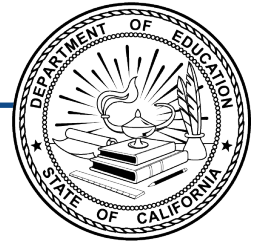


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# Alternate ELPAC

Alternate English Language  
Proficiency Assessments for California



## How to Start an Alternate ELPAC Test Session



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## **Using this Document**

This document should be used for administration of the Alternate English Language Proficiency Assessments for California. This document is adapted from the online test administration manual.

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# Logon Instructions

## Creating a Testing 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).

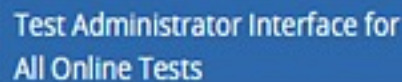


Figure 1. **[Test Administrator Interface for All Online Tests]** button

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

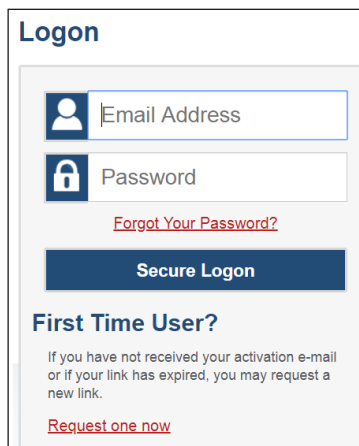


Figure 2. Test Administrator Interface *Logon* screen

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.

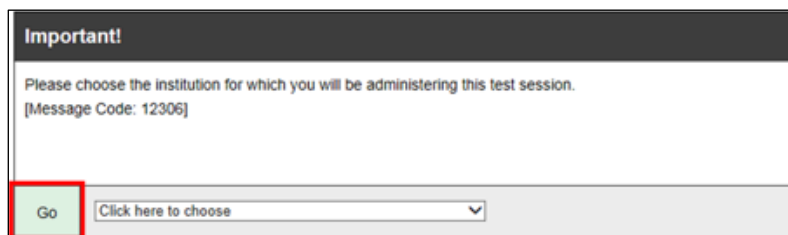


Figure 3. Message from the Test Administrator Interface

# Logon Instructions (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).

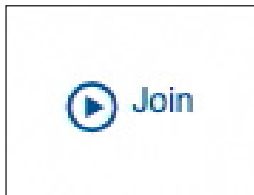


Figure 4. **[Join]** button in the Test Administrator Interface

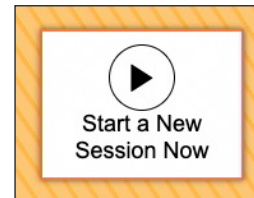


Figure 5. **[Start a New Session Now]** button in the Test Administrator Interface

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

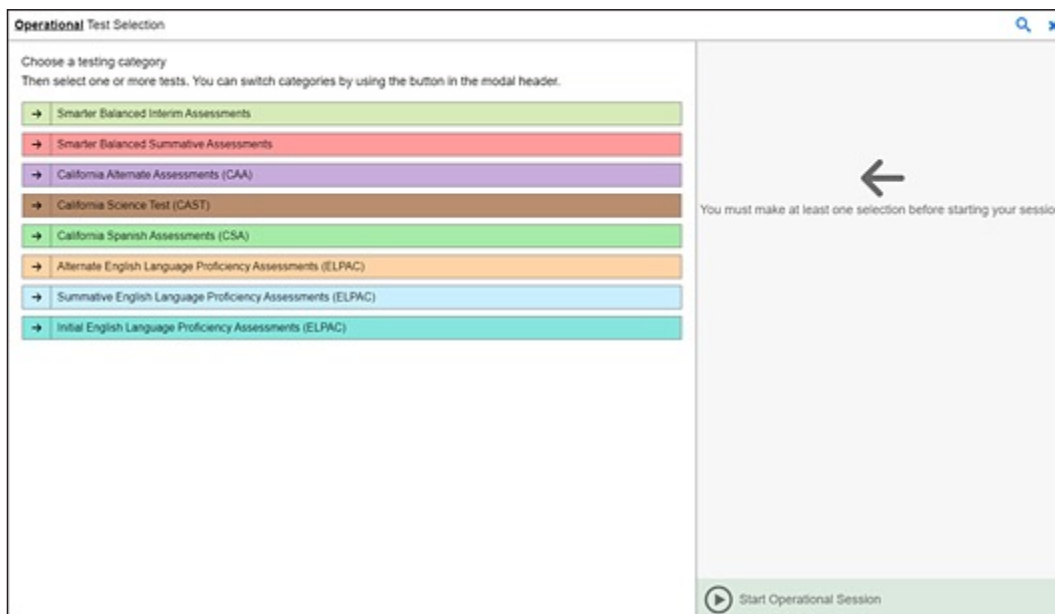


Figure 6. *Operational Test Selection* screen

# Logon Instructions (cont.)

7. Select the grade level or grade span that is appropriate for the student (figure 7). A confirmation box will appear (figure 8). Then Select **[OK]** to continue.

