ELPAC

English Language Proficiency Assessments for California

Listening, Speaking, Reading, and Writing:
Directions for Remote Testing for Parents/Guardians and Students

Initial ELPAC
Grades 3–12

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Directions for Remote Testing

How to Use These Instructions

These instructions are for grades three through twelve (3–12) students taking the Initial ELPAC in a remote test setting. Parents, guardians and students should contact the student's ELPAC test examiner if they have any questions. The test examiner could be the student's teacher or school/district staff. There are important resources available on the [ELPAC website](#) under "Resources," then the "Parent Resources" tab. We suggest you watch the How to Take a Remote Test demonstration video, which is available in English and Spanish.

The Initial ELPAC is a secure test. Please ensure that students do not have access to digital, electronic, or manual devices (e.g., cell phones, smart watches) during testing unless it is an approved medical support. Students may not use books or other reference materials during testing, though they may have scratch paper. Students' testing areas should be clear of all items except for the test materials provided by the test examiner.

In a remote administration, students will take the test from their homes. The test examiner will connect with each student by computer. We are providing the following guidelines for remote student testing to make sure that each student receives the most accurate score:

1. Parents or guardians may only assist with setting up the technology and logging the student on to the test session.

2. To keep the test fair for all students, we ask that parents or guardians do not talk about questions on the test or any materials for the test with anyone before, during, or after the test.

3. No one may record the test or use a camera or another device to take pictures of the test questions or of the student taking the test. This helps to keep the questions confidential.

4. We need to know that the test is being completed by the student without any help. To verify compliance, a web camera and microphone will be used to observe the student while taking the test. The camera is only used to observe the student and the surroundings during the test and will not record the session.

5. Please follow all instructions given by the test examiner regarding camera placement so the student and the student's immediate surroundings can be observed.

These instructions should be securely destroyed or returned to the school after testing is completed. If you have saved a version of these instructions electronically, then the file should be deleted from the device it is stored on.
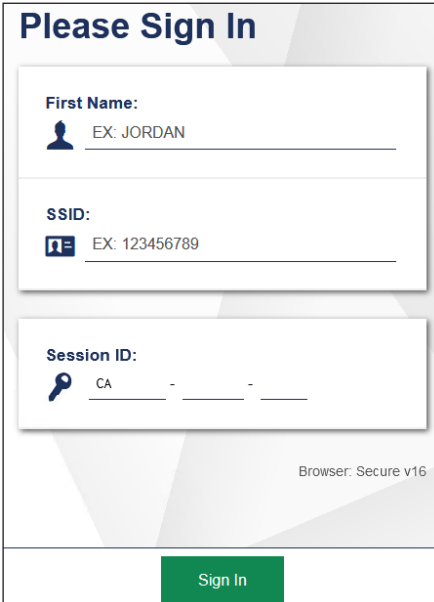
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Student Logon Instructions

You will access your test from a web-based browser. For remote administration of the assessments, use either the Google Chrome Web browser 🌐 or the Mozilla Firefox Web browser 🦊. Regardless of which browser is used, the student, parent, or guardian will need to ensure that they have a version that is supported. If testing one-on-one with the test examiner, you will be asked to share your screen, so that the test examiner may monitor your progress through the test. In both one-on-one and group administration, you will be required to keep your camera on throughout the duration of the test.

Student Interface

1. Join the video meeting with your test examiner.

   a. Your test examiner will send you a URL link. Select the URL link and it will open a new browser window for you to sign in. If selecting the URL link does not open a new browser window, copy and paste the URL link into a new browser window.

   b. If testing one-on-one with the test examiner, ask the test examiner how to share your screen. Note that you should not need to share your screen if testing in a group administration. It is highly recommended to keep your Statewide Student Identifier (SSID) private during a group administration.

   c. Enter your first name, not your nickname, and your SSID number. Select the [**Sign In**] button (figure 1). The session ID will be filled in if the URL link provided was used.
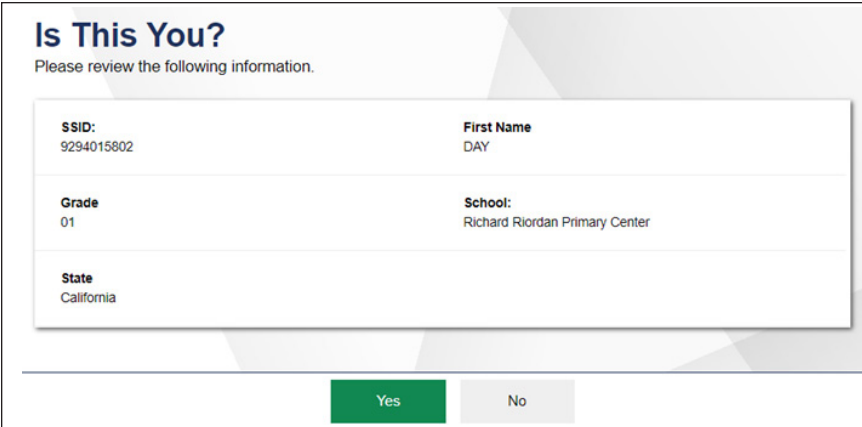

Figure 1. *Student Sign In* web form

   d. If you cannot sign in, ask your test examiner for help.

