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

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

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

- Standard scannable Writing domain Answer Book (for transcribing answers)
- Large-print Test Book/Answer Book

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

### Before Test Administration

1. Review the specific steps in the *Summative ELPAC Online Test Administration Manual* that is posted at <https://ca-toms-help.ets.org/summ-elpac-otam/>, on the ETS website. A link to the manual can be found on the ELPAC website at <https://www.elpac.org> by selecting the *Test Administration* drop-down menu to open the Manuals and Instructions web page.
2. On the **standard scannable Writing domain Answer Book**, write the student's name in Box 1. Do not complete the corresponding circles for the student's name if a pre-identification (Pre-ID) label has been received for that student. 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)
4. If a Pre-ID label was received prior to or after testing for a student using large-print materials, place the label in the appropriate box on the demographics page of the **standard scannable Writing domain Answer Book**.
5. If a Pre-ID label was not received, record all student demographic information on the **standard scannable Writing domain Answer Book**.
6. Review the specific steps for Filling in Demographic Information in the *Directions for Administration*.

## During Test Administration

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

Provide the large-print Test Book/Answer Book to the student and keep the standard scannable Answer Book. Use the *Summative ELPAC Listening, Speaking, Reading, and Writing: Directions for Administration* for kindergarten through grade two to read test items and instructions for the Writing domain.

The student uses the large-print Answer Book to view questions and pictures, and write responses. Later, the test examiner will transcribe the student's responses into the standard scannable Answer Book.

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

## After Administering the Test

1. Make sure all student responses have been transferred from the large-print Answer Book to the **standard scannable Answer Book**.
2. Place the completed **standard scannable Answer Book under the appropriate Group Identification Sheet** along with the rest of the standard Answer Books for the same grade-level group.
3. Securely destroy all test materials received in this kit, **other than the standard scannable Answer Book**. The LEA ELPAC coordinator will provide the process for the secure destruction of large-print test materials.
4. Direct questions regarding the administration of the large-print version of the Summative ELPAC to the LEA ELPAC coordinator.