



## Instructions for Using the Initial ELPAC Large-Print Writing Test Form

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

Each large-print package for kindergarten through grade two contains the following Initial ELPAC materials for the specific grade level requested by the local educational agency (LEA):

- Nonscannable Answer Book
- Large-Print Version Test Book/Answer Book

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

### Before Test Administration

1. Review the specific steps for the Initial ELPAC in the *ELPAC Online Test Administration Manual* that is linked on the ELPAC Manuals website. A link to the manual can also be found on the ELPAC website at <https://www.elpac.org/> by selecting the *Test Administration* drop-down list to open the Manuals and Instructions web page.
2. On the **large-print Writing Test Book/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 two. 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:
  - Box 9 (No Response Optional—Local Use) (Check this box if the student was administered the Writing assessment and did not provide responses.)
  - Box 10 (Optional—Local Use)

### During Test Administration

#### ***Kindergarten Through Grade Two***

1. Provide the large-print Writing Test Book/Answer Book to the student and keep the standard Answer Book. Use the **Form 2 Initial ELPAC Listening, Speaking, Reading, and Writing: Directions for Administration (DFA)** for the specific grade level in kindergarten through grade two to read test items and instructions for Writing.
2. Have the student use the large-print Writing Test Book/Answer Book to view questions as well as pictures and write responses.

**Note:** There are no Writing Test Books or Answer Books for grades three through twelve. Student responses are entered directly into the test delivery system.

## After Administering the Assessment

1. After testing, score the student's responses locally using the rubrics and anchor samples included in the grade-level-specific **Form 2 Initial ELPAC Listening, Speaking, Reading, and Writing: DFA**, located in the Test Operations Management System. The Student Score Sheet in the Answer Book is used for recording student scores before entering them into the Data Entry Interface (DEI). Instructions for completing local scoring are provided in the *DFA*.
2. Once scoring is complete, scores and responses have been entered into the DEI, Student Score Reports have been printed, and parents/guardians have been notified of results, securely store the completed large-print Writing Test Book/Answer Books.
3. Securely destroy all test materials when the LEA ELPAC coordinator provides the process for the secure destruction of the test materials.
4. Direct any questions regarding the administration of the large-print version of the Initial ELPAC to the LEA ELPAC coordinator.