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2. You will see a screen with your first name and other information about you. If all of the information on your screen is correct, select [**Yes**] to continue (figure 2). If the information is incorrect, ask your test examiner for assistance.
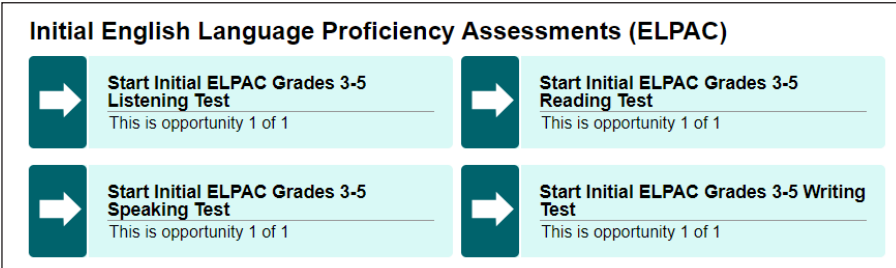

Figure 2. *Is This You?* **screen**

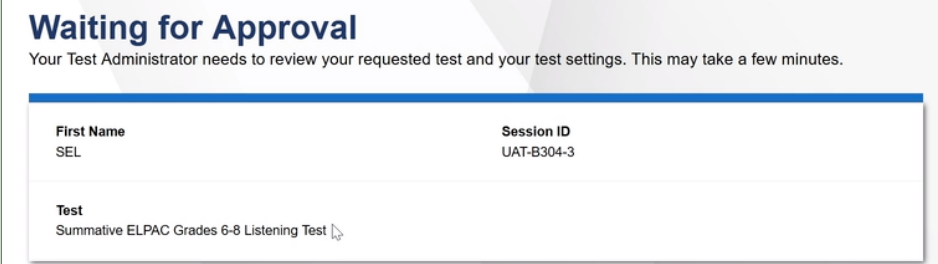3. The test examiner will tell you what test to take (figure 3). Select the arrow next to the test.

Figure 3. Sample *Your Tests* **selection box**

4. Wait for the test examiner to approve your test (figure 4).

Figure 4. *Waiting for Approval* **screen**

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5. Do the audio and video checks as directed on the screen. Please note that these audio checks will need to be completed for each domain tested remotely.

For the Speaking test, the test examiner will be in full control of the testing interface and will need to complete the camera check, recording device, and sound and video playback checks with you through screen sharing.

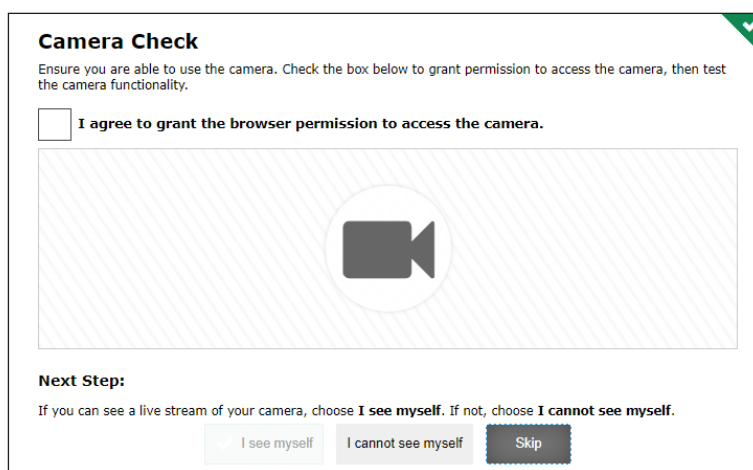> ℹ️ For the camera check, select the [**Skip**] button. Then, scroll down to the next check (figure 5).

Figure 5. *Camera Check* **page**

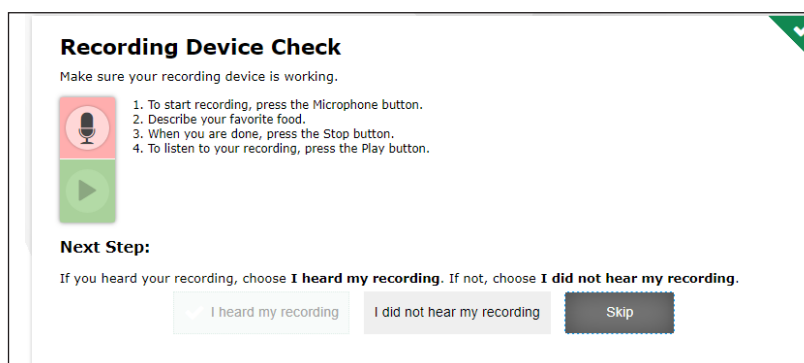6. For the recording device check, select the [**Skip**] button. Then, scroll down to the next check (figure 6).

