ELPA21 Spring 2020
Test Administrator Training

ELPA21
English Language Proficiency Assessment
for the 21st Century

Who should take this training?

This training is required annually for all ELPA21 test administrators.

Any individual who will be present in the testing environment during testing must also complete this training.

District or school level testing coordinators.

NOTE: Only those qualified to

Test Administrator (TA) Qualifications

- All state assessments must be administered by trained staff members of a school district (e.g., teachers, ESAs, EAs, substitute teachers) under the general supervision of a certificated employee.

- TAs administering the ELPA21 should have experience with English language learners (ELLs).

- Student teachers and interns have a contractual relationship with the school district — even though they are not paid employees — and may assist in the administration of the assessments, including proctoring.

- Volunteers **may not** administer or assist in the administration of any state assessments. The may not handle secure test materials or be in the test environment.

Training Breakdown

- This training will be recorded in four parts.
    - ELPA21 Basics
    - WCAP Portal
        - Supports and Accommodations
    - Testing Students
    - Test Security

ELPA21 Basics

Important Dates

❖ February 3- March 27

    Washington State ELPA21 Summative (Annual) Assessment Window

❖ Practice Test available NOW

❖ Materials return: April 3

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION | *All students prepared for post-secondary pathways, careers, and civic engagement.*

The ELPA21 in Washington

- The English Language Proficiency Assessment for the 21st Century (ELPA21) is an assessment of English language proficiency.

- It is an annual assessment taken in February and March.

- Only students who are designated as English learners take the assessment.

- The assessment is aligned to the English Language Proficiency standards built by CCSSO

- The annual ELPA21 assessment includes four domain tests.

A Brief Description: Listening & Reading

Listening: Students will hear item prompts (through their headphones) and respond by clicking on a provided option or dragging/dropping a graphic or piece of text.

NOTE: In previous years students were limited to 2 replays of prompts. This is no longer a limitation. All students can listen to the prompts as needed.

Reading: students will read different types of text including short correspondence, procedural, literary, and informational passages. They will demonstrate comprehension by answering multiple-choice as well as drag/drop questions.

A Brief Description: Writing & Speaking

Writing: Students will respond to Writing prompts by typing.

> NOTE: Kindergarten and grade 1 students have no keyboarding requirements. These student's writing items include only items that can be completed with a mouse.

> NOTE: Until the 2018-19 school year, students in grades K and 1 completed a paper writing supplement in addition to their online writing test. Beginning in the 2019-20 school year, the writing supplement is no longer a part of the test for these students.

Speaking: Students will hear prompts through their headsets and then record their answers using a microphone.

> NOTE: In previous years students were limited to 2 recordings. This is no longer a limitation. All students can record and re-record their responses as needed.

Testing Times

	Kindergarten	Grade 1	Grade 2-3	Grade 4-5	Grade 6-8	Grade 9-12
Estimated testing time for ELPA21 for all four domains	69 minutes	69 minutes	91 minutes	103 minutes	128 minutes	155 minutes
	Kindergarten	Grade 1	Grade 2-3	Grade 4-5	Grade 6-8	Grade 9-12
Estimated testing time for ELPA21 per domain	17 minutes	16 minutes	23 minutes	26 minutes	32 minute	39 minutes

These approximate times are for student work time only. Additional time should be added to distribute test tickets, set up headsets, log in, read directions, and generally prepare for testing.

This test is not timed. Students may take as long as they need to complete each domain test.

Actual times will vary depending on variables specific to your school and students.

Recommended Student-TA Rations

- OSPI and the ELPA21 Consortium recommends students test in small groups. The following table provides the recommended ratio of student to TAs.

Grade Band	Number of Students	Number of TAs
Kindergarten	1-5	1-2
Grade 1	1-5	1-2
Grade band 2-3	8	1
Grade band 4-5	10	1
Grade band 6-8	15	1
Grade band 9-12	20	1

Important Scheduling Considerations

- The ELPA21 is NOT a timed test and provisions will need to be made for students who may need additional time.

- Students' tests may be paused at any time. Students can return to any item on the domain subtest that was paused.

- A different set of test directions is required to be read at the beginning of each domain subtest.

- OSPI requires that all buildings must have their ELPA testing schedule approved by the District Assessment Coordinator.
  - TAs are required to follow their approved testing schedule as set in their Test Security and Building Plan.

