# 2024–25 Site Security Audit Tier 1 Survey for Charter Schools Whose Coordinators Are LEA ELPAC Coordinators and Site ELPAC Coordinators

### Please enter your first and last name:\*

### Please enter your email address: \*

### Please select your school and LEA: \*

### How long have you held the role of LEA ELPAC coordinator? \*

### How long have you held the role of site ELPAC coordinator? \*

## Your Trainings

#### An LEA ELPAC coordinator has completed Moodle Training Site (Moodle) training for the LEA-Level Certification or secured a Memorandum of Understanding (MOU) with another LEA prior to any of the ELPAC being administered in my LEA. \*

( ) Yes—We completed or will complete the LEA-Level Certification.

( ) Yes—We have secured or will secure an MOU with another LEA and have or will submit the MOU to moodlesupport@scoe.net.

( ) No—Please explain why:

#### As a site ELPAC coordinator, I have completed the Moodle Training Site (Moodle) training for the ELPAC test examiner prior to any of the ELPAC being administered in my school. \*

( ) Yes

( ) No—I will not be testing students.

( ) No—Please state the reason:

#### Does a coordinator work to ensure that all ELPAC test examiners have completed Moodle training prior to giving any of the ELPAC? \*

( ) Yes

( ) No—Please explain why:

### Please list what type of ELPAC trainings your LEA holds: \*

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## Remote Testing

#### Does your site plan on completing any of the state assessments via remote testing? \*

( ) Yes

( ) No

## Remote Questions (Logic if above is yes)

#### Does the site provide instruction to students remotely? \*

( ) Yes

( ) No

#### Does the site provide additional training for proctors giving assessments remotely? \*

( ) Yes

( ) No

#### Which assessments does the site plan on administering remotely? (Check all that apply.) Please remember that no alternate assessments may be given remotely. \*

[ ] Initial ELPAC

[ ] Summative ELPAC

[ ] ELPAC Interim Assessments

## Interim Assessments

#### Will your site be using the ELPAC interim assessments (in person or remote)? \*

[ ] Yes

[ ] No—Please explain why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Staff Trainings

#### For the Summative ELPAC : Does the site confirm that test examiners have completed Moodle training prior to giving roles to users? \*

( ) Yes

( ) No—But they must complete before testing students.

( ) No—We do not have any students assigned to take the Summative ELPAC.

( ) No—We do not confirm that they complete the Moodle training (explain why).

#### For the Summative Alternate ELPAC: Does the site confirm that test examiners have completed Moodle training prior to giving roles to users? \*

( ) Yes

( ) No—But they must complete before testing students.

( ) No—We do not have any students assigned to take the Summative Alternate ELPAC.

( ) No—We do not confirm that they complete the Moodle training (explain why).

## Test Security

#### Where are any paper assessments (kindergarten through grade two ELPAC Answer Books, large-print assessments, braille assessments, etc.) stored when shipped to your site? \*

[ ] School vault

[ ] Site coordinator’s office in a locked filing cabinet

[ ] Site coordinator’s office in an unlocked storage area

[ ] Test examiners immediately provided assessments and locked in the classroom filing cabinet

[ ] Test examiners provided assessments, no checks are done on storage

[ ] Other—Write In (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### What is the process for collecting materials to be shipped back to ETS once testing is completed? \*

( ) Test examiners return materials to the site coordinator, where they are checked against a roster or a checkout list.

( ) Test examiners return materials to the office without confirmation of materials counts.

( ) Other—Write In (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### What is the site’s policy for destroying materials at the site for materials not needing to be returned? \*

[ ] Test examiners are responsible for destroying their own nonsecure materials.

[ ] Nonsecure materials are turned in to the site coordinator, where they are securely stored until destruction.

[ ] Students are asked to destroy the materials on their own.

[ ] Other—Write In (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### How does the site assign user accounts in the Test Operations Management System (TOMS)? \*

( ) Each user is assigned an individual account.

( ) Users share a generic account.

( ) Other—Write In (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*

#### Does the coordinator know how to ensure that all users have signed security agreements or affidavits for initial and summative assessments? \*

( ) Yes

( ) No

#### Does the coordinator use the non-TOMS agreement for all staff members who do not need a TOMS role but will have access to testing rooms during testing or to testing materials? \*

( ) Yes

( ) No

#### Are all test examiners current LEA employees or contractors? \*

( ) Yes

( ) No

#### Does the coordinator visit classrooms or testing labs during planned testing to ensure that rooms are set up properly, materials are secured, and security guidelines are being followed? \*

( ) Yes

( ) No

### What is the typical ratio of test examiners to students for the general Summative ELPAC in a group setting (so, excluding the administration of the Speaking domain)? \*

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#### Does the site ensure that parents/guardians or staff members who are not involved with testing are not in testing rooms? \*

( ) Yes

( ) No

#### Did you review the security procedures and guidelines the Interim Assessment User Guide? \*

( ) Yes

( ) No—Please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### What measures are in place at your school to ensure that interim assessment content is available only to staff and students? \*

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### Are teachers instructed to use the interim assessments for instructional purposes and not for accountability, high-stakes assessments, or reclassification purposes as stated in *Education Code*Section 60642.7(a) and (b)? \*

( ) Yes

( ) No

### Are teachers instructed on how to ensure test security during standardized and nonstandardized interim assessment administration, including when the secure browser is not used? \*

( ) Yes

( ) No

### Does the site have steps in place to ensure that students are not posting to social media or taking pictures during testing? \*

( ) Yes

( ) No

### What steps are taken to ensure content security? \*

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## Test Settings

#### Does the coordinator provide a list of test settings to individualized education program (IEP) case managers to ensure that students have the correct test settings aligned with the requirements within the student’s IEP? \*

( ) Yes

( ) No

#### Do teachers inform site coordinators when IEPs are updated to ensure that test settings are updated in TOMS? \*

( ) Yes

( ) No

#### Does the site provide a list of test settings to test examiners? \*

( ) Yes

( ) No

#### Are all staff made aware of the availability of accessibility resources (universal tools, designated supports, and accommodations)? \*

( ) Yes

( ) No

#### Are all staff aware that the use of designated supports and accommodations does not impact a student’s score? \*

( ) Yes

( ) No

#### Does the coordinator confirm with teachers whether any students require designated supports prior to testing? This is for all students, not just those identified for special education. \*

( ) Yes

( ) No

#### Are all students provided an opportunity to practice with their assigned accessibility resource(s) prior to testing day? \*

( ) Yes

( ) No

## General Questions

#### Does the school provide any time for students or test examiners to log on to either a practice test, training test, or interim assessments prior to administering summative assessments? \*

( ) Yes

( ) No

## Testing Windows

### Please submit the dates you will be testing at your site (not the testing window, but the actual scheduled dates). N/A can be entered for assessments not being given at your site.

Summative ELPAC (Start/Finish) \*

Summative Alternate ELPAC (Start/Finish) \*

Interim assessments (Start/Finish) \*

## Thank You!

## You have now completed your Tier 1 Security Audit Survey. You will be notified of any discrepancies.