

# ELPT Test Administration Manual

English Language Proficiency Test

2023-2024

*Listening, Reading, Writing, Speaking*

Online

## School Test Coordinator Contact Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Any teacher or other school personnel found guilty of facilitating cheating may have his or her Louisiana teaching or educational leadership certificate suspended or revoked in accordance with Bulletin 746, §908, and may face criminal charges. To anonymously report testing irregularities, please call the LDOE Assessment Hotline at 844-268-7320.

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# Test Administrator and Proctor—Pre-Administration Oath of Security and Confidentiality Statement

I, \_\_\_\_\_, do hereby affirm the following:

Name of Test Administrator or Proctor (print)

- ☐ I was provided this *ELPT Test Administration Manual* to review on \_\_\_\_/\_\_\_\_/\_\_\_\_.
- ☐ I participated in professional development on test security and administration provided for this test administration on \_\_\_\_/\_\_\_\_/\_\_\_\_.
- ☐ I will read and follow all testing procedures in accordance with those outlined in the *ELPT Test Administration Manual* and all other guidelines and instructions provided by my school or district test coordinator.
- ☐ I will follow security regulations for distribution and return of secure test materials.
- ☐ I will test students approved for accommodations and I will administer the test with the assigned accommodations.
- ☐ I will *not* give anyone access to test items/questions prior to testing.
- ☐ I will *not* examine any test item/question at any time (except when providing test accommodations for eligible students).
- ☐ I will *not* at any time copy, reproduce, record, store electronically, discuss, or use in a manner inconsistent with test regulations all or part of any secure test item or supplementary secure materials.
- ☐ I will *not* coach students in any manner during administration of the test.
- ☐ I will *not* provide answers to students in any manner during administration of the test, including the provision of cues, clues, hints, and/or actual answers in any form.
- ☐ I will *not* administer any test items/questions from parallel, previously administered, or current forms of statewide assessments as Online Tools Trainings or study guides (does not include released test items).
- ☐ I will report any testing irregularities to the school test coordinator, or to the Assessment Hotline at 844-268-7320.
- ☐ I was informed of the Department policy in *Bulletin 746* regarding denial, suspension, and/or the revocation of a Louisiana Teaching, Administrator, or Ancillary Certificate due to cheating.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Name of School System

\_\_\_\_\_  
Signature of Test Administrator or Proctor

\_\_\_\_\_  
Signature of School Test Coordinator

\_\_\_\_\_  
Signature of Principal

**BEFORE TESTING, test administrators and proctors must complete and submit a signed copy of this form to their school test coordinator. This form will be maintained in the school test coordinator's file for a period of three years.**

**Separate forms must be submitted for each test administrator and proctor.**



## Test Administrator and Proctor—Post-Administration Oath of Security and Confidentiality Statement

I, \_\_\_\_\_, do hereby affirm the following:

Name of Test Administrator or Proctor (print)

- ☐ I was provided this *ELPT Test Administration Manual* to review on \_\_\_\_/\_\_\_\_/\_\_\_\_.
- ☐ I participated in professional development on test security and administration provided for this test administration on \_\_\_\_/\_\_\_\_/\_\_\_\_.
- ☐ I did read and follow all testing procedures in accordance with those outlined in the *ELPT Test Administration Manual* and all other guidelines and instructions provided by my school or district test coordinator.
- ☐ I did follow security regulations for distribution and return of secure test materials.
- ☐ I did test students approved for accommodations and I will administer the test with the assigned accommodations.
- ☐ I did *not* give anyone access to test items/questions prior to testing.
- ☐ I did *not* examine any test item/question at any time (except when providing test accommodations for eligible students).
- ☐ I did *not* at any time copy, reproduce, record, store electronically, discuss, or use in a manner inconsistent with test regulations all or part of any secure test item or supplementary secure materials.
- ☐ I did *not* coach students in any manner during administration of the test.
- ☐ I did *not* provide answers to students in any manner during administration of the test, including the provision of cues, clues, hints, and/or actual answers in any form.
- ☐ I did *not* administer any test items/questions from parallel, previously administered, or current forms of statewide assessments as Online Tools Trainings or study guides (does not include released test items).
- ☐ I did report any testing irregularities to the school test coordinator, or to the Assessment Hotline at 844-268-7320.
- ☐ I was informed of the Department policy in *Bulletin 746* regarding denial, suspension, and/or the revocation of a Louisiana Teaching, Administrator, or Ancillary Certificate due to cheating.