WCAP Portal

Navigating the Technology

Use the WCAP Portal [WCAP Portal](#) to access:

TIDE Register students, review and edit test settings, accommodations, and other important testing information.

RESOURCES Manuals, guides, training modules, and other information
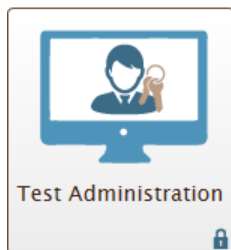
TEST ADMINISTRATION Start student test sessions (practice, interim, and summative). Monitor student progress during online tests.
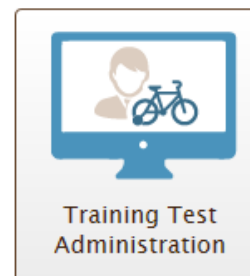
PRACTICE/TRAINING TESTS for students – can be done with or without using the secure browser, but the secure browser is recommended.

Online Reporting System (ORS) Provides student and group test scores and reports

ELPA21: Delivery

ELPA21 is an online test that uses the same online test engine that is used to deliver the ELPA21 Screener, Smarter Balanced assessments, and WCAS.

You can access the Test Delivery System (TDS) and other components of the AIR testing suite through the WCAP portal on the OSPI Website.

In addition to TA training, all test administrators must also complete the Test Security Staff Assurance Report.
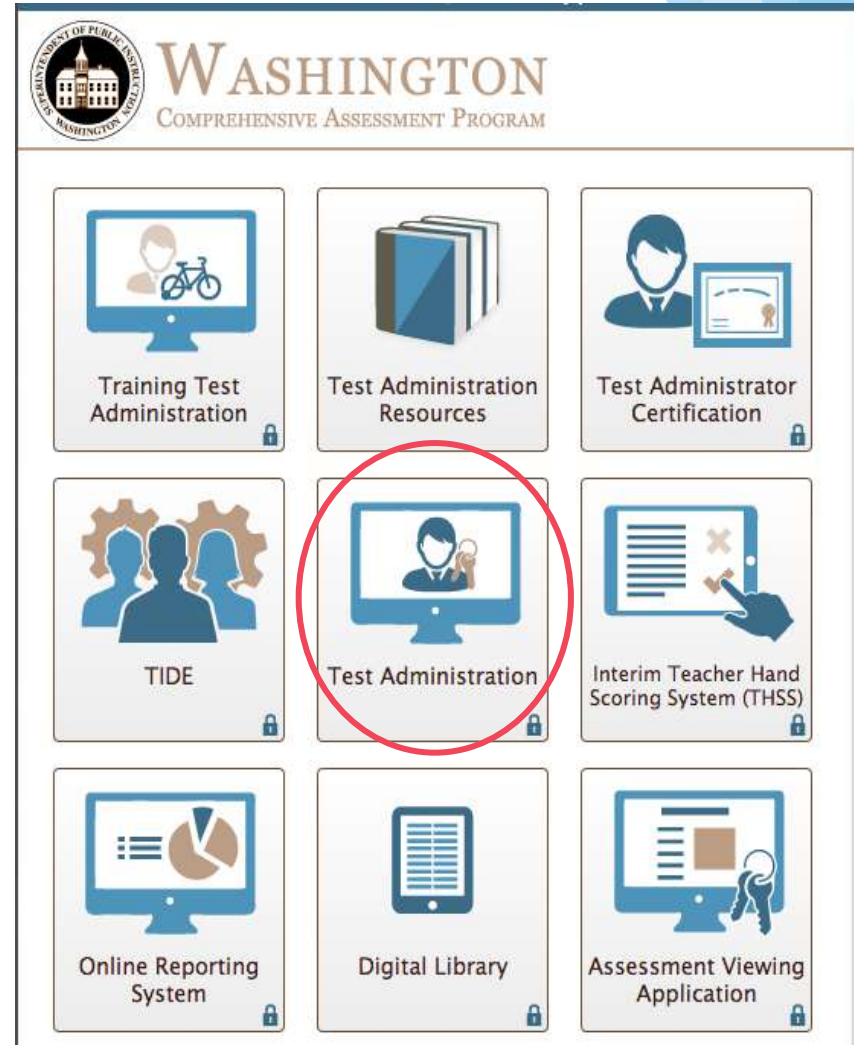
Using the AIR System

If you need support for starting a test session or using other aspects of the AIR system, please review the modules available through the WCAP portal. These modules include support for adding students to TIDE, entering information in the DEI, Starting a Test Session, and others.

