ELPAC

English Language Proficiency Assessments for California

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

2025–26 Summative 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 students taking the Summative 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, school staff, or local educational agency (LEA) staff.

The Summative ELPAC is a secure test. Please ensure that students do not have access to digital, electronic, or manual devices (for example, 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 home or other secure setting. 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/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 and prevents a security breach.

4. To ensure that the test is being completed by the student without any help, 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 secure browser. For instructions on how to install the secure browser, please follow the instructions for downloading the secure browser located at https://ca.portal.cambiumast.com.

Student Interface

1. Join the video meeting with your test examiner. The test examiner will give you instructions about the test.

2. Leave the video meeting.

   a. If using a Chromebook, sign out of the device.

   b. If using a personal computer, close all applications. This includes web browsers, email, word processing, and video or music applications on your device.

   c. If using an iPad, no additional steps are needed.

3. Open the secure browser on your device.

   If you receive an error message when you open the secure browser, exit (close the browser) and open your device's "Task Manager" to see what is running. Close all applications and try again. If you continue to get an error message, let your test examiner know, and contact your school's technology specialist for help.

4. Enter your first name, followed by your SSID number given to you by your test examiner. Select the [**Sign In**] button (figure 1).

Figure 1. *Student Sign In* **screen**

5. If you cannot sign in, exit the browser and ask your test examiner for help.

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6. 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, log out and contact your test examiner for assistance.
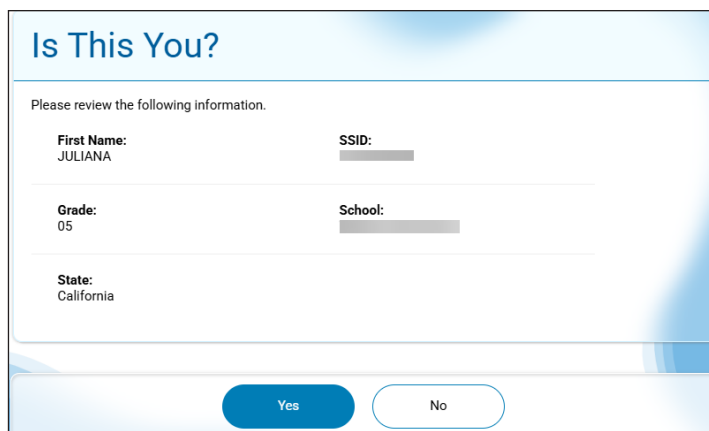

Figure 2. *Is This You?* **screen**

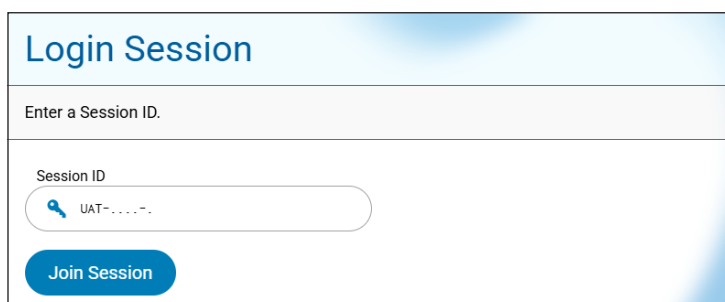7. Enter the session ID provided by the test examiner in the *Session ID* field on the *Login Session* screen and then select [**Join Session**] (figure 3).

Figure 3. *Session ID* **field on the** *Login Session* **screen**

8. The *Your Tests* screen will appear (figure 4). On the *Your Tests* screen, choose the test you are scheduled to take.
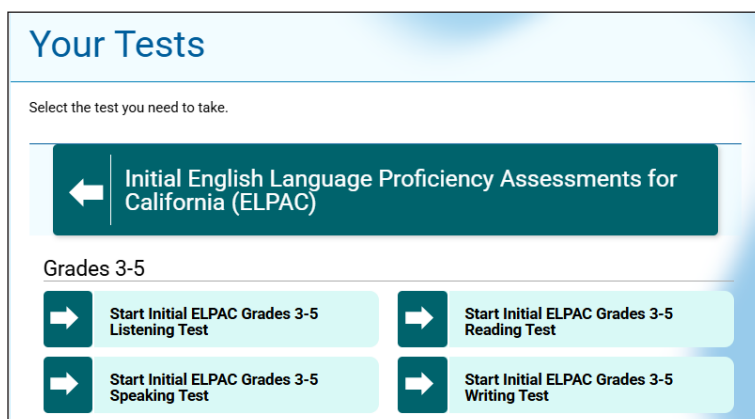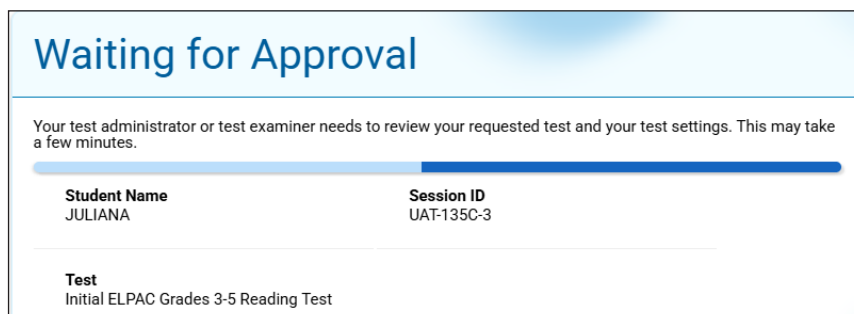

