# 2024–25 Site Security Audit Tier 1 Survey for 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 site ELPAC coordinator? \*

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#### 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

#### As a site ELPAC coordinator, I have received further training by the LEA prior to testing. \*

( ) Yes

( ) No

### 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 if there is a reason why your site does not use the interim assessments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 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

( ) We do not have any students assigned to the Summative ELPAC.

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

( ) Yes

( ) No

( ) We do not have any students assigned to the Summative Alternate ELPAC.

## 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 the LEA 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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*

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

( ) Yes

( ) No

#### Does the site 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 site 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

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

( ) LEA coordinator

( ) Site coordinator

( ) Both

#### 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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### What is your process for reporting security breaches or compromises of the interim assessments to your LEA coordinator? \*

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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 are the steps taken to ensure content security? \*

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## Test Settings

#### Does the site 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 site 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!