(Choose "Modules" under the Test Administrator Resources)

Practice and Training Test

Educators are encouraged to provide students opportunities to get familiar with the online test environment, test items types, and technology tools through the Practice Test.

Supports & Accommodations

Accessibility Supports

As a state test, the ELPA21 may be taken with or without tools, supports, or accommodations

- **Tools** are available to all students and can be used at the student's discretion.

- **Supports** are available to English language learners and any student with a need identified by an educator.

- **Accommodations** are for students who receive special education services with a documented need noted in an IEP or 504 plan.

You can find the Guidelines on Tools, Supports, and Accommodations (GTSA) on the WCAP portal under "User Guides and Manuals" or here.

ELPA21 Accessibility

Universal Tools

Embedded
amplification, audio support, breaks, digital notepad, expandable stimuli and items, highlighter, keyboard navigation, mark for review, strikethrough, writing tools, zoom student level

Non-embedded
breaks, scratch paper, technological assistance with test navigation

Designated Supports

Embedded
color contrast, line reader, masking, mouse pointer, print on request, zoom test level

Non-embedded
color overlays, magnification device, medical supports, noise buffers, read aloud, read aloud student, separate setting, translated test directions,

Accommodations

Embedded
domain exemption

Non-embedded
assistive technology, braille test booklet, large print test booklet, scribe, speech-to-text, standard print test booklet

GTSA P11

Accommodations & Designated Supports

Students who use accommodations and designated supports during testing must have those accommodations and supports set in TIDE before the onset of testing.

These are set in TIDE using the "edit" tab under "students" in the "Preparing to Test" menu.
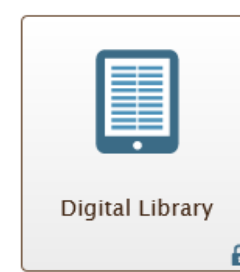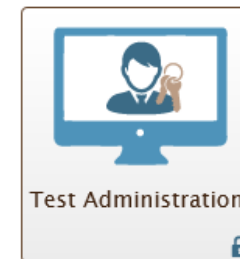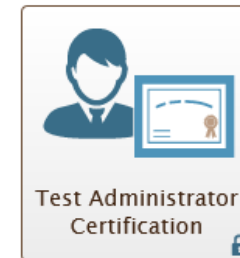
Students can access accommodations that are set in TIDE on the Practice and Training Test.
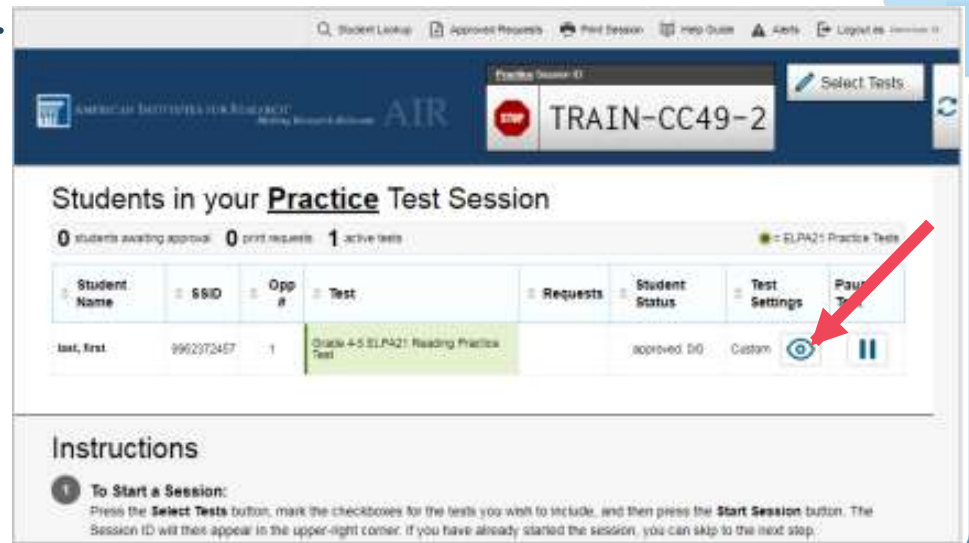
Accommodations: Test Versions

- Students with IEP or 504 plans that require testing on paper or another accommodated form, must be identified in TIDE.

- Available test forms: Standard Paper/Pencil, Large Print Paper/Pencil, Braille.