Figure 6. *Recording Device Check* **page**

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7. Press the [**Play**] arrow icon to play the short video. Select the [**I could play the sound and video**] option (figure 7). Tell your test examiner if you cannot hear the sound. Scroll down to the next check.
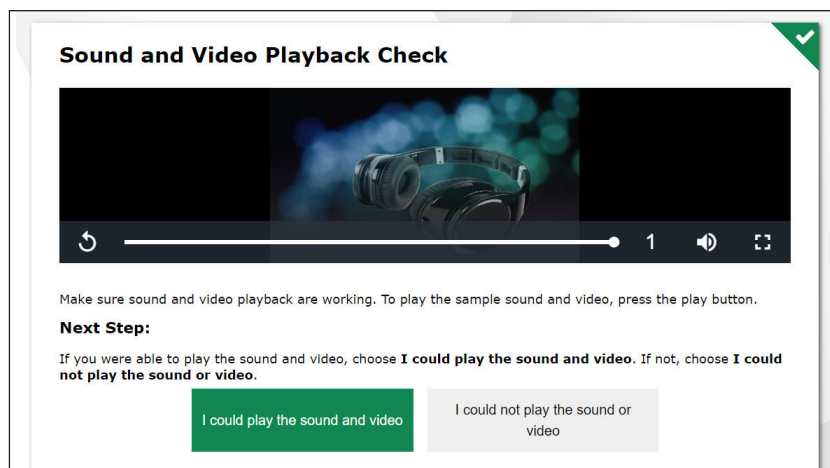

Figure 7. *Sound and Video Playback* **page**
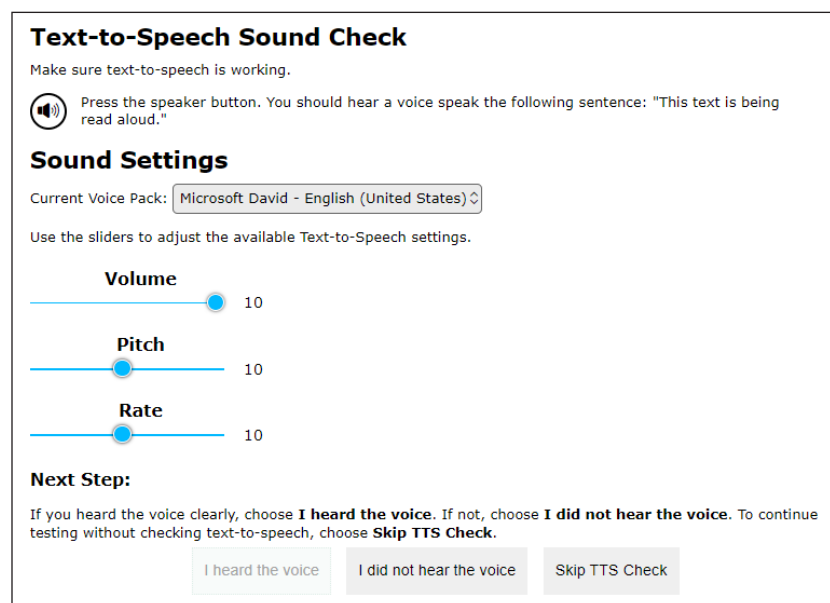
8. Select the [**Skip TTS Check**] button (figure 8).

Figure 8. *Text-to-Speech Sound Check* **page**

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9. When you have completed the audio and video checks, the *Instructions and Help* screen will appear. Here you can view the test settings and the help guide before beginning the test. When you are ready to begin, select [**Begin Test Now**] (figure 9).
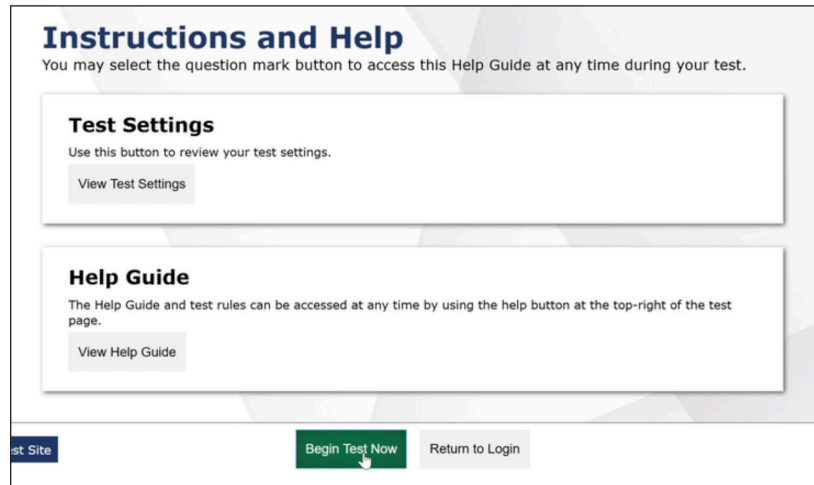

