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## Instructions for Using the Summative ELPAC Braille Test Form

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

Each braille package contains the following Summative ELPAC materials for the specific grade or grade span requested by the local educational agency (LEA):

- Kindergarten through grade twelve
  - Edition 1 Braille Test Book
  - Edition 1 Braille Answer Book (for transcribing answers)

Read the following instructions carefully before administering the braille form.

### Before Test Administration

1. Review the *Summative ELPAC 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 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. Write the student's name in Box 1 on the braille Answer Book. Complete the corresponding circles for the student's name for students in kindergarten through grade one. 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 test and did not provide responses.)
  - Box 10 (Optional—Local Use)

Be prepared to follow one of these two approaches:

1. For the questions in the Writing domain, the student uses a braillewriter or other assistive device 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. Do not include the student's braille writing with the submission of the scannable braille Answer Book.

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 the Test Operations Management System (TOMS).

Refer to the California Department of Education (CDE) CA Assessment Accessibility Resources Matrix web page at <https://www.cde.ca.gov/ta/tg/ca/accessibilityresources.asp> for additional information.

## After Test Administration

1. Make sure all student responses and test examiner scores have been transcribed into the braille Answer Book provided in the braille package.
2. Be sure to return the student's Test Book to ETS. These materials should be packed for return using the original carton in which the materials arrived.
  - a. **Answer Books for students in kindergarten through grade two** must be returned to ETS for scoring.
  - b. **Answer Book responses for students in grades three through twelve** must be entered into the Data Entry Interface. Refer to the instructions linked on the Manuals Library web page at <https://ca-toms-help.ets.org/>. The LEA ELPAC coordinator will provide the process for the secure destruction of the used Answer Books at a later date.
3. Note that questions regarding the administration of the braille form of the Summative ELPAC should be directed to the 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 question for the student to read. Kindergarten, Grade One, and Grade Two Braille Test Books contain only the Reading and Writing domains.

### For Listening

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### For Reading

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⠠r

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### For Writing

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⠠W

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### For Speaking

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⠠S

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The first three pages of the braille Test Book are called "transcriber-generated pages" and do not contain any ELPAC questions. These page numbers look like this:

⠠⠠⠠ for transcriber-generated page 1

⠠⠠⠠ for transcriber-generated page 2

⠠⠠⠠ for transcriber-generated page 3

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 marked in pencil will help during test administration. Please do not use ink to mark the Test Book.

What follows is a guide to braille numbers:

.1	Number 1
.2	Number 2
.3	Number 3
.4	Number 4
.5	Number 5
.6	Number 6
.7	Number 7
.8	Number 8
.9	Number 9
.10	Number 10