Figure 4. Sample *Your Tests* **screen**

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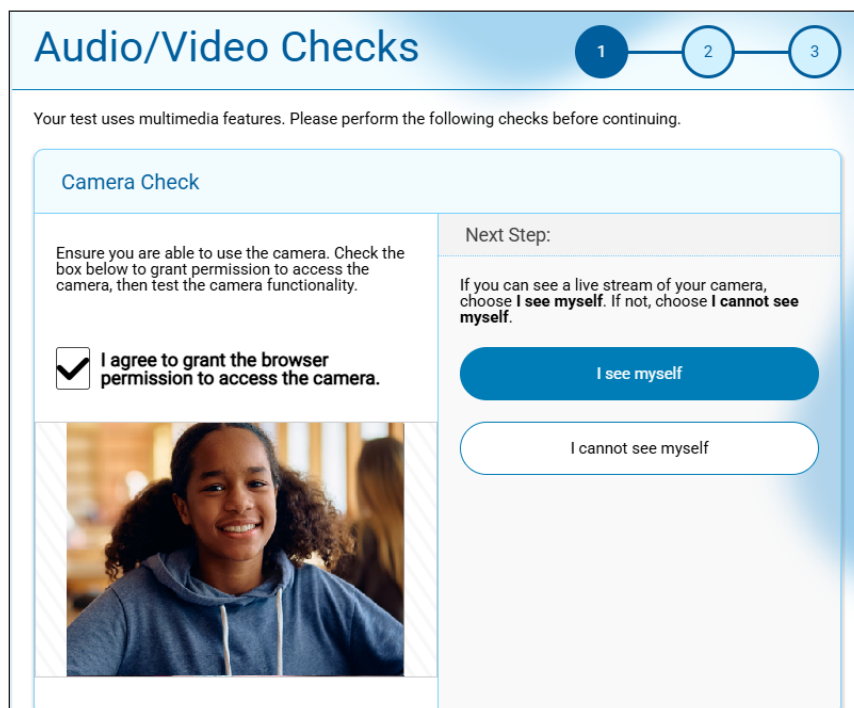9. Wait for the test examiner to approve your test (figure 5).

Figure 5. *Waiting for Approval* screen

10. 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. Prior to testing, ensure the device plays audio at a good volume.

For the camera check, select the check box to enable the video. If your video appears, select the [**I see myself**] button. If your video does not appear automatically, select the camera icon in the middle of the box. Then, select the [**I see myself**] button (figure 6).

Figure 6. "Camera Check" section of the *Audio/Video Checks* screen

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11. For the recording device check, press the [**Microphone**] button, speak into the microphone, press the square [**Stop**] button, and then press the [**Play**] arrow icon to listen to your recording. If you are able to hear your recording, select the [**I heard my recording**] button (figure 7).

Figure 7. "Recording Device Check" section of the *Audio/Video Checks* screen

12. Press the [**Play**] arrow icon to play the short video. If you can view the video and hear the sound, select the [**I could play the sound and video**] option (figure 8).

Figure 8. "Sound and Video Playback Check" section of the *Audio/Video Checks* screen

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13. While you are in the test you can change the volume, pitch, and rate by selecting the [**Settings**] icon (figure 9).

Figure 9. "Text-to-Speech Sound Check" section of the *Audio/Video Checks* screen

If any of the audio or video checks are not working for you, simply select the option that you cannot see, hear, or play, and the system will walk you through troubleshooting for that particular feature.

14. 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 10).

Figure 10. [Begin Test Now] button on the *Instructions and Help* screen

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15. There will be a communication widget with the live video of yourself on the bottom-right corner. You can use the arrow buttons to move it to a different place. Your test examiner can see you throughout the test. However, you will only be able to see your test examiner if they call you (figure 11).
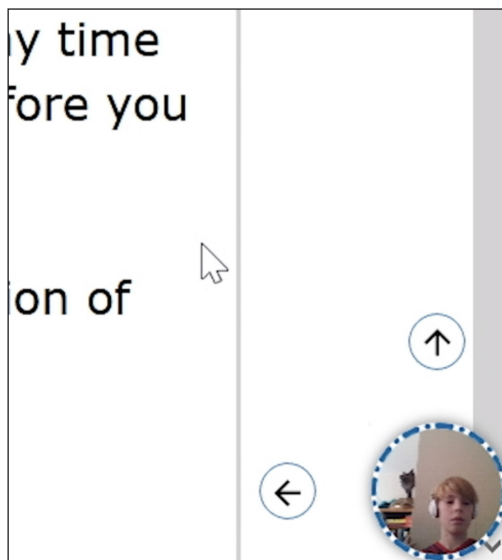
Figure 11. *Video* screen in the communication widget

16. The Summative ELPAC requires a web camera when administered remotely. There will not be an option to turn off your video or microphone. If you would like to get your test examiner's attention, select your image to open the communication widget (figure 11). You can select the [**Raise Hand**] icon on the sidebar of the communication widget (figure 12), which will then turn into a red [**Lower Hand**] icon (figure 13).