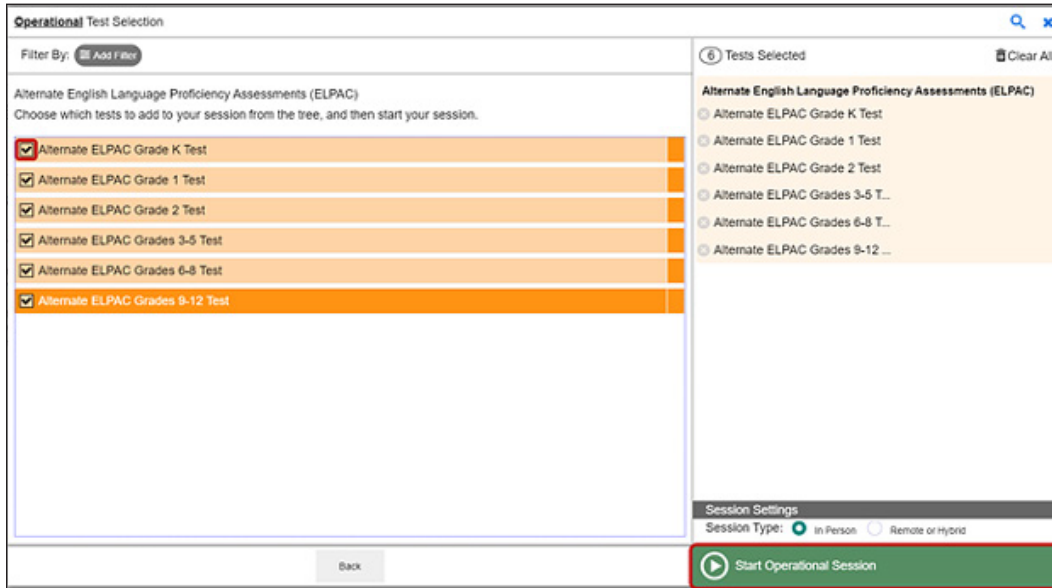


Figure 7. Sample Operational Test Selection screen

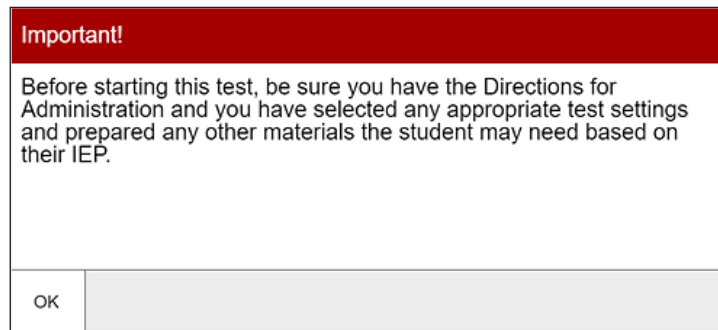


Figure 8. Important! confirmation box

8. Select the **[Start Operational Session]** button (figure 9).

**i** The Alternate ELPAC can only given in person.

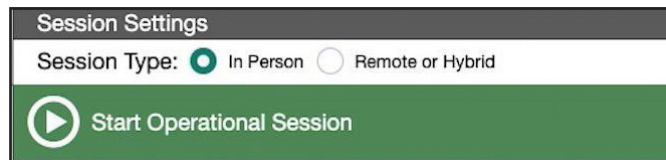


Figure 9. Start Operational Test Session screen

# Logon Instructions (cont.)

A test session ID (figure 10) is generated upon selecting the **[Start Operational Session]** button.

- You will enter the session ID directly into the secure browser.
- The current session ID also appears on the Test Administrator Interface screen saver, when the screen saver is active.

