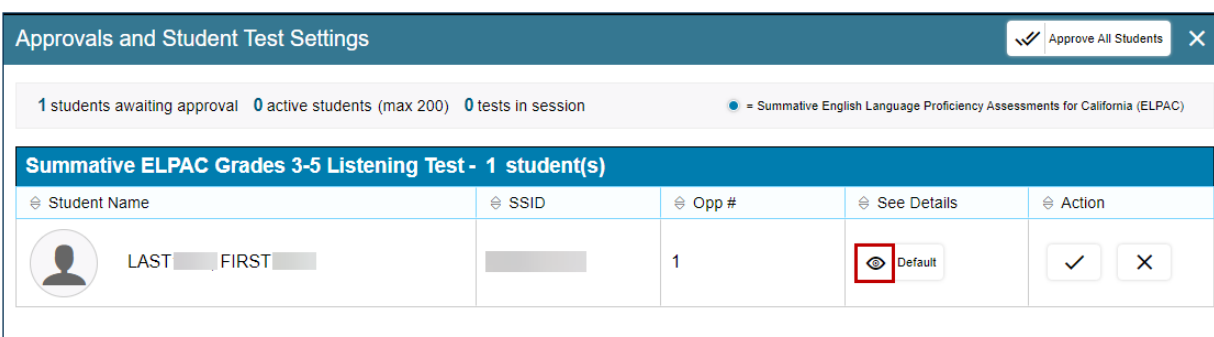


Figure 16. Approvals and Student Test Settings screen

4. Share Screen and Computer Audio with Student

Now share the **Student Testing Interface** with the student. Be sure to select the option to “share sound” or “include sound” within your video conferencing platform.

- **Microsoft Teams**—“include computer sound”
- **Zoom**—“share sound”
- **Google Meet**—“share audio”

Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

5. Complete Recording Device and Audio/Video Checks

SAY Before we begin the Speaking test, we need to do a few audio and video checks. First, I'm going to complete the camera check.

Student Interface

i For the **Initial ELPAC or ELPAC Interim Assessments**, select the **[Skip]** button.

i For the **Summative ELPAC**, before the camera check, first turn your camera off in the video conference meeting. Then, on the Web-based Student Testing Interface, select the checkbox to enable the video, and select the **[I see myself]** option when the video appears (figure 17).

If your video does not automatically appear, select the **[camera]** icon in the center of the screen.

Audio/Video Checks
Your test uses multi-media features. Please perform the following checks before continuing.

Camera Check
Ensure you are able to use the camera. Check the box below to grant permission to access the camera, then test the camera functionality.

I agree to grant the browser permission to access the camera.

Next Step:
If you can see a live stream of your camera, choose **I see myself**. If not, choose **I cannot see myself**.

Figure 17. "Camera Check" section

SAY Now we need to check if the computer will record your voice, because in this test I'm going to ask you some questions and record your answers.


i Test examiners should not wear headphones while administering the Speaking test remotely. For the microphone to pick up the voice of the student, the sound needs to be coming through the computer's speakers.

Recording Device Check
Make sure your recording device is working.

1. To start recording, press the Microphone button.
2. Describe your favorite food.
3. When you are done, press the Stop button.
4. To listen to your recording, press the Play button.

Next Step:
If you heard your recording, choose **I heard my recording**. If not, choose **I did not hear my recording**.

Figure 18. "Recording Device Check" section

 Use your cursor to point to the microphone (figure 18).

Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

SAY Before giving your answers, I’m going to press the microphone to record your answer here. Let’s practice.

i Select the [Microphone] button.

SAY Describe your favorite food.

i Pause for the student’s response. When the student has finished speaking, press the square [stop] button to stop recording. Acknowledge the student’s correct response, or model a correct response, such as, “You could have said, ‘My favorite food is a hamburger and fries.’”

i When the student is ready, select [I heard my recording].

SAY I’m going to check that you can hear the sound.

i Scroll down to the Sound and Video Playback Check (figure 19).

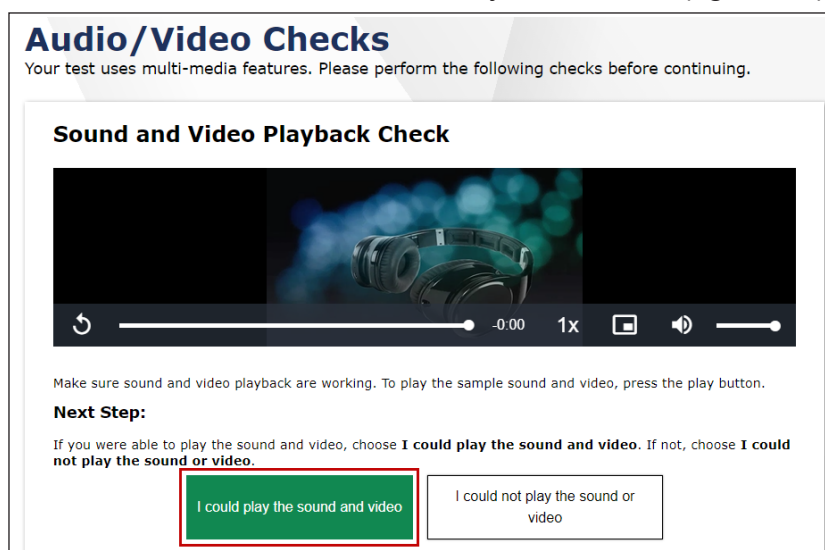


Figure 19. “Sound and Video Playback” section

i Select the [Play] button. Check that the student can hear the music and see the moving musical notes.

