

## **Instructions for Using the Initial ELPAC Braille Test Form**

Dear ELPAC Test Examiner:

Enclosed is the Initial English Language Proficiency Assessments for California (ELPAC) braille form. This package contains all necessary materials to test one student.

Each braille package for kindergarten through grade twelve contains the following materials for the specific grade or grade span requested by your local educational agency (LEA) for the Initial ELPAC:

- *Initial ELPAC Braille Examiner's Manual*
- Braille Test Book
- Braille Answer Book (for transcribing answers)

Read these instructions carefully before administering the braille form.

### **Before Test Administration**

1. Review the *Braille Examiner's Manual*, the braille Test Book, and the braille Answer Book in their entirety before administering the test.
  - a. If the test examiner who will administer the ELPAC braille form is not fluent in braille, it may be helpful for an LEA employee, who is fluent in braille and who has signed the ELPAC *Test Security Affidavit*, to go through the braille Test Book with a pencil to lightly mark the start of each of the Listening, Reading, Writing, and Speaking domains and the question numbers. This will make it easier for the test examiner to guide the student through the test.
  - b. If there is no LEA employee available who is fluent in braille, use the braille guide attached to this document to mark the start of the domains and the question numbers in the braille Test Book.
2. On the braille Answer Book, write the student's name in Box 1. Complete the corresponding circles for the student's name for students in kindergarten through grade twelve. Also, complete the information in Box 2 (Teacher/Examiner, School, Local Educational Agency, Local Use) and write and complete the circles in Box 8 (Date Testing Completed) of the demographics page for all students. These are required fields; do not leave them blank.
3. Indicate the following, if applicable:
  - Testing Irregularities (Box 9) (The site ELPAC coordinator will report this in the Security and Test Administration Incident Reporting System, which is in the Test Operations Management System [TOMS].)
  - Accommodation(s) (Box 10) (The site ELPAC coordinator will report this in TOMS.)
  - Alternate Assessment(s) (Box 11) (The site ELPAC coordinator will report this in TOMS.)

- Domain Exemption(s) (Box 12) (The site ELPAC coordinator will report this in TOMS.)
- Box 13 (Optional—Local Use)

Be prepared to follow one of these two approaches:

1. For questions in the Writing domain, the student uses a braillewriter or other assistive devices to write responses. A staff member fluent in both braille and English, who has signed the ELPAC *Test Security Affidavit*, must transcribe the braille writing into the braille Answer Book after testing is completed. Transcriptions must match exactly what the student has written. Do not correct errors.
2. If the student is not literate in braille and will dictate responses to the test examiner, the test examiner must write the responses for the student in the braille Answer Book during testing. This is a test accommodation referred to as a “Scribe.” The student’s individualized education program or Section 504 plan must specify “Scribe” as an accommodation. Indicate the use of an accommodation for the Writing domain in TOMS.

Refer to the California Department of Education’s California Assessment Accessibility Resources Matrix webpage at <https://www.cde.ca.gov/ta/tg/ca/accessibilityresources.asp> for additional information.

## After Administering the Test

1. Make sure all student responses and test examiner scores have been transcribed into the braille Answer Book provided in the braille package.
2. After testing, the student’s responses are scored locally using the rubrics and anchor samples included in the *Braille Examiner’s Manual*. The Student Score Sheet in the braille Answer Book is used for recording student scores before entering them into the Data Entry Interface (DEI). Listening and Reading responses, and Speaking and Writing scores are entered in to the DEI. Refer to the DEI User Guide located on ELPAC.org. Instructions for completing local scoring are provided in Section 8, Scoring Guide, of the *Braille Examiner’s Manual*.
3. Once scoring is complete, scores have been entered in the DEI, and Student Score Reports have been printed, please return all test materials as soon as possible. Be sure to return the student’s braille Test Book, and *Braille Examiner’s Manual* to Educational Testing Service. These materials should be packed for return using the original carton in which your materials arrived.
4. If you have questions regarding the administration of the braille form, please contact your LEA ELPAC coordinator.

## Guide to Finding the Start of Domains in the ELPAC Braille Test Book

The beginning of each domain (Listening, Reading, Writing, and Speaking) is easy to find, even for individuals who are not braille literate. It is marked by the first letter of the domain between two parallel lines. Once the first page of the domain is located, the next page will contain the first practice question or questions for the student to read. Kindergarten, grade one, and grade two braille Test Books contain only the Reading and Writing domains.

### *Listening*

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### *Reading*

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### *Writing*

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### *Speaking*

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The first two pages of the braille Test Book are called “preliminary pages” and do not contain any ELPAC questions. These page numbers look like this:

⠠⠠⠠ for Preliminary Page 1

⠠⠠⠠ for Preliminary Page 2

The test begins on page 1. Question numbers are brailled on the far left side of the page. Page numbers are brailled in the bottom-right. Having question numbers in pencil will help during test administration.

Here is a guide to braille numbers:

- ⠠ Number 1
- ⠠ Number 2
- ⠠ Number 3
- ⠠ Number 4
- ⠠ Number 5
- ⠠ Number 6
- ⠠ Number 7
- ⠠ Number 8
- ⠠ Number 9
- ⠠ Number 10