ELPAC

English Language Proficiency
Assessments for California

How to Start a Remote ELPAC Test Session
Kindergarten–Grade 2

Using this Document

This document should be used for kindergarten through grade two (K–2) 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.

Please note, the Writing domain for 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.

Creating a Remote Test Session and Student Logon Instructions

To begin a remote 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. **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**

To begin a remote test session, you will complete the following steps:

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).
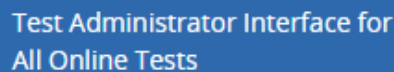

Figure 1. [Test Administrator Interface for All Online Tests] button

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

   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.
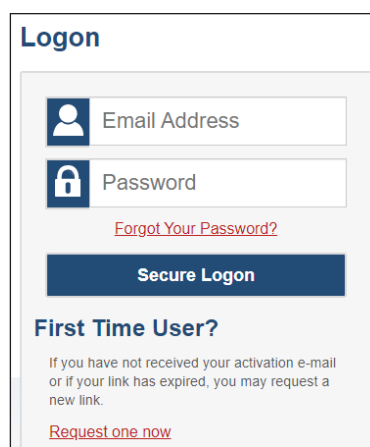

Figure 2. Test Administrator Interface *Logon* screen

Creating a Remote Test Session and Student Logon Instructions (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.
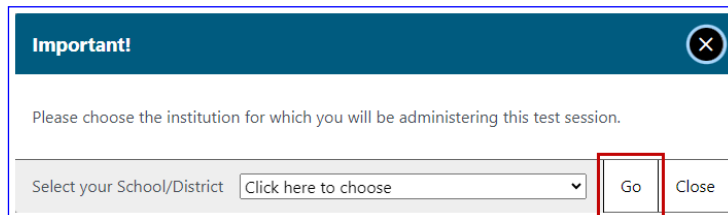

Figure 3. *Important!* **Message from the Test Administrator Interface**

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).
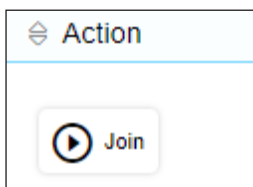

Figure 4.
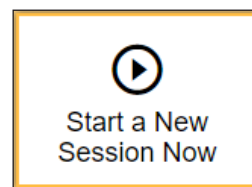**[Join] button in the Test Administrator Interface**

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

Creating a Remote Test Session and Student Logon Instructions (cont.)

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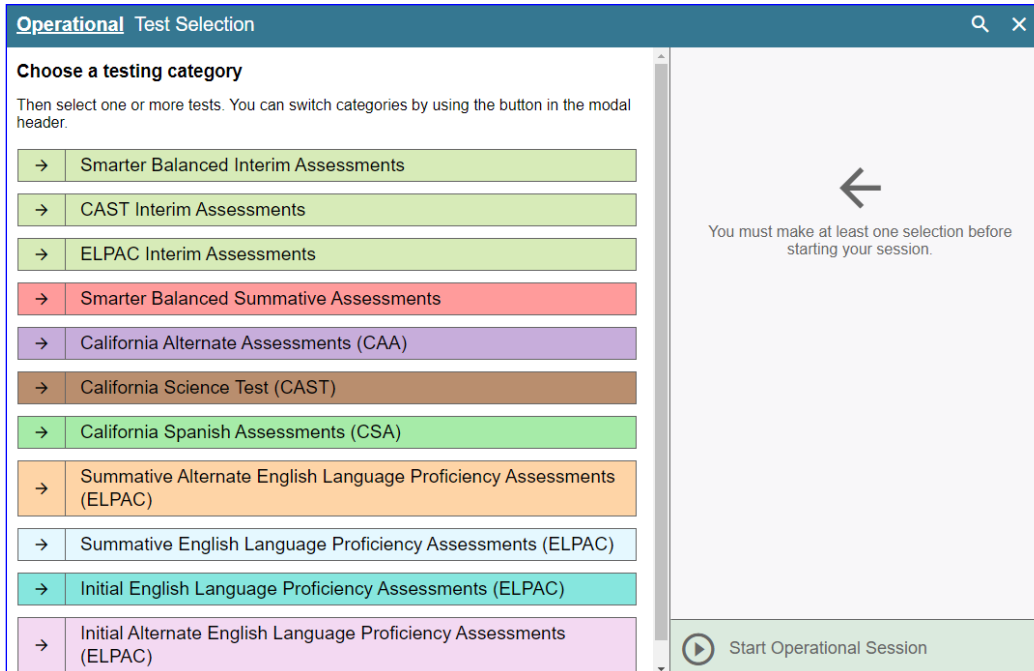