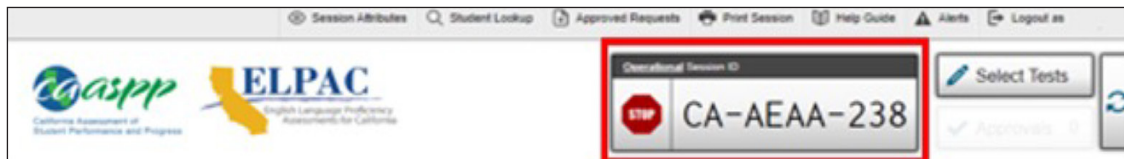


Figure 10. Session ID at the top of the Test Administrator Interface

**ALERT:** This is a one-on-one administration. If a student needs assistance, you can enter responses for the student in the student 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. Open the secure browser and log the student onto the student's device.

# Logon Instructions (cont.)

## Student Interface

10. Sign in using the *Student Sign In* web form (figure 11). 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.

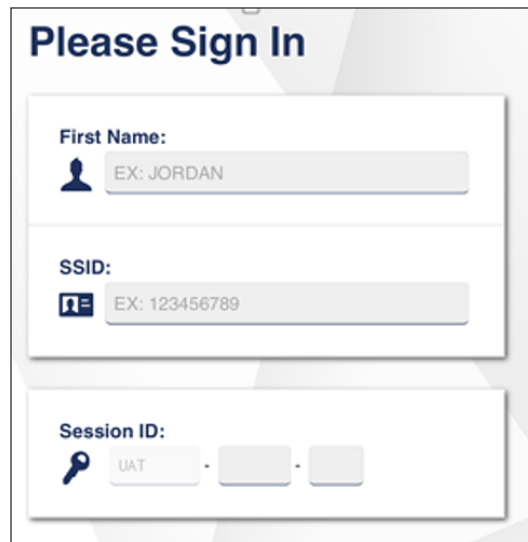


Figure 11. *Student Sign In* web form

**NOTE:** If there is a special character in the student's first name, refer to the [Administering a Computer-based Test Session](https://ca-toms-help.ets.org/alt-elpac-tam/administering-to-students/administering-online-test-session/) chapter of the online test administration manual located at <https://ca-toms-help.ets.org/alt-elpac-tam/administering-to-students/administering-online-test-session/> for instructions on entering special characters.

