

# Alternate ELPAC Test Examiner Checklist

*For the Successful Administration of the 2025–26 Initial Alternate English Language Proficiency Assessments for California (ELPAC) and Summative Alternate ELPAC*

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This checklist for the Initial Alternate ELPAC and Summative Alternate ELPAC test examiners (TEs) is meant to organize the activities necessary to ensure the successful administration of the Alternate ELPAC.

Although comprehensive, this checklist is not exhaustive and may not include every task or activity required of an Alternate ELPAC TE to support a successful administration. Ongoing tasks are listed at the beginning of the checklist.

**This checklist is in an editable format so Alternate ELPAC TEs can add or reorganize tasks to create a unique checklist of local activities and timelines.**

Additional details are available for many of the tasks listed in the checklist.

## Alternate ELPAC Test Examiner Checklist

### Before Testing

#### User Account

* Confirm that Test Operations Management System (TOMS) logon information has been received in an automated email from TOMS with logon instructions. This username and password are also used for the online Test Delivery System (TDS).
	+ Note that user roles do not carry over from test administration years and will need to be re-created annually.
	+ If this information has not been received, check a spam or junk email folder to determine whether it was mistakenly routed there. If you are still unable to locate logon information, contact your site ELPAC coordinator. The role designation email will be sent from ca-assessments@ets.org.
* Log on to [TOMS](https://mytoms.ets.org/) and electronically sign the ELPAC *Test Security Affidavit*.
	+ Note that TEs must sign the affidavit at least one hour in advance of testing to access and administer the ELPAC.

#### Manage Student Logon

* Verify and secure logon information locally for each student that includes the student’s first name and Statewide Student Identifier (SSID)*—*it is also permissible to include a photo of the student or include the student’s last name with the logon information as additional safeguards to ensure that the TE receives the correct logon information for the student.
	+ Note that if the *Preferred Name* field is populated in the California Longitudinal Pupil Achievement Data System, that is the name that will be used to log the student on to the assessment.
	+ Optional: Add each student’s test settings for designated supports and accommodations on the logon card.

#### Training

* Complete the required Alternate ELPAC—Test Examiner Certification course on the [Moodle Training Site (Moodle)](https://moodle.caaspp-elpac.org/), to be trained to administer the Initial Alternate ELPAC or Summative Alternate ELPAC. Please contact your site ELPAC coordinator or local educational agency (LEA) ELPAC coordinator for the Moodle course enrollment keys.
* Review TE materials assigned by site ELPAC coordinators or LEA ELPAC coordinators in Moodle. The materials will be based on which grade levels or grade spans you are assigned to test.

#### Review Information

* Become familiar with the *Directions for Administration* (*DFA*) located in [TOMS](https://mytoms.ets.org/) under the [**Resources**] tab.
* Access the *Preparing for Administration* (*PFA*) document on the [Administer a Test Session web page](https://www.elpac.org/test-administration/instructions/).
* Review all guidelines for managing a secure test environment and security procedures and guidelines.

**Access Test Resources**

* Explore interim assessment resources available on the [CAASPP and ELPAC Interim Assessments web page](https://www.caaspp-elpac.org/assessments/interim/caaspp-and-elpac), including the [Interim Assessment Lookup Tool](https://www.caaspp-elpac.org/assessments/interim/caaspp-and-elpac/interim-assessment-lookup) to identify available interim assessments.
* Use the practice and training tests available on the [Practice and Training Tests web page](https://www.caaspp-elpac.org/resources/preparation/practice-and-training-tests).
	+ Note that practice and training tests do not produce scores for review.
* Check out additional educator resources, such as the [Tools for Teachers website](https://smartertoolsforteachers.org/).

#### Plan for Testing

* Work with site staff to plan for the time and space requirements for testing.
* Make sure students who are eligible for alternate assessments on the basis of their individualized education programs (IEPs) have accommodations and designated supports documented to be set in TOMS **one week prior to testing**.
* Use the *Test Item Preview* (*TIP*) document in Moodle.
* The secure *TIP* document for the Summative Alternate ELPAC is aimed to help TEs prepare and individualize supplemental testing materials needed by an individual student. The *TIP* is located in the resources section at the bottom of both the LEA certification and TE certification courses in Moodle.
* Make sure that the physical conditions of the testing room are satisfactory. Make sure that no instructional materials directly related to the content of the assessments are visible.

Note that there are [optional testing notices for printing](https://www.caaspp-elpac.org/resources/administration/administer-a-test-session#:~:text=Optional%20Testing%20Notices%20for%20Printing).

Testing—Do not disturb

Unauthorized electronic devices **may not** be used at any time during the testing session.

* Optional: Schedule test sessions in the Test Administrator (TA) Interface.
	+ Note that sessions can be scheduled up to two weeks in advance once the testing window has opened. On the day of testing, you will need to select “join” to make a scheduled test session active in the TA Interface. Additional tests cannot be added to a scheduled session.

#### Technology

* Confirm that the correct number of student testing devices are available.
* Ensure that all student testing devices have the 2025–26 secure browser installed.
	+ Complete this prior to testing and verify again the day before testing. If the [**Secure Browser**] icon is missing from the testing device, contact your site ELPAC coordinator or school technology coordinator. The[*Technical Specifications and Configuration Guide for Online Testing*](https://ca-toms-help.ets.org/tech-specs-and-config/) is available for detailed instructions.
* Follow your school procedures to verify that bandwidth and technology capabilities are adequate.