Figure 6. *Operational Test Selection* **screen**

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).
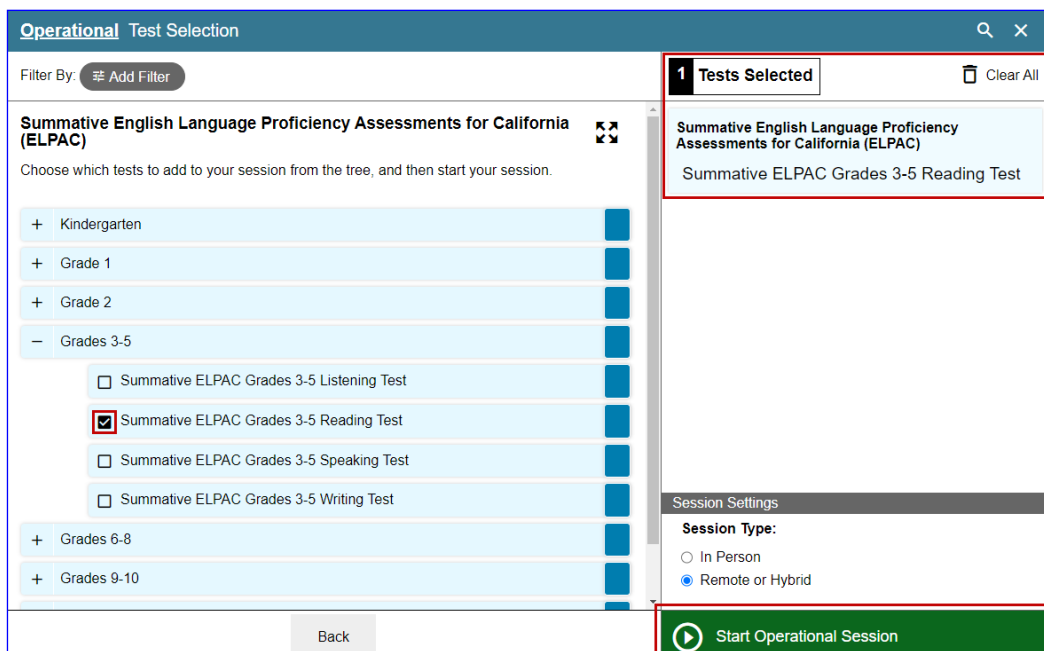

Figure 7. Expanded *Operational Test Selection* **screen**

Creating a Remote Test Session and Student Logon Instructions (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*.
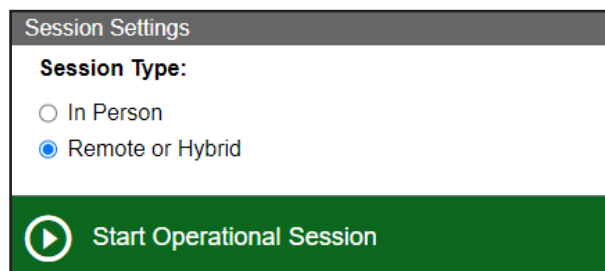

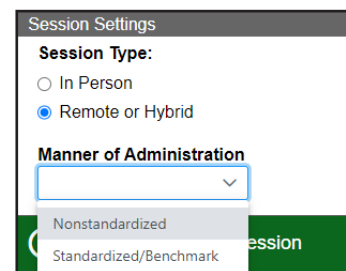**Figure 8.** *Start Operational Test Session* screen