11. Verify the student's identity by selecting **[Yes]** or **[No]** (figure 12).

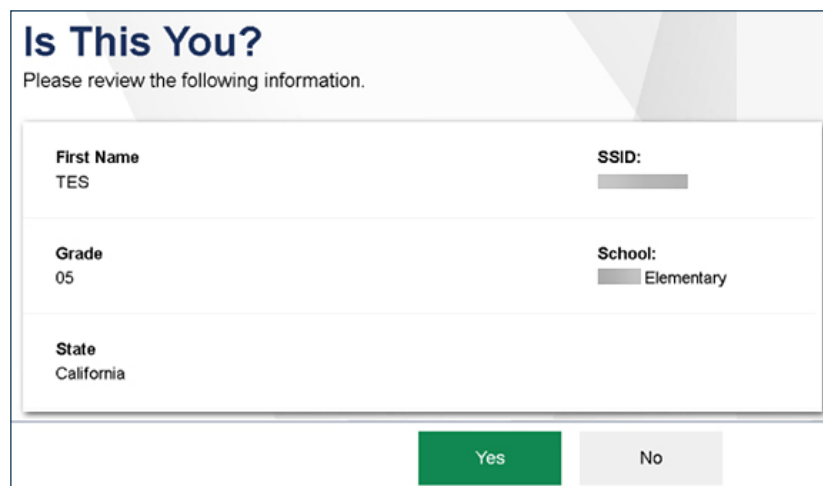


Figure 12. *Is This You?* screen

# Logon Instructions (cont.)

12. Select the test (figure 13).

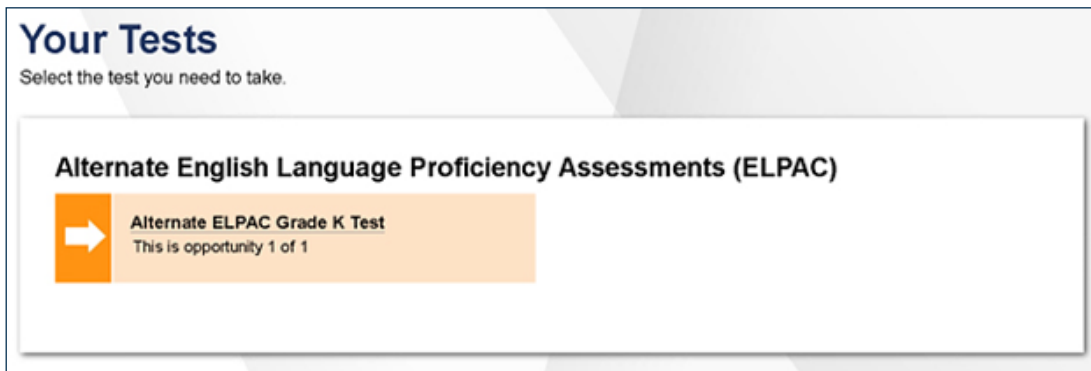


Figure 13. *Your Tests* selection box

13. The *Waiting for Approval* screen will appear (figure 14).

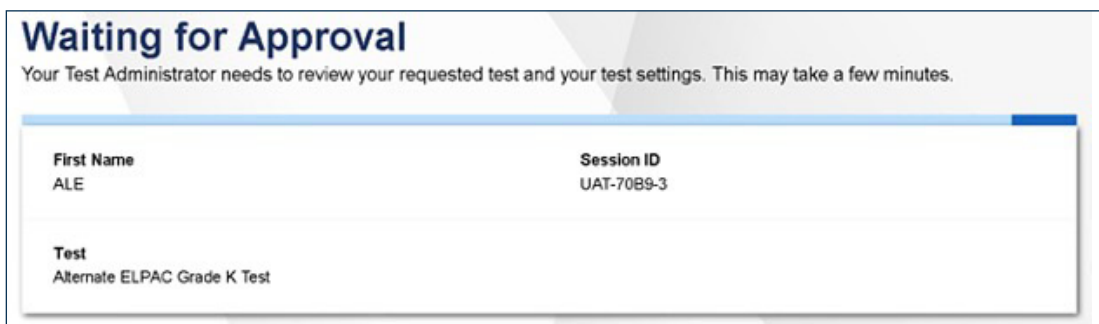


Figure 14. *Waiting for Approval* screen

## Test Administrator Interface

14. Approve the student for testing by selecting the check mark [✓] icon in the *Action* column (figure 15).

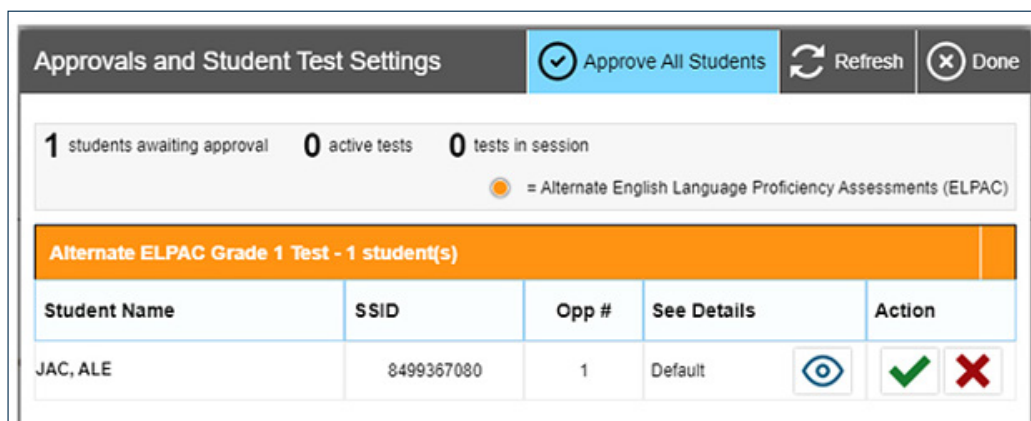


Figure 15. *Approvals and Student Test Settings* screen



## Logon Instructions (cont.)

15. Select the **[See Details]** eye [👁️] icon, (figure 15), to view and adjust the student's test settings for the current test opportunity. "Custom" in the See Details column indicates the student has been assigned test settings. Refer to the [Accessibility Resources](https://ca-toms-help.ets.org/alt-elpac-tam/preparation-and-planning/accessibility-resources/) subsection of this manual located at <https://ca-toms-help.ets.org/alt-elpac-tam/preparation-and-planning/accessibility-resources/> for the embedded resources that are available for the Initial Alternate ELPAC.
- To confirm the settings, select **[Set]** at the top of the student's Test Settings screen (figure 16). The TE must still approve the student for testing.
  - To confirm the settings and approve the student, select the **[Set & Approve]** button.
  - To return to the *Approvals and Student Test Settings* screen without confirming settings, select **[Cancel]**.