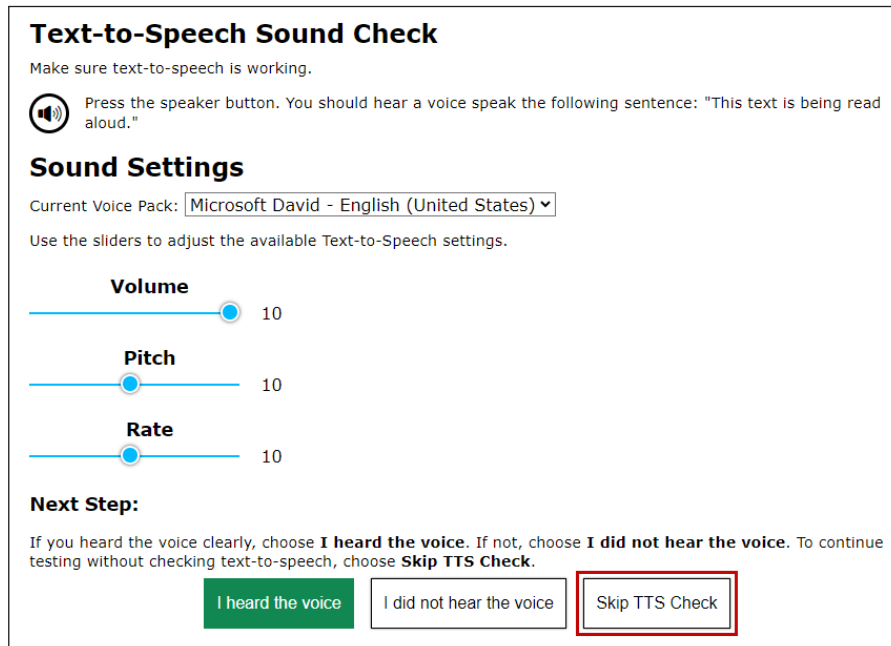
SAY Could you hear the sound OK?

i Pause for the student’s response.


If so, select the [I could play the sound and video] button. If not, you may need to check that you have shared your computer audio via the video conferencing platform you are using.

Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

i For the Text-to-Speech Sound Check, select the **[Skip TTS Check]** button (figure 20).



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 David - 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**.

Figure 20. "Text-to-Speech Sound Check" section

If any of the recording device or sound and video playback checks are not working for you, simply select the option that you cannot see, hear, or play, and the system will guide you through troubleshooting for that particular feature.

Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

SAY Do you have any questions?

i Answer the student’s questions.

SAY Remember to answer all the questions in English. If you want me to repeat a question, you can ask me to. Now we are going to begin.

i When the student is ready, select **[Begin Test Now]** (figure 21).

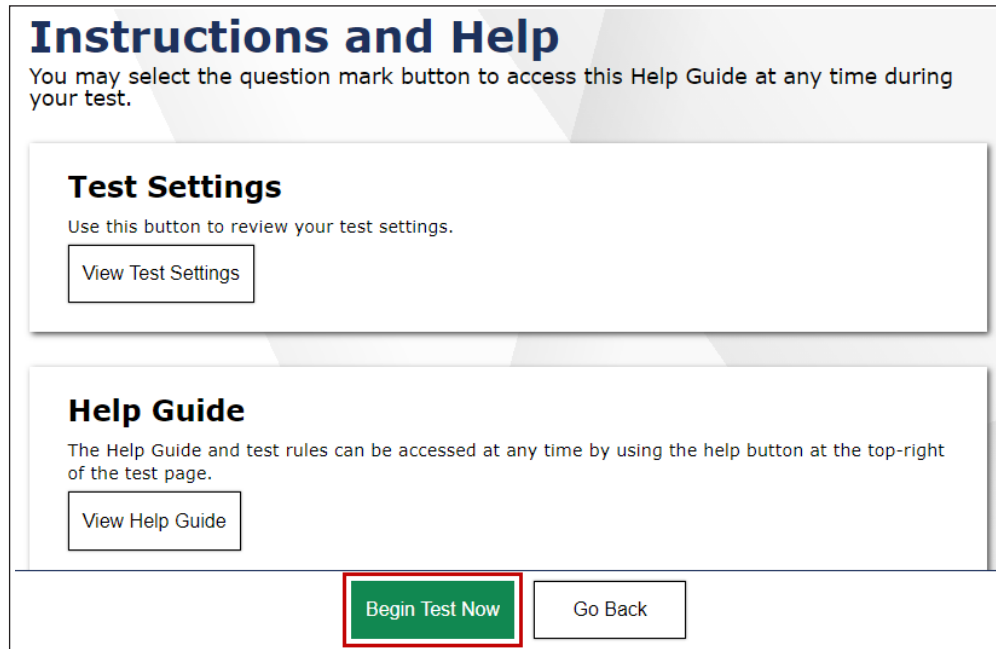


Figure 21. **[Begin Test Now]** button on the *Instructions and Help* screen

i Administer the Speaking questions according to the scripts in the *DFA*. Record the student’s scores on the Student Score Sheet at the end of the *DFA* or directly in the Data Entry Interface.

i Refer to the *DFA* for the page where the Speaking test begins.