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 of the session link in the pop-up box and paste it into a new web browser window to open the web-based Student Testing Interface.
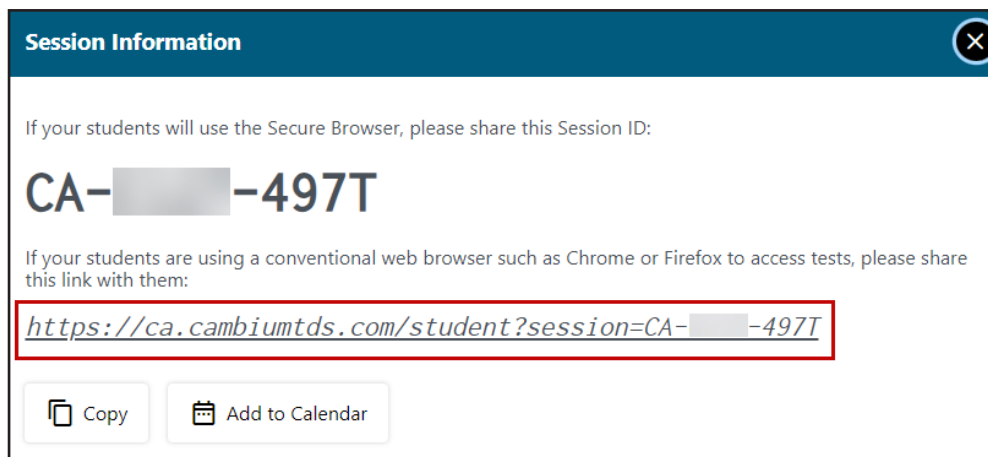

Figure 10. *Session Information* pop-up box

2. Meet Student in a Video Conference Meeting

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

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

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 Statewide Student Identifier (SSID) number in the *SSID* field (figure 11).

11. The session ID will be filled in as a result of copying the session link. Select [**Sign In**].

Please Sign In

First Name:
EX: JORDAN

SSID:
EX: 123456789

Session ID:
CA -_____-_____-

Figure 11. *Student Sign In* web form

12. Verify that 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 local educational agency (LEA) or site ELPAC coordinator if it is not.)

Is This You?
Please review the following information.

First Name

SSID:

Grade
05

School:

State
California

Operational Test Site   Yes   No

Figure 12. *Is This You?* screen

Creating a Remote Test Session and Student Logon Instructions (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).
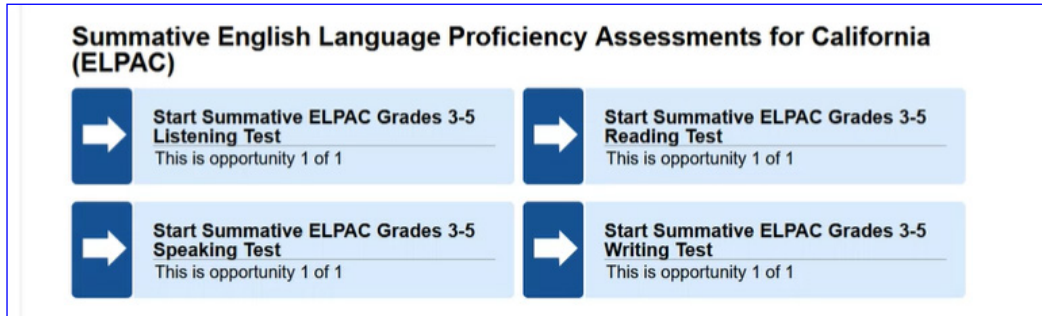

Figure 13. Sample *Your Tests* selection box

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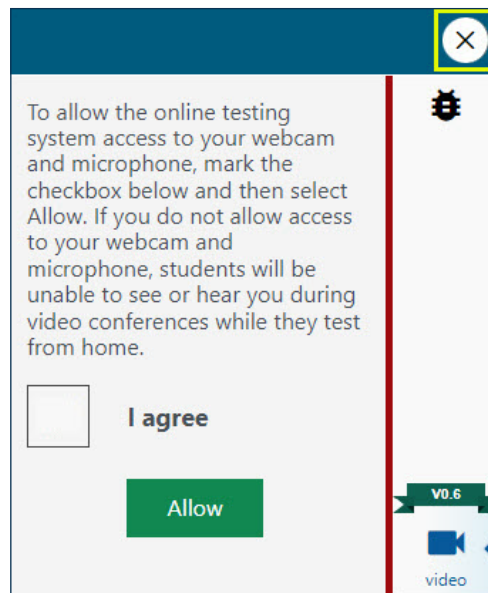

Figure 14. *Camera Access* pop-up box

Creating a Remote Test Session and Student Logon Instructions (cont.)

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

   ℹ️ 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).

   ℹ️ "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.