- If a student takes the ELPA21 through one of these alternate versions, the TA will need to input the student's responses using the Data Entry Interface (accessed through WCAP)

Practice & Training Tests

Test Administrator Certification

Test Coordinator Resources

TIDE

Test Administration

Online Reporting System

Data Entry Interface

Digital Library

Assessment Viewing Application
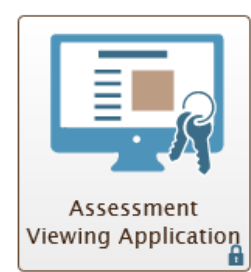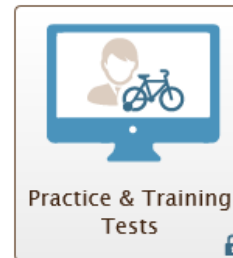
Confirming Accommodations & Supports

- Accommodations & Designated Supports may be set in TIDE by a district designate. Adjusting student settings in TIDE is available to SC, DA, and DC users.

- Test administrators (TAs) are responsible for ensuring that the accommodations set in TIDE are accurate prior to testing or when initiating a test session.

- The "eye" icon can be used to see which accommodations are set for a particular student.

Translated Directions Available

The following translated student directions have been provided for student support. Washington allows translation of student directions into additional languages, if needed. We highly encourage that students who need this support get additional practice in advance of the test.

Translated Directions are available in the following languages:

- Arabic
- Chinese
- Marshallese
- Russian
- Sgaw-Karen
- Spanish
- Vietnamese

Domain Exemptions

- Students with documented disabilities whose disabilities preclude participation in a specific domain of language, may be eligible for a domain exemption.

- Test results for students who test with domain exemptions are calculated based on all non-exempted domains results. The domain exemption does not impact a students score in a positive or negative way.

- IEP teams determine a student's eligibility for domain exemptions.

- Guidance is available on the ELP Assessment: Trainings, Modules, and Presentations page or at:

https://www.youtube.com/watch?v=c0fB6v8vdKQ&feature=youtu.be

Alternate Testing for English Learners with Significant Cognitive Disabilities

- Washington is using the WIDA Alternate ACCESS for ELLs as the alternate assessment for English language proficiency (ELP).

- The WIDA Alternate ACCESS is intended to measure the ELP of K-12 English learners who have the most significant cognitive disabilities that prevent their meaningful participation in the ELPA21 assessment

- This test requires specific TA training.

Testing Students

TA Responsibilities

- Complete Test Administrator Training
- Complete both sides of the Test Security & Assurance Form
- Confirm access to TIDE
- Participate with students in the ELPA21 Practice Tests and be sure students have participated at lease once.
- Review the Test Security and Building Plan
- Keep Test Session Tickets secure and accounted for at all times.
  - Only trained TAs are allowed to handle Test Sessions Tickets and test materials.
- Read TA Summative Script directions "Say" text verbatim
- Verify that the necessary materials for each test are available (i.e., headsets, tickets).

Preparing for Testing

- Instructional materials or any other information displayed in the classroom that might assist students in answering questions must be removed or covered.

- Students must be seated so they cannot look at each other's work. This may mean using tabletop participants or physical distance between students.

- Place a "TESTING—DO NOT DISTURB" sign on the door or post signs in halls and entrances rerouting hallway traffic.

- Prepare a space for unauthorized (personal) electronics that students bring. These items cannot be within reach during testing.

Required ELPA21 MATERIALS

Test Administrator (TA)
- **ELPA21 Student Testing Roster**
- **TA Checklist**
- **2019 ELPA21 Test Administration Manual (TAM)**
  - The TAM contains the TA Practice Script and the Summative TA Script
  - The TAM can be copied.

Student
- **ELPA21 Test tickets**
- **Scratch Paper-**Scratch paper is an allowable on the ELPA21.
  - All scratch paper must have the student's name written at the top
  - Must be collected, accounted for, and immediately returned to the SC/DC at the end of **each** testing day.
  - Students should be given **new**, blank scratch paper on each day of testing.
- **Headsets/Headphones**

Student Test Tickets

- Tickets will be provided to you by the School Coordinator (SC). Please coordinate with the SC on when you will need them.

- Tickets should be handed out then collected when the student has signed in.

Before Testing

- Read through the 2019-20 Test Administrator Manual (TAM) for the Annual ELPA21.