Executed this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Name of School System

\_\_\_\_\_  
Signature of Test Administrator or Proctor

\_\_\_\_\_  
Signature of School Test Coordinator

\_\_\_\_\_  
Signature of Principal

**AFTER TESTING, test administrators and proctors must complete and submit a signed copy of this form to their school test coordinator. This form will be maintained in the school test coordinator's file for a period of three years.**

**Separate forms must be submitted for each test administrator and proctor.**

## ELPT Spring 2023 Alerts

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- **Personally Identifiable Information (PII) Data Sharing Addendum.** If the district did not submit the ELPT data sharing addendum, use the required format below to enter student information in the following fields:
  - Louisiana Secure ID
  - First letter of the student's first name
  - First three letters of the student's last name
  - Day of birth only

More information on the ELPT data sharing addendum is located [here](#).

- **Denial/Suspension and Revocation of Teaching, Administrator, or Ancillary Certificate.** A Louisiana teaching/administrator/ancillary certificate can be denied, suspended, and/or revoked due to cheating on standardized state assessments. Certificates that have been denied, suspended, and/or revoked by the State Board may not be reinstated.
- **ELPT Testing Policy.** The English Language Proficiency Test (ELPT) is designed to measure the performance of students who meet the [participation criteria](#) (page 2) for English Learners (ELs) as they progress through their K–12 education and achieve college and career readiness. The ELPT measures the annual growth of English language development in the domains of speaking, listening, reading, and writing among English Learners as required under the Every Student Succeeds Act (ESSA). Students in kindergarten through grade 12 designated as an English Learner must take ELPT.
  - **Important Note:** The BESE policy for exiting students with disabilities after four years has changed and substantially reduced the number of students eligible for this exit. Please refer to Louisiana Department of Education guidance before exiting a student.
- **No Translating.** Test administrators **may not translate** directions, passages, introductions, test items/questions, or answer options from English to any other language. Students must respond in English; their responses may not be translated.
- **No EL accommodations are permitted.** ELPT students may qualify for **special education and Section 504 accommodations**, however, they are used in the students' regular instructional and assessment program and documented in the students' Individualized Education Program (IEP) or Individual Accommodation Plan (IAP). New accommodations or changes to an accommodation must be on a student's IEP or IAP 30 calendar days prior to the opening of the state's testing window. The deadline for adding or changing testing accommodations for ELPT is Friday, January 19, 2024. If a testing group includes students approved for accommodations, the School Test Coordinator will give the test administrator a list specifying the accommodations each student is to receive.
- **Domain Exemptions.** In accordance with a student's Individualized Education Program (IEP) or Individual Accommodation Plan (IAP), the student may be exempted from the Speaking and/or Listening domains of the ELPT, but only when the student's plan explicitly describes the exemption(s). See the ELPT [TIDE User Guide](#) for additional information about requesting a documented domain exemption for a student. Any domain exemption(s) must be approved by the state prior to the student logging into the test using the official form provided by the Louisiana Department of Education.

**NOTE:** Any sheets of paper, photocopies, printouts, or other materials created in transferring answers are secure test materials. These materials must be returned to the School Test Coordinator and maintained in the locked, secure storage area until test scores are returned and any questions regarding the scores have

been resolved. Only accommodations actually used in testing are to be coded—after testing is completed.

- **Cell Phones and Other Devices.** If district and school policy allows students and personnel to carry cell phones or other devices with imaging or text-messaging capability, test administrators must make certain all such devices are in the off position while secure materials are in the vicinity.

## ELPT Overview

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District and school test coordinators are expected to follow all Louisiana Security Procedures as is required of all state testing and sign appropriate agreements through the Statewide Assessment Office.