   • Please note that for the Initial ELPAC only, there are some specific settings (e.g., color contrast, streamline, etc.) that can be corrected immediately in the Test Administrator Interface.

   ℹ️ To assist the student in focusing on the test examiner's cursor, change the size and color of the mouse pointer. To do this, select the eye [👁️] icon in the *See Details* column and set the mouse pointer to the *Large Yellow* option. This designated support must be set up in TOMS before testing for the mouse pointer options to be available for selection.

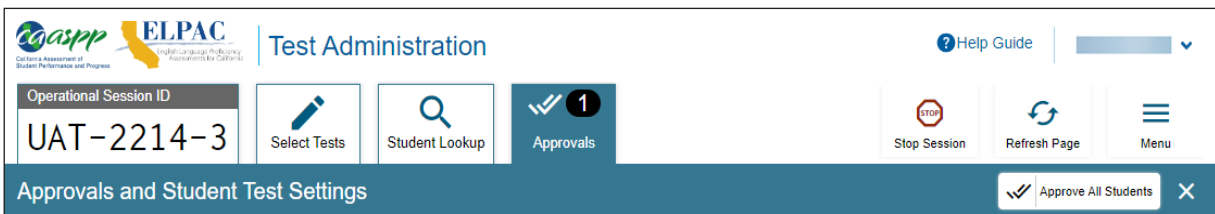   ℹ️ Proceed with approving students to test.
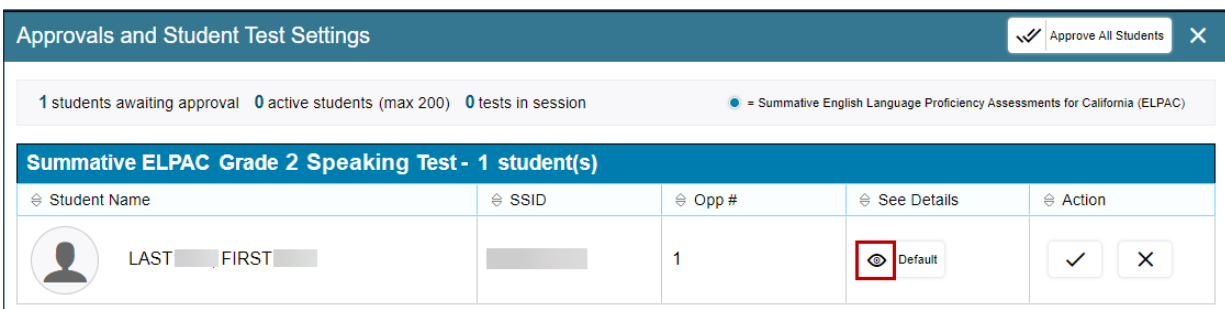

Figure 15. *Operational Test Session* **screen**

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"**

Creating a Remote Test Session and Student Logon Instructions (cont.)

5. Complete Recording Device and Audio/Video Checks

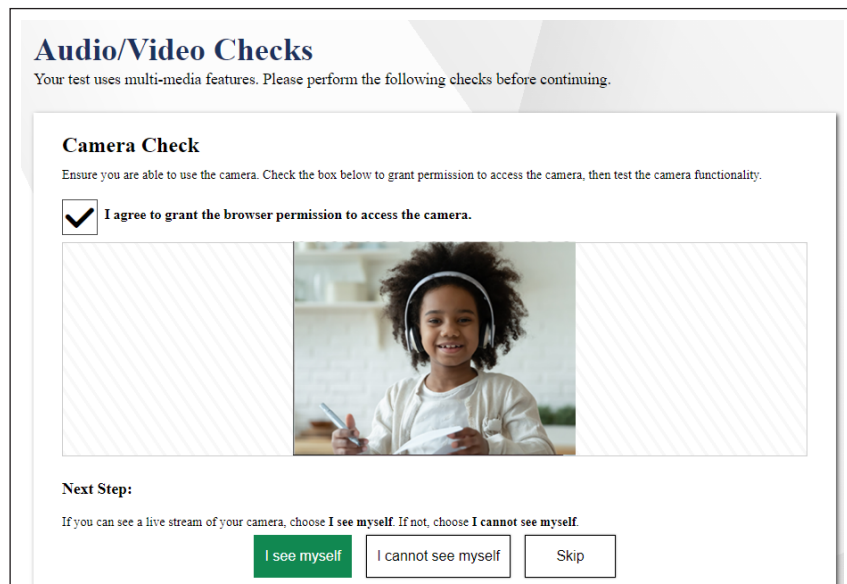**i** The audio and video checks will need to be completed for each domain administered remotely.