Test Settings for: JAC, ALE

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

SSID: 8499367080 | Alternate ELPAC Grade 1 Test | Opp # 1

**Reminders and Notifications**

Universal Tool Status N/A: Universal Tools are On

**Presentation**

Presentation English

**Integration with Assistive Technology**

Permissive Mode Off

**Visual Assistance Resources**

Figure 16. Part of the *Test Settings* screen for a selected student

**i** If the settings are incorrect, you should select **[Cancel]**. You must report the incorrect test settings to the site ELPAC coordinator, who will update them as required in TOMS and reschedule the student's testing. The update, once made, may take up to 24 to 48 hours to appear in the Test Administrator Interface. After a student's test settings are corrected, the test can be administered to the student as previously described.

# Logon Instructions (cont.)

## Student Interface

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

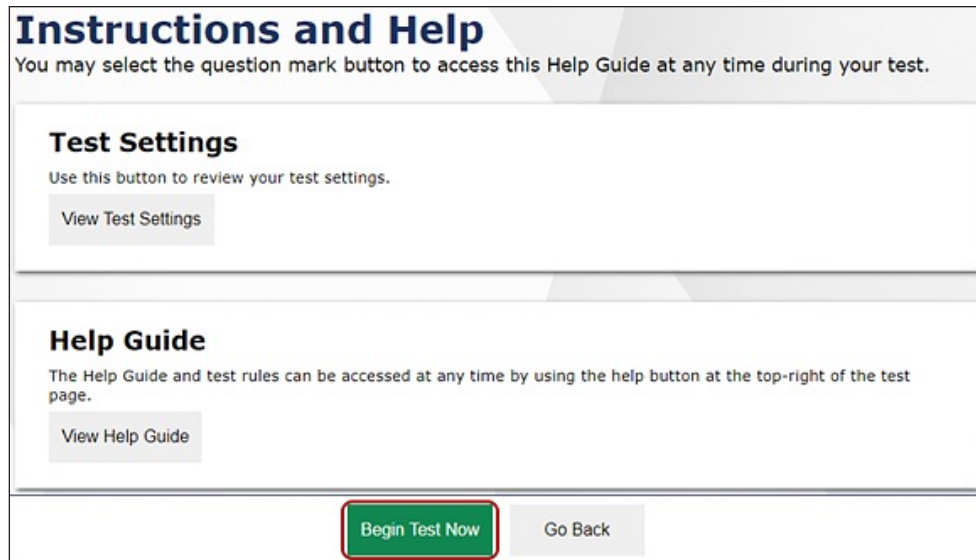


Figure 17. **[Begin Test Now]** button on the *Instructions and Help* screen

**i** Prior to administering a Summative Alternate ELPAC test, a message (figure 18) will appear that verifies the correct *DFA* form assignment and picture cards if appropriate. Confirm any other necessary individualization tools, such as manipulatives, print on demand documents, or AAC devices match the *DFA* form assignment. If the *DFA* does not match the grade level test the student should be taking, do not continue with the test. Notify the LEA ELPAC coordinator.

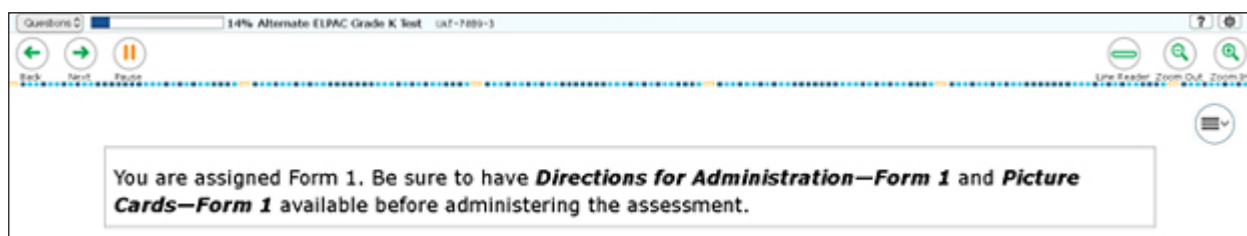


Figure 18. Confirm testing materials

17. 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](https://ca-toms-help.ets.org/alt-elpac-tam/administering-to-students/administering-online-test-session/) chapter of the online test administration manual located at <https://ca-toms-help.ets.org/alt-elpac-tam/administering-to-students/administering-online-test-session/>.