This manual contains the directions to guide Test Administrators (TAs) in logging-in, administering Online Tools Training, and general test administration activities. It provides specific information on the English Language Proficiency Test (ELPT), instructions for setup and administration, details for testing, directions for the TA, a reference to the audio tracks for translated student test directions, and a TA script of student directions. For detailed information on loading student information, editing student or TA profiles, or printing test tickets, please consult the [Louisiana TIDE User Guide](#), located in the resources pages of the [Louisiana ELPT Portal](#).

### Technology

All computers and iPad tablets intended for use in the administration of the ELPT must be set up and configured to test using the Test Delivery System (TDS) prior to the first administration. The [Technology Guide](#) can be found on the [Louisiana ELPT Portal](#). If you have any questions, refer to the [User Support](#) section of this manual.

### About the ELPT Test

ELPT is designed to measure the performance of English language learners as they progress through their K–12 education and achieve college and career readiness. The ELPT items are designed to gather evidence that students are progressing toward or meeting Louisiana Connectors for English Learners adopted by the state of Louisiana in 2017. These standards highlight and amplify the critical language, knowledge about language, and skills using language in the *College and Career Ready Standards*.

### TA Qualifications

The ELPT should be administered by trained staff members of a school district under the general supervision of a certificated employee. TAs administering the ELPT should have experience with English learners (ELs) and understand state assessment and security practices and procedures.

### Security and Professional Code of Conduct

Administering tests is an important professional responsibility that requires the same seriousness of purpose and quality of preparation as any other instructional activity. A standardized test must be administered according to the directions. This manual details the test directions and the tasks of a test administrator. To safeguard the value of the tests for students, teachers, and administrators, test administrators must follow **all** instructions exactly.

The LDOE requires that all persons involved in any aspect of testing strictly adhere to all security procedures described in this manual and in Bulletin 118.

### Key Definitions

#### Secure Test Materials

All secure materials must be kept in a locked, secure storage area when not being used for testing.

Secure test materials include

- Test tickets
- Student rosters
- Scratch paper written on by students

- Any other materials or electronic formats that may contain test items or student responses

Secure test materials must never be left unattended or in open areas. The school test coordinator will make arrangements for the test administrator to receive the test tickets on the day of the test, just prior to the scheduled session, and for the immediate return of test materials after each session. During extended breaks and immediately after completing testing each day, all secure test materials must be accounted for and returned to the school test coordinator for storage in a locked, secure area. Supervision requires a person trained in test security. The school test coordinator must disseminate and collect secure materials each day the test administrator uses them.

### Locked, Secure Storage Area

An area for secure storage of materials will be designated at school facilities. This area must be kept locked while secure test materials are being stored, and access to the area should be limited to school test coordinators and a minimal number of other persons who require access to the area. **Only personnel who are fully trained in test security policies and procedures should have access to the designated secure storage area.**

### Access

Access is defined as handling the materials, reading, reviewing, or analyzing test items or student responses, either before, during, or after testing except where providing approved accommodations.

**No one should have the opportunity to view any test item at any time except for test administrators providing accommodations to students with Answers Recorded, braille, or Transferred Answers.** Test items must not be discussed after testing. Test administrators must not have access to secure materials before or after tests are administered.

If secure materials are discovered missing at any point, the district test coordinator will contact the LDOE.

All test administrators are required to sign Pre-Administration and Post-Administration Test Administrator and Proctor Oath of Security and Confidentiality Statements before and after testing is completed, ensuring that security and test administration procedures were followed.

### Testing Irregularities and Security Breaches

A *testing irregularity* is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data.

All testing irregularities and security breaches must be reported to the school test coordinator **with written documentation**.

Testing irregularities and security breaches include (but are not limited to) the use of prohibited electronic devices, a lack of sufficient test supervision, any lapse in proper handling of test materials, and the presence of unauthorized visitors.