SAY **Before we take the test, we need to do a few audio and video checks. First, I am 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.
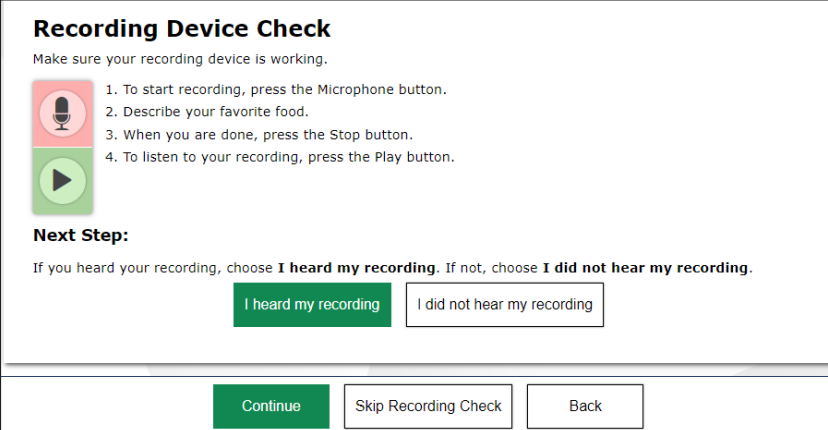
Figure 17. *"Camera Check"* section with permission check mark

Creating a Remote Test Session and Student Logon Instructions (cont.)

SAY **Now we need to check if the computer will record your voice.**

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.

Figure 18. *"Recording Device Check"* **section**

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

NOTE: If administering the Listening or Reading test:

i Select the [**Microphone**] button.

🎤**SAY** **Describe your favorite food.**

i Continue with the instructions that follow, which begin with "Pause for the student's response."

NOTE: If administering the Speaking test:

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**].

Creating a Remote Test Session and Student Logon Instructions (cont.)

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

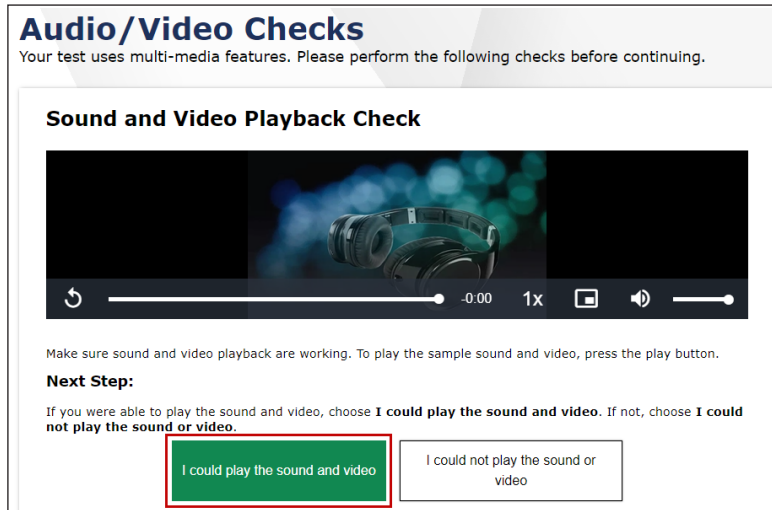ℹ️ Scroll down to the Sound and Video Playback Check (figure 19).

Figure 19. *"Sound and Video Playback Check"* **section**

ℹ️ 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?**

ℹ️ 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.