- The TAM is located under the ELPA21 tile on the WCAP portal.
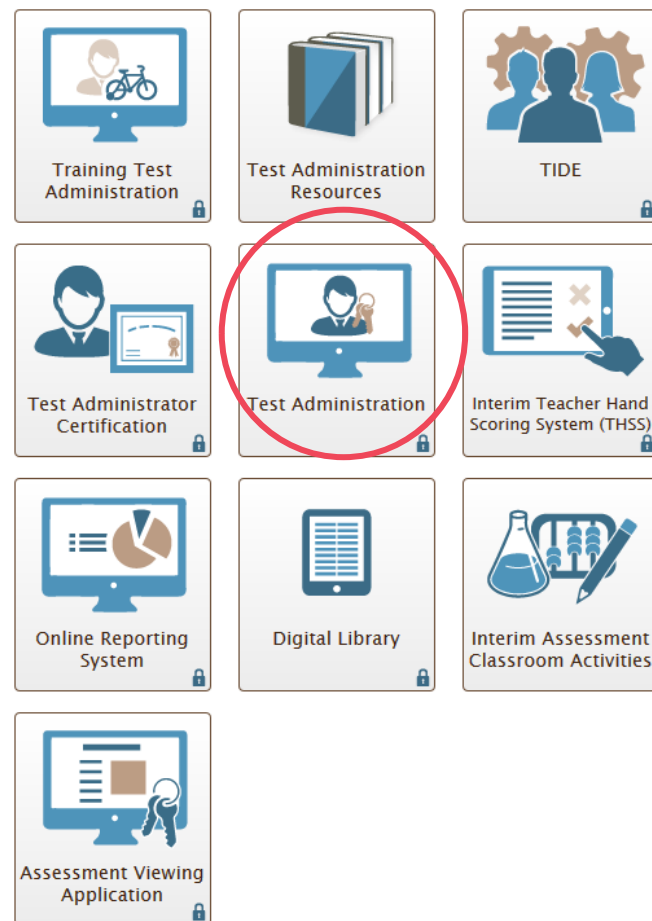
Getting Started

- The TA must create a test session before students can log in to the Student Testing System (but no more than 20 minutes prior or the system will time out).

- When a TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log in and should be written down.

UAT-85F1-1

Test Administration Site: Login

The ELPA21 test has two components:
- **TAs** use one component, the Test Administration site, to create and manage test sessions. Please ensure you are able to access the Test Administration site and TIDE, prior to testing.
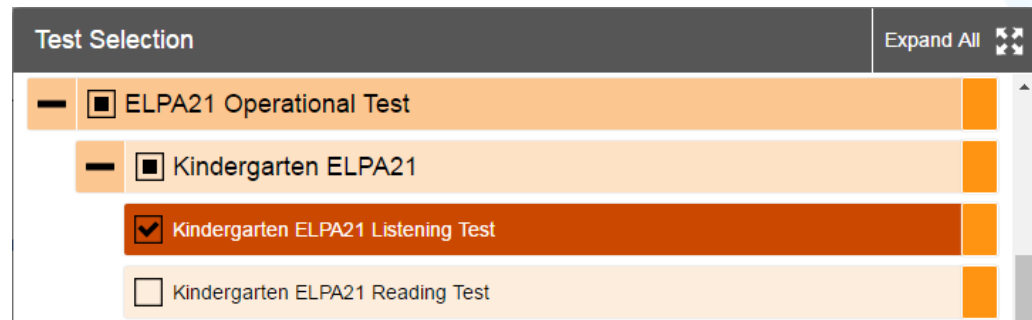- **Students** use the other component, the Secure Browser, to **take** the Summative tests.

To Access the Test Administration Site:
➢ Access the WCAP-Portal homepage found on the OSPI website.
➢ Select the *Test Administrator* user role User Card
➢ Click the *Test Administration* card
➢ When the login page appears enter your username and password
➢ Click *Secure Login*

Starting a Test Session

1. In the *Test Selection* window, select the "**+**" icon to view ELPA21 test(s)

2. Select the plus + next to the grade level and then select the check box to identify the domain (Reading, Writing, Listening, Speaking) that you will administer now.