Figure 12. [Raise Hand] icon in the communication widget

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17. Select the [**Messages**] icon to switch from video view to chat view. When you type and send a message, your test examiner will see it (figure 13).

Figure 13. [Messages] icon in the communication widget

18. There are many ways you can communicate with your test examiner during the test:
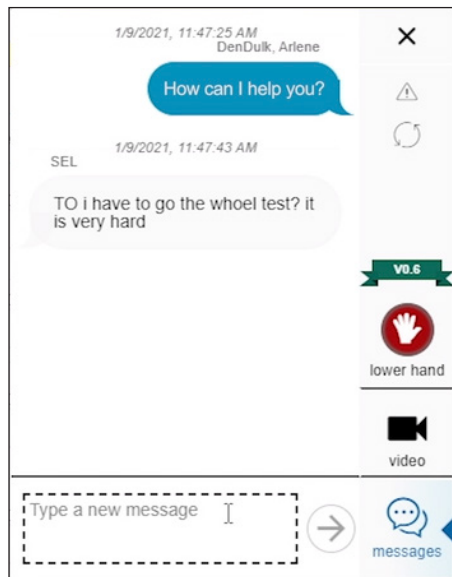   a. Use the "Raise Hand" feature if you want to ask a question or are having trouble. When you select [**Raise Hand**], the [**Lower Hand**] icon will become visible. Do not select [**Lower Hand**] until your test examiner has communicated with you.
    b. You can send your test examiner a message using the chat feature (figure 14). Select the picture of yourself. A chat box will appear. Type a message to your examiner. They can respond with a text message or they might call you.
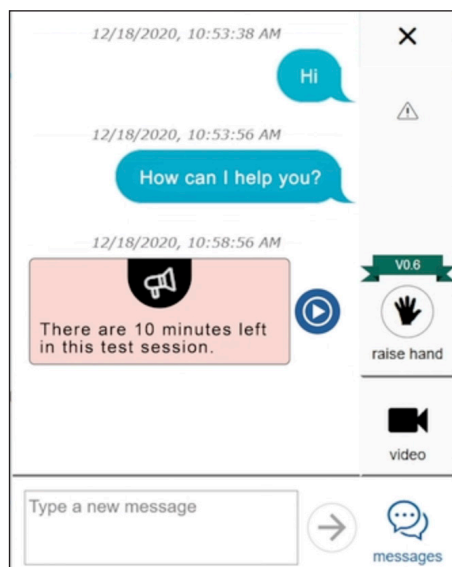

Figure 14. Individual messaging feature in the communication widget

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19. Your test examiner may ask to view your screen. If they do, the communication widget will ask you to give permission for the test examiner to view your screen. Select the [**I agree**] box and then select [**Allow**] (figure 15).
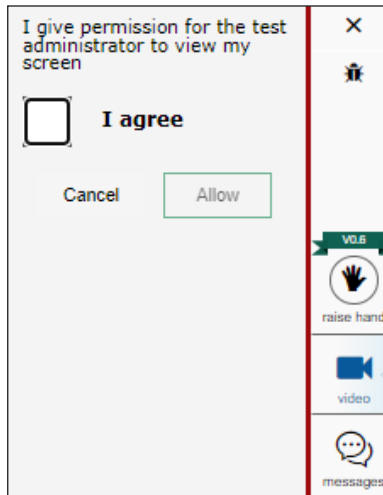

Figure 15. [I agree] box and [Allow] button in the communication widget

Now the test examiner can view a live feed of your screen. You can still use the [**Messages**] icon to send a chat to the test examiner. The test examiner will end the screen share.

20. Your test examiner can also call you. Once they initiate a one-on-one call, it will automatically pop up on your screen.

21. When you are finished with your test and ready to submit, use the [**Raise Hand**] feature or send your test examiner a message. They will direct you to end the test.

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22. You will see a confirmation screen that shows you have reached the end of the test. You have the option on this screen to review any questions prior to submitting the test by selecting the number of the question. Select the question number on this screen to review your response to that question. When you are ready, select [**Submit Test**] (figure 16) and then select [**Yes**] (figure 17).

Figure 16. *Submit Test* **screen**

Figure 17. *Submit Test Confirmation* **message box**

23. Finally, you will see the *Test Summary* screen. Select [**Log Out**] (figure 18).

Figure 18. *Test Summary* **screen**