Examples of testing irregularities and security breaches include, but are not limited to, the following:

- Losing a student test ticket
- Leaving test materials unattended or failing to keep test materials secure at all times
- Reading or viewing the passages or test items before, during, or after testing
- Copying or reproducing (e.g., taking a picture of) any part of the passages or test items or any secure test materials
- Revealing or discussing passages or test items at any time with anyone, including students and school staff, through verbal exchange, email, social media, or any other form of communication
- Removing secure test materials from the school's campus or removing them from locked storage for any



purpose other than administering the test

If an incident must be reported, test administrators must report it to the school test coordinator immediately.

Anyone wishing to anonymously report testing violations directly to the LDOE should call 1-844-268-7320 between the hours of 6:30 a.m. and 4:30 p.m.

### Violations of Test Security

The LDOE considers it a violation of test security for any person to do any of the following:

1. administer tests in a manner that is inconsistent with the administrative instructions provided by the LDOE that would give examinees an unfair advantage or disadvantage;
2. give examinees access to test questions prior to testing;
3. examine any test item at any time (except for students during the test or test administrators while providing these accommodations (Answers Recorded, Braille, or Transferred Answers) for students that are determined to be eligible for those accommodations
4. at any time, copy, reproduce, record, store electronically, discuss, or use in a manner inconsistent with test regulations all or part of any secure test materials;
5. coach examinees in any manner during testing or alter or interfere with examinees' responses in any manner;
6. provide answers to students in any manner during the test, including provision of cues, clues, hints, and/or actual answers in any form—written, printed, verbal, or nonverbal;
7. administer published parallel, previously administered, or current forms of any statewide assessment as an Online Tools Training or study guide [does not include LDOE-released items];
8. fail to follow security regulations for distribution and return of secure materials, as well as overages as directed; or fail to account for and secure test materials before, during, or after testing;
9. conduct testing in environments that differ from the usual classroom environment without prior written permission from the LDOE;
10. fail to report any testing irregularities to the District Test Coordinator (a testing irregularity is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data), who must report such incidents to the LDOE; or
11. participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

**Violations of test security can result in the revocation of a teaching or leadership certificate as defined in Bulletin 746.**

### Testing Environment

The testing environment is defined as any location in which students are actively testing (e.g., classroom, computer lab). It is important to establish procedures to maintain a quiet environment throughout testing. When setting up the testing environment, the following should be taken into consideration:

Some students may finish testing before others, and the expectations for what those students may do must be determined and established in advance of the testing day.

Unauthorized visitors are prohibited from entering the testing environment.

#### Materials Prohibited in the Testing Environment

Prohibited materials can compromise test security and violate the construct being measured by the assessment, thus producing invalid results. Prohibited materials must be covered or removed from the

testing room.

The following are materials that may not be used at any time during a session, including after a student has completed testing (e.g., submits a session) or during a break. Students, test administrators, or other authorized persons in the testing environment may not possess these or any other materials.

### **Materials Prohibited During All Sessions**

All personal electronic equipment not related to testing (e.g., smartphones, portable media players, smart watches, personal document scanners, eBook readers, electronic pens). Exception: Test administrators may have cell phones and other electronic devices, but they must be in the off position while around secure test materials, except for devices required for approved accommodations, online assessments, or to provide technical assistance during online assessments.

Any resources (e.g., books, posters, models, displays, teaching aids) that define, explain, illustrate terminology or concepts, or otherwise provide unauthorized assistance during testing.

Any manipulative that has not been approved as an accommodation prior to testing (see your school test coordinator for more information).

Follow the general rule that if the material in question may help the student answer, find an answer, or post or copy materials, it is not allowed in the testing environment.

Prior to testing, test administrators should instruct students to place all prohibited materials out of reach during testing (e.g., in a locker or book bag out of reach). If a student is found to have any prohibited materials in his or her possession upon arrival, the student should be instructed to hand the materials to the test administrator. If the prohibited material is an electronic device, the student should first turn off the device before handing it to the test administrator.

Other materials may be permitted after a student has completed testing. Contact your school test coordinator for more information.