#### Materials

* Work with your site ELPAC coordinator to order any necessary picture cards or materials. Picture cards can also be printed locally. Locate picture cards in [TOMS](https://mytoms.ets.org/) by opening the [**Resources**] tab and then selecting the Initial Alternate ELPAC *DFA* or the Summative Alternate ELPAC *DFA*.
	+ Students who have “Alternate Response Options” identified in their IEP or Section 504 plan will have the option to receive picture cards.

#### Student Specific

* Communicate any needed test setting changes or additions with the site ELPAC coordinator.
* Become familiar with each student’s preferred communication mode(s).
* Develop an individualized administration plan for each student, considering items in the *DFA* and each student’s primary communication mode.
* Prepare any supplemental testing materials needed by the individual student, such as paper, writing tools, objects (realia) or manipulatives, picture cards, or an augmentative and alternative communication (AAC) device; if an AAC device is used by the student, be sure to program the device prior to starting the test session using the *TIP*.

### During Testing

#### Testing Windows

* **July 7, 2025–June 30, 2026**—Initial Alternate ELPAC
* **February 2–May 29, 2026**—Summative Alternate ELPAC

#### Administration

* Verify that the student has the student’s logon information (first name, SSID, and session ID). Logon information is a secure testing material. These materials are to be securely destroyed after testing.
* Review the allowed student test settings in TOMS and verify accuracy 48 hours prior to test administration.
* Administer the appropriate assessments, following the instructions and script in the *DFA* precisely as written to ensure standardization of administration. Also, follow the individualized administration plan.
	+ Offer and provide the student with scratch paper for **all** test sessions.
	+ Note that guidance on how to open and start a test session is located on the [Administer a Test Session web page](https://www.caaspp-elpac.org/resources/administration/administer-a-test-session).
* Provide any necessary non-embedded designated supports and accommodations.

#### Technology and Materials

* Confirm that the appropriate student testing devices and materials are available.

#### Security

* Ensure that the student does not have access to electronic devices (for example, cell phones, smartwatches) during testing unless it is an approved medical support or unless required by the student’s IEP or Section 504 plan.
* Note that students who are not being tested cannot be in the room when a test is being administered.
* Verify that each student has their own logon information card (first name, SSID, and session ID).
* Follow local procedures to report any testing improprieties, irregularities, and breaches to the site ELPAC coordinator and LEA ELPAC coordinator immediately.
	+ Note that the coordinator will report the incident using the online ELPAC Security and Test Administration Incident Reporting System/Appeals process. Document and report any security incidents to the site ELPAC coordinator.

#### Scoring

* Enter scores or answer choices into the student TDS.

#### Identify Trends

* Identify any trends, issues, and ideas for suggested changes for next year and follow local procedures to provide these to the site ELPAC coordinator.

### After Testing

#### Materials

* Account for all secure testing materials. Follow the site ELPAC coordinator and LEA ELPAC coordinator directions for specifics on secure storage of test materials that will be returned to the site ELPAC coordinator. LEAs will securely dispose of all printed testing materials, including student logon information, print-on-demand documents, and scratch paper, as directed by the LEA ELPAC coordinator or site ELPAC coordinator.
* Note that if secure materials, such as the *DFA*, are stored on a TE device, the file must be deleted, and the device Recycle Bin emptied when testing is completed.

## Commonly Used Acronyms and Initialisms

| Term | Meaning |
| --- | --- |
| CAA | California Alternate Assessment |
| CAASPP | California Assessment of Student Performance and Progress |
| CALPADS | California Longitudinal Pupil Achievement Data System |
| CalTAC | California Technical Assistance Center |
| CAST | California Science Test |
| CAT | computer adaptive test |
| CBT | computer-based test |
| *CCR* | *California Code of Regulations* |
| CCSS | Common Core State Standards |
| CDE | California Department of Education |
| CDS code | county/district/school code |
| CERS | California Educator Reporting System |
| CSA | California Spanish Assessment |
| DEI | Data Entry Interface |
| *DFA* | *Directions for Administration* |
| EAP | Early Assessment Program |
| *EC* | *Education Code* |
| EL | English learner |
| ELA | English language arts/literacy |
| ELAS | English language acquisition status |
| ELPAC | English Language Proficiency Assessments for California |
| FIAB | Focused Interim Assessment Block |
| IAB | Interim Assessment Block |
| IAHSS | Interim Assessment Hand Scoring System |
| ICA | Interim Comprehensive Assessment |
| IDEA | Individuals with Disabilities Education Act |
| IEP | individualized education program |
| IFEP | initial fluent English proficient |
| ISAAP | Individual Student Assessment Accessibility Profile |
| K–2 | kindergarten through grade two |
| LEA | local educational agency |
| LOSS | lowest obtainable scale score |
| NCEO | National Center for Educational Outcomes |
| non-PT | non–performance task |
| NPS | nonpublic, nonsectarian school |
| NTE | Not tested medical emergency |
| OTAM | online test administration manual |
| *PFA* | *Preparing for Administration* |
| PGE | Parent/Guardian exemption |
| PII | personally identifiable information |
| PPT | paper–pencil test |
| Pre-ID | pre-identification |
| PT | performance task |
| RFEP | reclassified fluent English proficient |
| SEIS | special education information system |
| SIS | student information system |
| SmART | Smarter Annotated Response Tool |
| SRC | Student Response Check |
| SSID | Statewide Student Identifier |
| SSO | Single Sign-On |
| SSR | Student Score Report |
| STAIRS | Security and Test Administration Incident Reporting System |
| TA | test administrator |
| TBD | To Be Determined |
| TDS | Test Delivery System |
| TE | test examiner |
| THSS | Teacher Hand Scoring System |
| TIDE | Test Information Distribution Engine |
| TOMS | Test Operations Management System |
| *UAAG* | *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines* |
| UDAs | universal tools, designated supports, and accommodations |