Figure 9. *Instructions and Help* **screen**

10. When you are finished with your test, you will see a confirmation screen. You have the option on this screen to review any questions prior to submitting the test by selecting the number of the question. Select [**Submit Test**] (figure 10) and then select [**Yes**] (figure 11).
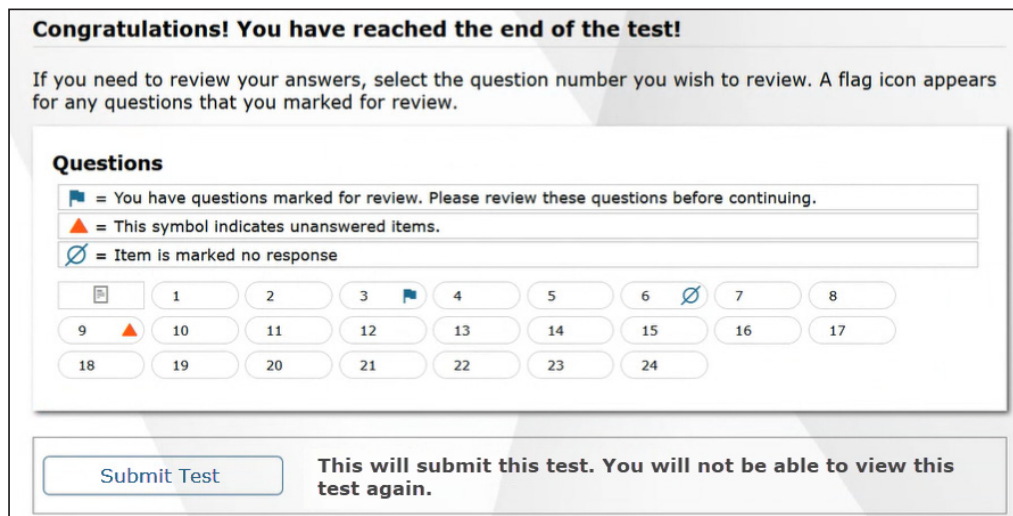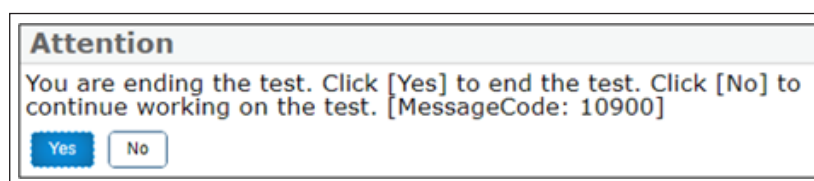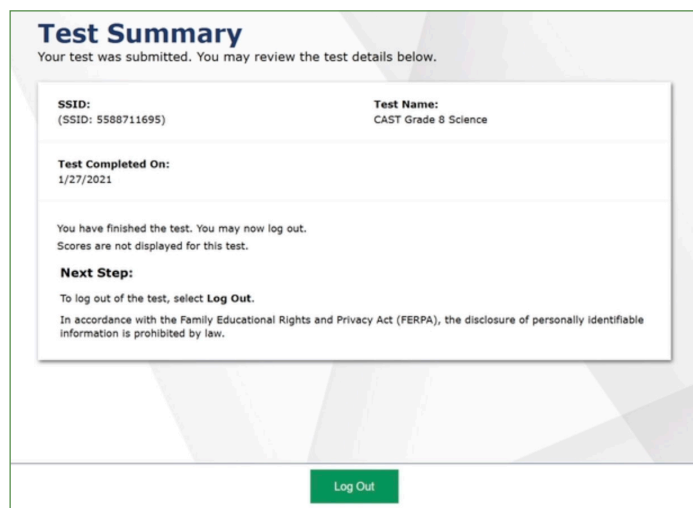

Figure 10. *Submit Test* **screen**

Figure 11. *Submit Test Confirmation* **screen**

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11. Finally, you will see the *Test Summary* screen. Select [**Log Out**] (figure 12).

Figure 12. *Test Summary* **screen**