### **Administration Consideration for Students**

With the support of the school administration, the school test coordinator has the authority to schedule students in testing spaces other than regular classrooms, and at different scheduled times, as long as all requirements for testing conditions and test security are met as set forth in this manual. Accordingly, school-level teams may determine that any student may require one or more of the following test accessibility features, regardless of the student's status as a student with a disability or as an English learner:

- small-group testing
- separate or alternate location
- specified area or seating
- adaptive and specialized equipment or furniture

### **Voiding Student Tests**

Student tests should be voided if there is an instance of cheating, misconduct, or administrative error.

In the case of student cheating, the test administrator must give the school test coordinator a written account of the incident and return the test ticket to the school test coordinator.

## Test Administrator Checklist

The following checklist was designed to assist in the administration of ELPT. They do not replace the detailed procedures in this manual.

- ☐ Read the *Test Administration Manual* in its entirety. Feel free to mark in the manual. If you have questions, ask the School Test Coordinator.
- ☐ Attend the required training for test security and administration.
- ☐ Complete, sign, and turn in the Pre-Administration Test Administrator and Proctor Oath of Security and Confidentiality Statement.
- ☐ If you are testing students with accommodations, discuss with the School Test Coordinator arrangements that need to be made. Make sure you have a list of those students and the accommodations they are to receive.
- ☐ Remove or cover all materials in the room that are related to the content of the test. This includes maps, charts, diagrams, and other educational aids.
- ☐ Make sure the testing environment has adequate lighting, ventilation, and minimal distractions.
- ☐ Ensure students have headsets, scratch paper, and pencils prior to the test.
- ☐ Examine the [ELPT User Guides](#) and copy resources from the guide you wish to use for administering the assessment.

## Preliminary Planning

- Review this manual and supporting administration manuals in their entirety, before administering the ELPT Online Tools Training or Summative tests.
- Attend the required training for test security and administration.
- Complete, sign, and turn in the Pre-Administration Test Administrator and Proctor Oath of Security and Confidentiality Statement.
- If you are testing students with accommodations, discuss with the School Test Coordinator arrangements that need to be made. Make sure you have a list of those students and the accommodations they are to receive.
- Best practice is to ensure students take the ELPT Online Tools Training prior to taking the ELPT summative assessment. ELPT Online Tools Training is located on the [Louisiana ELPT Portal](#) and is available now. This is important to your students as it will allow them to familiarize themselves with the technical skills and types of items (test questions) they will encounter on the ELPT summative assessment.
- Verify that computers are set up and configured for administering ELPT assessments.
- Review your students' testing schedules. Is there a plan in place to support students needing additional time?
- Refer to the [ELPT Accessibility and Accommodations Manual](#) for additional information related to providing tools, supports, or accommodations including the use of scratch paper. This manual is specifically for the ELPT, as the accessibility features for the ELPT may be different from other general education assessments in Louisiana. If there are questions, contact the Assessment office at LDOE for assistance.
- Verify that the necessary materials for each test administration are available (i.e., headsets, pencils, scratch paper).
- Provide students with a quiet, well-lit, well-ventilated workspace, while ensuring that seating allows an adequate amount of spacing between students.
- Have a plan for covering any Word Walls or other posted material that could provide help during the test. Post a "Testing— Secure Environment, Do Not Disturb" sign on the door to avoid interruptions.
- Student testing areas (desks or tables) will need to be cleared of all non-testing materials.
- Have a location secured, away from student testing locations, for students to place non-approved electronics and personal bags. Students must turn off all non-approved electronics (i.e., cell phones) prior to testing. Remind students that access to non-approved electronics are not permitted.
- Charge iPads, Chromebooks, and laptops prior to testing. Devices should be 100% charged or plugged into a wall socket during the test.
- Verify student settings in TIDE to ensure students are assigned to the correct online tests and that their designated supports are selected correctly prior to beginning the test.

## Scheduling

The summative testing window is February 19 to March 22, 2024. Combined, the four ELPT domains should take approximately one hour to administer for the three lower grade bands, and up to two hours for the three highest grade bands. These approximate times are for student work time only. Therefore, allow an additional 15–20 minutes to distribute test tickets, set up headphones, read directions, and perform other testing activities. This is not a timed test and provisions should be made for students who may need additional time. The ELPT is divided into four tests (Listening, Reading, Writing, and Speaking), each of which may be administered in a separate session. TAs follow

their approved testing schedule as set in their *Test Security and Building Plan*.

