



Instructions for Using the Summative ELPAC Large-Print Test Form

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

Each large-print package contains the following Summative ELPAC printed materials for the specific grade level or grade span requested by the local educational agency (LEA):

- Kindergarten and grades one and two:
 - Edition 1 standard scannable Answer Book (for transcribing answers)
 - Edition 1 large-print Test Book/Answer Book
- Grades three through twelve:
 - Edition 1 standard Test Book (for reference)
 - 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 4, “Filling in Demographic Information,” of the *Summative ELPAC Examiner’s Manual*. The manual will be sent to the LEA through an email that contains a link on a secure file transfer protocol server to this PDF for kindergarten, grade one, and grade two, as well as for grade spans three through five; six through eight; nine and ten; and eleven and twelve.
2. Write the student’s name in Box 1 on the **standard Answer Book**. Complete the corresponding circles for the student’s name for kindergarten and 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. **These are required fields; do not leave 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)

During Test Administration

Kindergarten

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

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 responses 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 28 of the large-print Test Book/Answer Book.
- Reading begins on page 36 of the large-print Test Book/Answer Book.
- Writing begins on page 64 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 for transcribing responses and recording scores. Use the *Summative ELPAC Examiner's Manual* PDF to read test items and instructions for the Listening, Speaking, Reading, and Writing domains.

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 responses 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 30 of the large-print Test Book/Answer Book.
- Reading begins on page 38 of the large-print Test Book/Answer Book.
- Writing begins on page 85 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 for transcribing responses and recording scores. Use the *Summative ELPAC Examiner's Manual* PDF to read test items and instructions for the Listening, Speaking, Reading, and Writing domains.

The Listening, Reading, and Writing domains can be administered in groups. The Speaking domain must be administered individually.

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

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

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 18 of the large-print Test Book/Answer Book.
- Writing begins on page 39 of the large-print Test Book/Answer Book.
- Speaking begins on page 44 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. 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, except for the Speaking domain.

The Speaking domain is administered individually, with the test examiner marking the scores for the student's responses on the Speaking Student Score Sheet located in the back of the *Examiner's Manual*.

Use the *Summative ELPAC Examiner's Manual* PDF for the applicable grade span to read the instructions for the Listening, Speaking, Reading, and Writing domains; and to administer all questions for the Speaking domain. Use the standard Test Book for reference and the Speaking Student Score Sheet located in the back of the *Examiner's Manual* to record the student's scores.

The student uses the large-print Test Book to view test questions and cue 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 10 of the large-print Test Book.
- Writing begins on page 4 of the large-print Answer Book.
- Speaking begins on page A of the large-print Test 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.
- Writing begins on page 4 of the large-print Answer Book.
- Speaking begins on page A of the large-print Test Book.

Page Numbers, Grades Nine and Ten

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

Page Numbers, Grades Eleven and Twelve

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

After Administering the Test

For kindergarten through grade two only: Make sure all student responses and test examiner scores have been transferred from the large-print Answer Book to the **standard Answer Book for kindergarten through grade two**.

- Place the completed **standard Answer Book under the appropriate Group Identification Sheet** along with the rest of the standard Answer Books for the same grade group. Return the Answer Books to the LEA ELPAC coordinator after the administration. The LEA ELPAC coordinator should return these to ETS for scoring using the white cartons provided in the LEA's primary order.

For grades three through twelve only: Enter the student responses into the Data Entry Interface (DEI). Refer to the instructions linked on the Scoring Resources (THSS and DEI) web page on the CAASPP & ELPAC Website.

For all grade levels:

- Securely destroy all test materials received in this kit **other than the standard Answer Book for kindergarten through grade two**—this includes the large-print Answer Book for kindergarten through grade two after transcription. The LEA ELPAC coordinator will provide the process for the secure destruction of the large-print test materials.
- Direct questions regarding the administration of the large-print version of the Summative ELPAC to the LEA ELPAC coordinator.