HIGHLY RECOMMENDED TEST SELECTION METHOD:
This example shows the administration of the Kindergarten Listening test and ensures students only select the test that you are administering now, which eliminates the potential for a testing incident

Starting a Test Session : Session ID
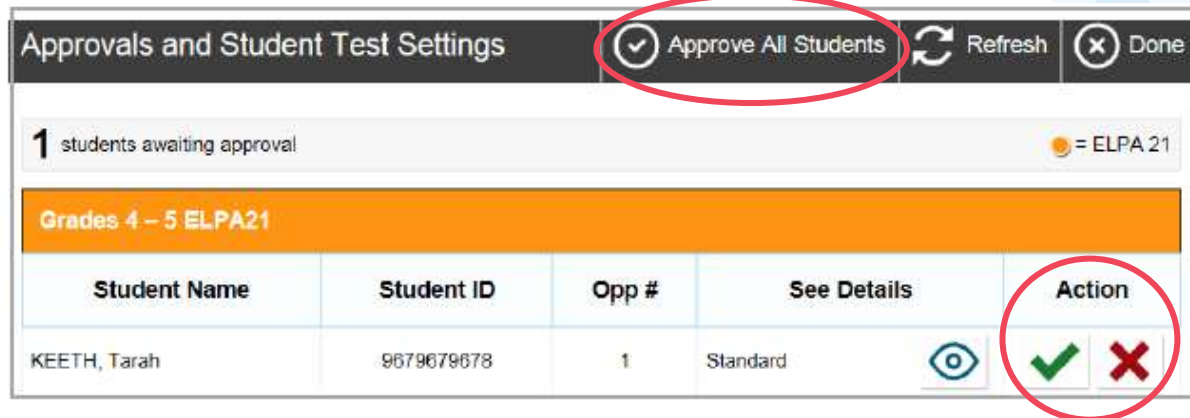
- Click Start Session. The session ID appears at the top of the page.
- Provide the session ID to the students signing in to your test session. TAs can write the Session ID on the board.
- You will now have student log in to the Secure Browser site using their first name, and the SSID, Session ID found on their test ticket.
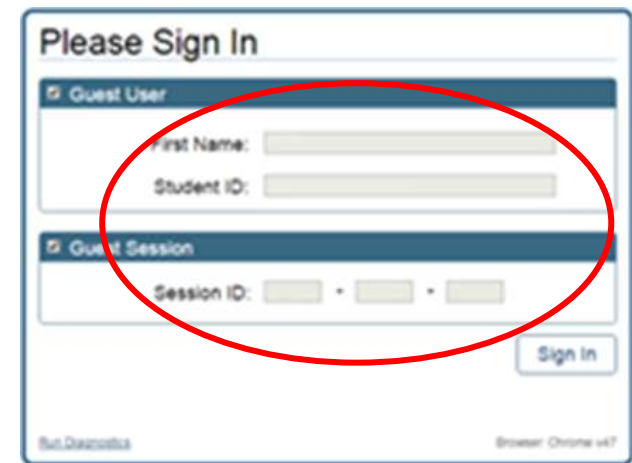
Approving Students

Students will need to be approved for testing. When students select tests, the Approvals box in the upper right corner of the Test Administration site shows notifications. Click Approvals to view the list of students awaiting approval.

To approve an individual student for testing, click

To deny a student for testing, click

To approve all students in the list for testing, you will click Approve All Students tab at the top of the Approvals window.

Approval is Required for Each Domain

If administering *one domain each day*:
- Login directions as well as the specific directions for the domain being tested will need to be read aloud by the TA.
- When all students finish the first domain, instruct them to log out of the assessment according to the directions of each domain.
- When beginning the next testing domain on a subsequent day, you will need to read the login directions to the student and then, continue with the domain box directions.

If administering *more than one domain in a day*:
- Once students complete a domain, they will reach an **Attention** box telling them they have answered all questions on the test. Follow the script for guiding students to end their test and submit the segment.
- The TA will need to add the next test to the current session (using same session ID)
- The student will need to now login to the next domain as the TA reads the login directions to students.
- The TA will continue reading the SAY: boxes for the new domain test being administered
- When the students are ready to begin testing, the TA will "approve" students (on the TA computer screen) for the test being administered.

During Testing

- Provide a quiet environment. No talking or other distractions that might interfere with testing.

- Actively supervise and monitor students. Purses and backpacks should be put away. A space outside the reach of students must be provided for unauthorized electronics. Do not allow access to unauthorized devices (e.g., cell phones, iPods, cameras, and electronic translation devices) during testing.

- Students may only access and use resources that are permitted for the test, or portion of the test.

- No form or type of answer key may be developed for test items.

- Only use the approved student interface and secure browser to administer ELPA21.

