# 2024–25 LEA Security Audit Tier 1 Survey for LEA ELPAC Coordinators

### Please enter your first Name: \*

### Please enter your email address: \*

### Please select your LEA: \*

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

**An LEA ELPAC coordinator has completed Moodle Training Site (Moodle) training for the LEA 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

#### Have ELPAC site coordinators for your LEA held the role for more than a year and are considered trained? \*

( ) Yes

( ) No

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

**Does the LEA coordinator work with the site coordinator(s) to ensure that all ELPAC test examiners have completed Moodle training prior to giving any of the ELPAC? \***

( ) Yes

( ) No—Please explain:

## Remote Testing

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

( ) Yes

( ) No

## (Logic added if above is yes) Types of Remote

#### Which assessments does the LEA 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

## Test Security

#### Where are any paper assessments and materials (kindergarten through grade two ELPAC Answer Books, large-print assessments, braille assessments, etc.) stored prior to being shipped to the sites? \*

[ ] Secured office with limited access

[ ] Secured area within the LEA warehouse

[ ] Materials immediately dispersed to the school sites

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

#### Does an LEA coordinator visit, or have another LEA member visit, the sites to ensure that testing materials are being stored correctly? \*

( ) Yes

( ) No

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

#### What is the process for school sites to collect materials to be shipped back to the LEA once testing is completed? \*

[ ] Site coordinators, or an assigned person at the site, personally returns the materials to the LEA office, where the LEA and site coordinator confirm and count the materials.

[ ] Site coordinators ship secure boxes via LEA mail with a list of included materials that is checked upon receipt.

[ ] Materials are sent through LEA mail to the LEA office, where they are immediately added to all received materials.

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

#### What is the LEA’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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Does the LEA coordinator or site coordinator create the user accounts for ELPAC testing? \*

( ) LEA coordinator

( ) Site coordinator

( ) Both LEA coordinator and site coordinator

#### How does the LEA 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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### How does an LEA ensure that the users are signing appropriate security agreements and affidavits? \*

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

( ) Yes

( ) No

### What steps are taken to ensure that the LEA is using the non-TOMS user affidavits for those persons who need access to rooms where testing is taking place or to testing materials? \*

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### How often does an LEA coordinator visit sites during planned testing to ensure that rooms are set up properly, materials are secured, and security guidelines are being followed? \*

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

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#### Whose responsibility is it to enter STAIRS cases?\*

( ) LEA coordinator

( ) Site coordinator

( ) Both LEA coordinator and site coordinator

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

( ) Yes

( ) No

#### Do LEA coordinators provide steps to sites to ensure that students are not taking pictures or posting to social media during testing? \*

( ) Yes

( ) No

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

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## Test Settings

#### Does the LEA coordinator confirm with the site coordinators that students have the correct test settings? \*

( ) Yes

( ) No

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

#### Does the LEA coordinator confirm with site coordinators that they have verified 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

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

## General Questions

#### Do LEA coordinators confirm that sites provide time for students or test examiners time to log on to a practice test, training test, or interim assessment prior to administering summative assessments? \*

( ) Yes

( ) No—Please explain:

## Testing Windows

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

### Summative ELPAC (Start/Finish) \*

### Summative Alternate ELPAC (Start/Finish) \*

### Interim assessments (Start/Finish) \*

## Thank You!