Instructions for Using the Initial ELPAC Large-Print Test Form

Dear ELPAC Test Examiner:

Enclosed is the large-print version of the 2020–2021 Initial English Language Proficiency Assessments for California (ELPAC). This package contains all necessary materials to test one student.

Each large-print package contains the following 2020–2021 Initial ELPAC materials for the specific grade level or grade span requested by your local educational agency (LEA)

- Kindergarten and grades one and two:
  - Edition 1 *Initial ELPAC Examiner's Manual*
  - Edition 1 Standard Answer Book (for transcribing answers)
  - Edition 1 Large-Print Version Test Book/Answer Book
- Grades three through twelve:
  - Edition 1 *Initial ELPAC Examiner's Manual*
  - Edition 1 Standard Test Book (for reference)
  - Edition 1 Standard Answer Book (for transcribing answers)
  - Edition 1 Large-Print Version Test Book
  - Edition 1 Large-Print Version Answer Book

Read the following instructions carefully before administering the large-print version.

Before Test Administration

1. Review the specific steps in section 6, "Filling in Demographic Information," of the *Initial ELPAC Examiner's Manual* included in your package.
2. On the standard Answer Book, write the student's name in Box 1. Complete the corresponding circles for the student's name for 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. 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)

During Test Administration

Kindergarten

Provide the large-print Test Book/Answer Book to the student and keep the standard Answer Book. Use the *Initial ELPAC Examiner's Manual* to read test items and instructions for Listening, Speaking, Reading, and Writing.

All domains must be administered individually. The test examiner must mark all student responses in the standard Answer Book for all domains except Writing.

For the Writing domain, the student writes the response in the large-print Test Book/ Answer Book, and the test examiner later transcribes the student's responses into the standard Answer Book.

The student uses the large-print Test Book/Answer Book to view questions and cue pictures.

Page Numbers, Kindergarten

- Listening begins on page 1 of the large-print Test Book/Answer Book.
- Speaking begins on page 18 of the large-print Test Book/Answer Book.
- Reading begins on page 22 of the large-print Test Book/Answer Book.
- Writing begins on page 34 of the large-print Test Book/Answer Book.

Grade One

Provide the large-print Test Book/Answer Book to the student and keep the standard Answer Book. Use the *Initial ELPAC Examiner's Manual* to read test items and instructions for Listening, Speaking, Reading, and Writing.

All domains must be administered individually. The test examiner must mark all student responses in the standard Answer Book for all domains except Writing.

For the Writing domain, the student writes the response in the large-print Test Book/ Answer Book, and the test examiner later transcribes the student's responses into the standard Answer Book.

The student uses the large-print Test Book/Answer Book to view questions and cue pictures.

Page Numbers, Grade One

- Listening begins on page 1 of the large-print Test Book/Answer Book.
- Speaking begins on page 18 of the large-print Test Book/Answer Book.
- Reading begins on page 23 of the large-print Test Book/Answer Book.
- Writing begins on page 40 of the large-print Test Book/Answer Book.

Grade Two

Provide the large-print Test Book/Answer Book to the student and keep the standard Answer Book. Listening, Reading, and Writing can be administered in groups. Speaking must be administered individually.

For Listening and Reading, the student marks the responses in the large-print Test Book/Answer Book, and the test examiner later transcribes the answers into the standard Answer Book.

For Writing, the student writes the responses in the large-print Test Book/Answer Book, and the test examiner later transcribes the student's responses into the standard Answer Book.

For Speaking, the test examiner marks the score for the student's response in the standard Answer Book.

Use the *Initial ELPAC Examiner's Manual* to read test items and instructions for Listening, Speaking, Reading, and Writing.

The student uses the large-print Test Book/Answer Book to view questions and cue pictures.

Page Numbers, Grade Two

- Listening begins on page 1 of the large-print Test Book/Answer Book.
- Reading begins on page 10 of the large-print Test Book/Answer Book.
- Writing begins on page 20 of the large-print Test Book/Answer Book.
- Speaking begins on page A of the large-print Test Book/Answer Book.

Grades Three Through Twelve

Give the large-print Test Book and the large-print Answer Book to the student and keep the standard Test Book and the standard Answer Book. If able, the student should be permitted to record responses in the standard Answer Book. The student reads and views the questions in the large-print Test Book and marks responses in the large-print Answer Book for all domains, with the exception of Speaking.

The Speaking domain is administered individually, with the test examiner marking the scores for the student's responses in the standard Answer Book.

Use the *Initial ELPAC Examiner's Manual* to read the instructions for Listening, Speaking, Reading, and Writing and to administer all questions for the Speaking domain. Use the standard Test Book for reference and the standard Answer Book to record the student's scores and responses.

The student uses the large-print Test Book to view pictures and the large-print Answer Book to record responses.

Page Numbers, Grades Three Through Five

- Listening begins on page 1 of the large-print Test Book.
- Reading begins on page 8 of the large-print Test Book.
- Speaking begins on page A in the large-print Test Book.
- Writing begins on page 4 of the large-print Answer Book.

Page Numbers, Grades Six Through Eight

- Listening begins on page 1 of the large-print Test Book.
- Reading begins on page 8 of the large-print Test Book.
- Speaking begins on page A in the large-print Test Book.
- Writing begins on page 4 of the large-print Answer Book.

Page Numbers, Grades Nine Through Twelve

- Listening begins on page 1 of the large-print Test Book.
- Reading begins on page 6 of the large-print Test Book.
- Speaking begins on page A in the large-print Test Book.
- Writing begins on page 4 of the large-print Answer Book.

After Administering the Test

1. Make sure all student responses and examiner scores have been transferred from the large-print Answer Book to the standard Answer Book.
2. After testing, the student's responses are scored locally using the rubrics and anchor samples included in the *Initial ELPAC Examiner's Manual*. The Listening and Reading responses are entered in the Data Entry Interface (DEI). The Speaking and Writing scores are entered in the DEI. Refer to the instructions linked on the Manuals, Instructions, and Quick Reference Guides web page on ELPAC.org. Instructions for completing local scoring are provided in section 8, "Scoring Guide," of the *Initial ELPAC Examiner's Manual*.
3. All test materials received in this kit, other than the standard Answer Book, must be securely destroyed. The LEA ELPAC coordinator will provide the process for the secure destruction of the large-print test materials.
4. If you have questions regarding the administration of the large-print version, please contact your LEA ELPAC coordinator.