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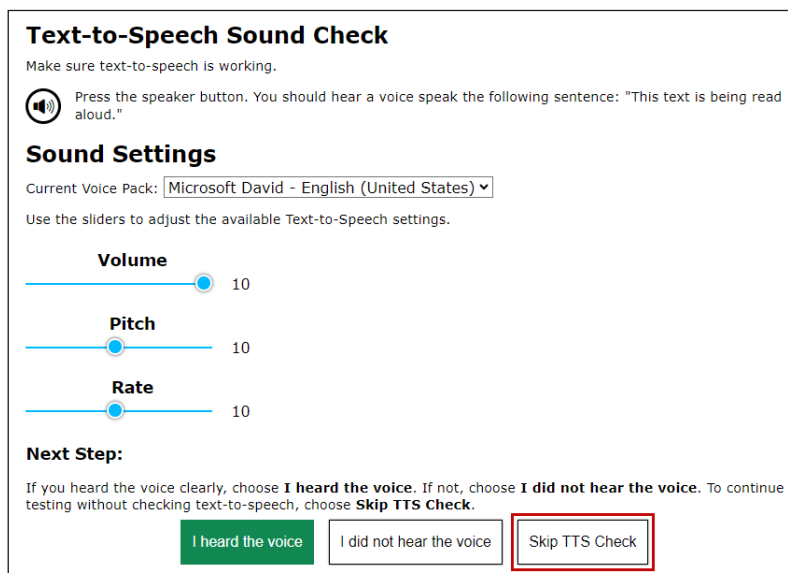

Figure 20. *"Text-to-Speech Sound Check"* **section**

Creating a Remote Test Session and Student Logon Instructions (cont.)

ℹ️ 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.

SAY **Do you have any questions?**

ℹ️ Answer the student's questions.

For the Listening or Reading test,

SAY **We are going to start the test now. Listen to the directions.**

ℹ️ Select [**Begin Test Now**] at the bottom of the page (figure 21).

Instructions and Help
You may select the question mark button to access this Help Guide at any time during your test.

Test Settings
Use this button to review your test settings.

[View Test Settings]

Help Guide
The Help Guide and test rules can be accessed at any time by using the help button at the top-right of the test page.
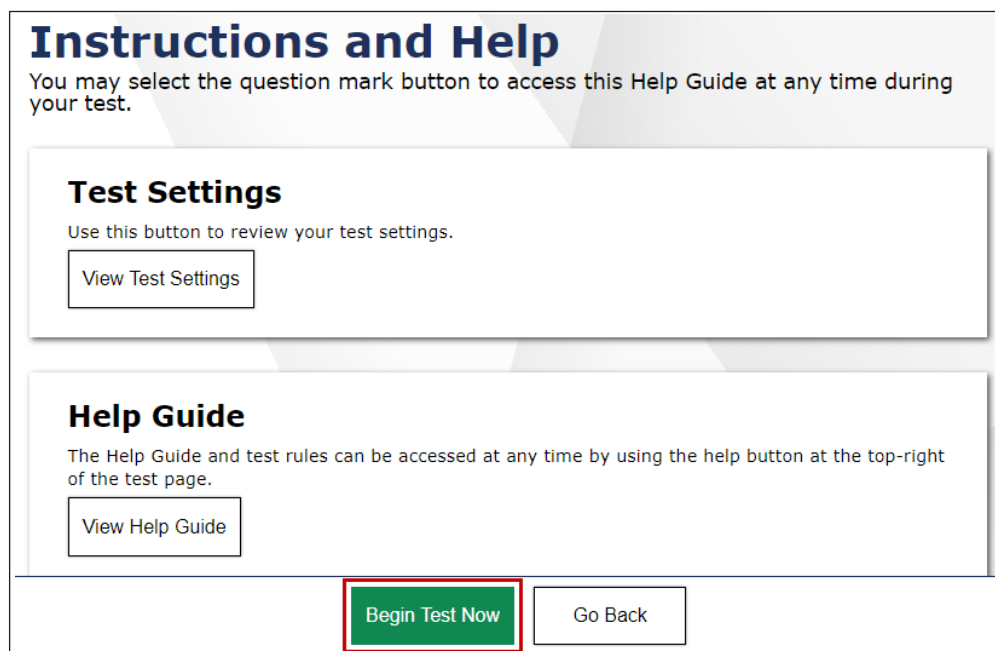
[View Help Guide]

[Begin Test Now]   [Go Back]

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

ℹ️ Refer to the *DFA* for the page where the Listening or Reading test begins.

For the Speaking test,

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.**

ℹ️ When the student is ready, select [**Begin Test Now**].

ℹ️ Refer to the *DFA* for the page where the Speaking test begins. Record the student's scores on the Student Score Sheet or directly in the Data Entry Interface.