- Students who finish testing early are not permitted access to unauthorized electronic devices until all students complete testing and the TA has closed the testing session.

During and After Testing

- Teachers and other school staff are not permitted to review student responses in the testing interface or a student's notes on scratch paper.

- Staff may not review, discuss, or analyze test items, reading passages, or writing prompts at any time, including before, during, or after testing.

- Keep any printed materials such as scratch paper, and test tickets with student information in a secure location.

- Test items, reading passages, or writing prompts may not be reproduced or used for instruction.

- All secure testing materials must be immediately returned to your School/District Test Coordinator at the end of each testing session, according to your approved Test Security and Building Plan.

After Testing: Return of Materials

All test materials must be returned to your SC or DC immediately upon completion of the day's test session.

- Secure Materials
    - TAs are to follow their school's approved Test Security and Building Plan for preparation of materials and delivery.
    - TAs MUST collect and account for all testing materials from each student, prior to letting the student leave the testing area, including test tickets and scratch paper.
        - Please note: misplaced test tickets must be documented on both a Test Incident form and the TA's Test Security Assurance form.
    - All secure testing materials must be immediately returned to your SC/DC, at the end of each testing session.
        - This includes test tickets and any ancillary materials provided to students during the testing sessions (i.e., scratch paper and TA Checklist)
- Non Secure Materials
    - Test Administration Manual should be returned to Assessment Coordinator at the school or district.

ELPA21 Test Security

Test Security: Training

- All test administrators (TAs) must complete the following training:
  - Annual ELPA21 Test Administrator Training
    - This may be a district level training or the state recorded training
  - Test Administrator Certification
- In addition, all TAs must complete the Test Security Staff Assurance Report (https://wa.portal.airast.org/core/fileparse.php/2317/urlt/Test-Security-Staff-Assurance-Report.pdf) located on the WCAP.

Test Security: Test Incident Overview

- Test incidents, such as improprieties, irregularities, and breaches, are behaviors prohibited either because they may give a student an unfair advantage or because they may compromise test validity or content.

- Whether intentional or by accident, a situation that falls into these categories constitutes a test incident that needs to be documented and reported, whether being retained at the local district level or escalated to the state.

- TAs take corrective action and report the incident to the School Coordinator.

Test Incident: Low Risk Improprieties

- Improprieties are circumstances that have low impact on the individual or group of students and have a **very low risk** of affecting student performance, test security, or test validity.

- Examples: Fire drill during testing, cell phone rings from secured location, student misconduct distracting test session.

- If students are not impacted and no issue is noted with test security, TAs continue with the test session and report the situation to the SC as soon as possible (preferably during the test session).

| Local administrators/ staff take corrective action and document impropriety in Test Security Incident Log | → | Incident is mitigated as necessary by school staff. DC is notified for assistance with mitigation as necessary | → | The DAC records the impropriety in ARMS and sets an appeal in TIDE (if appropriate) within 24 hours | → | State reviews ARMS report and authorizes TIDE appeal (if appropriate) |

Test Incident: Medium Risk Irregularities

- Irregularities are circumstances that impact an individual or group of students and may have potential impact on student performance, test security, or validity of the test.

- Examples: Technology incident occurs, student accessed non-approved material or electronic device, or student was not permitted an accessibility feature.

- While these circumstances can likely be corrected at the local level, they must be reported to the SC, DAC, and State.

| Local administrators/ staff take corrective action and document irregularity in **Test Security Incident Log.** | → | Incident is mitigated as necessary by school staff. DC is notified for assistance with mitigation | → | The DAC escalates the irregularity in ARMS and sets an appeal in TIDE (if appropriate) by the end of day | → | State reviews record of irregularity within 24 hours of reporting or in accordance with state protocol. | → | State responds to ARMS report and authorizes TIDE appeal (if appropriate) |

Test Incident: High Risk Breach

- A high-risk breach is any situation that poses threat to the validity of the test. These circumstances have external implications for the state and consortium.

- Examples: Modification of student answers, test content left unsecured, test items shared in social media.

- Pause the student's test until the situation has been resolved. These situations must be immediately reported to the SC, DC, and to the State.

Procedures in the Event of a Breach

Local administrators/ staff report breach to SC and/or DAC by phone immediately. ➡ Local administrators /staff contain the incident as necessary. ➡ Local administrators/ staff document incident in local Test Security Incident Log. ➡ Local administrators/ staff stand ready to receive further guidance from SC and/or DAC.

