



Instructions for Using the Summative ELPAC Braille Writing Test Form

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

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

- Braille Answer Book (for transcribing answers)
- Braille Test Book

Read the following instructions carefully before administering the braille form.

Before Test Administration

1. Review the grade-level specific *Listening, Speaking, Reading, and Writing: Directions for Administration—Visual Impairment and Braille*, the braille Test Book, and the braille Answer Book in their entirety.
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 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:
 - Testing Irregularities (Box 9) (An 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) (An ELPAC coordinator will report this in TOMS.)
 - Domain Exemption(s) (Box 11) (An ELPAC coordinator will report this in TOMS.)
 - Box 12 (Optional—Local Use)

4. If a pre-identification (Pre-ID) label was received prior to or after testing for a student using braille materials: Place the label in the appropriate box on the demographics page on the **braille Answer Book**.
5. If a Pre-ID label was not received: Record all student demographic information on the **braille Answer Book**.
6. Review the specific steps in the “Filling in Demographic Information” section of the *Directions for Administration*.

During Test Administration

Be prepared to follow one of two approaches when administering the test:

1. **If the student is literate in braille:** The student may use a braillewriter or other assistive devices to write responses to questions in the Writing domain. A staff member who is fluent in braille and English, and 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 web document at <https://www.cde.ca.gov/ta/tg/ca/accessibilityresources.asp> for additional information.

After Administering the Test

1. Make sure all student responses have been transcribed into the braille Answer Book provided in the braille package.
2. Place the completed **braille Answer Book under the appropriate Group Identification Sheet** along with the rest of the braille Answer Books for the same grade-level group.
3. Be sure to return the student’s Test Book to ETS. This material should be packed for return using the original carton in which the material arrived.
4. Questions regarding the administration of the braille version of the Summative ELPAC should be directed to the LEA ELPAC coordinator.