District staff investigate security risk and alert State Test Coordinator via phone. ➡ DAC verifies completion and accuracy of reported incident and submits test incident report in ARMS. ➡ District staff maintain communication with the school and the state and provide guidance as appropriate.

State alerts the consortium ➡ State reviews incident and containment strategies employed by the district and authorizes TIDE appeal as necessary. ➡ State stands ready to receive further consortium guidance.

Professional Standards for State Testing

Failure to adhere to these practices will constitute a test irregularity or a breach of test security.

- Understand the procedures needed to administer the assessment prior to testing.

- Take appropriate test material security precautions before, during, and after the administration of the assessment.

- Provide for and document all reasonable and allowable accommodations.

- Avoid actions or conditions that would permit or encourage individuals or groups to receive scores that misrepresent students' actual levels of knowledge.

- Avoid any conditions in the administration that might invalidate test results.

- Administer state assessments according to prescribed procedures and conditions

Providing Help During Administration of Tests

- Do NOT suggest answers, and do NOT comment on or evaluate student work during the test, verbally or non-verbally.
- If necessary assist students with:
  - login of each Domain test
  - online skills such as scrolling
  - selecting a response by clicking, dragging and dropping
  - starting and stopping recording of a spoken response
  - moving between screens
- Please note that as students are becoming familiar with the testing environment, they may look to the TA to verify that they have used the technology (such as recording a spoken response) correctly.
  - The TA is allowed to acknowledge that the student has used the system correctly or redirect the student on how to properly use the technology.
  - The TA is NOT allowed to provide support on student responses to questions, comment on the quality or proficiency of a student response, or encourage them to re-record to try for more points.

Examples of Unethical Testing Practices

- Not testing or reclassifying all eligible students to avoid accountability measures

- Failing to follow directions specified in all Washington state administration manuals

- Coaching students by paraphrasing or providing clues in any way or changing content.

- Allowing student access to tools, supports, or accommodations that are not permitted for testing or written into the student's IEP or 504 plan.

More Examples of Unethical Testing Practices

- Encouraging a student to answer fewer questions than what is on the assessment.

- Editing student responses, causing students to recheck or change their responses.

- Leaving students unattended during the testing session.

- Modifying student records for the purposes of raising test scores.

- Staff accessing non-approved software while administering online state assessment

Security, Policies, & Responsibilities

Policies, laws, practices, and prohibited behaviors are located in the Professional Standards and Security, Incident, and Reporting Guidelines (PIRG)

State and local laws and policies specify practices to ensure test security of standardized and ethical administration of assessments.

- Student monitoring throughout testing
- RCWs and WACs are listed in the Policies and Test Securities section
- Only assessment specific trained staff members can administer or be in a testing room
- Volunteers or media are not allowed in a testing room

Professional Code of Conduct
The Professional Code of Conduct is codified by the Washington State Legislature in WACs and RCWs. A list of complete rules and regulations can be found online: www.k12.wa.us/ProfPractices/CodeConduct.aspx.

The Office of Professional Practices (OPP) is charged with enforcement, including discipline of educational practitioners for violation of the Professional Code of Conduct. The office receives, investigates, and makes legal findings regarding complaints. Unprofessional conduct is reported to OPP (360) 725-6130.

ELPA21 Links & Resources

- OSPI ELPA21 webpage: https://www.k12.wa.us/student-success/testing/state-testing-overview/english-language-proficiency-assessments
- WCAP Portal: http://wa.portal.airast.org/
- Training Test: wa.portal.airast.org/training-tests/
- ELPA21 Consortium Webpage: www.elpa21.org/
- ELPA21 Newsletter: http://www.elpa21.org/learn-more
- Guidelines for Tools, Supports, and Accommodations (GTSA): https://air2.solodev.net/core/fileparse.php/2317/urlt/Guidelines-on-Tools-Support-or-Accommodations.pdf
- Summative Test Directions: https://wa.portal.airast.org/core/fileparse.php/2317/urlt/ELPA21-TAM_01282017.pdf
- Parent Guide Available (English/Spanish): http://www.k12.wa.us/ELPA21/Timeline.aspx
- Leslie Huff, ELP Assessment Coordinator at OSPI. Leslie.huff@k12.wa.us

Questions

- If you have questions, please contact Leslie Huff in the Office of Select Assessment at OSPI (leslie.huff@k12.wa.us)