Table 1: ELPT Administration for Summative Assessment

	Grades K –1	Grades 2–3	Grades 4–5	Grades 6–8	Grades 9–12
Approximate amount of testing time for ELPT for all four domains	40-60 minutes	40-60 minutes	60-100 minutes	80-140 minutes	80-150 minutes
Approximate amount of testing time for ELPT per domain.	10-15 minutes	10-15 minutes	15-23 minutes	15-25 minutes	20-38 minutes

### Additional Timing Considerations

- Time for instructions may vary by domain and grade level. Test administrators can plan for 5 minutes of in-test instructions at the beginning of each individual domain test or 20 minutes of instructions for all four of the domains.
- All domains can be administered in a single session. However, ELPT encourages test administrators to allow students to take a break between domains, to prevent testing fatigue.
- There is no maximum number of days over which a student can test, as long as all four domains of the test are completed during the testing window. Domains can be administered in separate sessions during the same day, or on different days entirely.
- Time for students to practice using the Online Tools Trainings should be scheduled before students take the summative test.

### Administering Tests

- **Administering One Test in a Single Day:** *If you are only administering one domain test today, you can log out of the Test Administration site.*
- **Administering More Than One Test in a Single Day:** *If you are administering more than one domain test today, read the Summative Assessment – Student Login Instructions followed by the directions for the test being administered.*

Prepare to have silent work available for any students who complete the test early. For security reasons, students must not have access to non-approved electronics while in the testing location. If individually releasing students, one at a time, at the end of testing, ensure that all materials have been collected and accounted for prior to dismissal.

### Administrative Considerations

Some students may need some of the following supports in their testing environment.

- Adaptive furniture
- Breaks (length to be determined by the structure of the test and student's needs)
- Study carrel (e.g., testing divider, privacy board)
- Individual administration
- Light/acoustics
- Minimize distractions
- Test at a time beneficial to the student(s)
- Non-embedded amplification

- Repeat/re-read directions word-for-word
- Seat location/proximity
- Separate room
- Slant board/wedge
- Small group testing

### Recommended Student: Test Proctor Ratio (Summative Test)

It is recommended by the consortium to test students in small groups. The following table provides the recommended ratio of students to TAs. All other administrative documents need to be obtained from the [Louisiana ELPT Portal](#).

Table 2: Student/Test Administrator Ratio

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

### Required Materials

- This *ELPT Test Administration Manual*
- Test tickets, if they are being used. Test tickets are secure materials and must be treated as such. Return to your STC according to your school's *Test Security and Building Plan*.
- The [ELPT Accessibility and Accommodations Manual](#), if needed.
- Directions for Administration—DFA (paper-pencil, Braille, and large print forms, only)
- Scratch paper
- Headsets with microphone
- Access to a mouse (if students normally use one for online testing).
- If using an iPad tablet, an external keyboard is needed.

## Student Preparation

### Online Tools Training

The ELPT [Online Tools Training](#) allows students to experience the ELPT online test as they contain the same task types as the summative assessment. The Online Tools Trainings allow students to become familiar with the various item types, tools, and navigation they will encounter in the ELPT. To prepare students, please have them take the ELPT Online Tools Training for their grade band prior to taking the summative assessment. It is suggested to administer Online Tools Training several days prior to the summative assessment.

Students will also become familiar with:

- Scrolling down and across the screen
- Moving from screen to screen
- Answering multiple-choice questions by clicking on the answer
- Responding to drag-and-drop questions using a mouse
- Recording answers in the Speaking test
- Listening to the recording playback, and re-recording, if necessary
- Typing in a text box when responding to a writing prompt

Students may take Online Tools Training as many times as needed to gain familiarity and become comfortable with the testing tools and item types. Because the Online Tools Trainings are considered practice for the students, responses are not saved.

ELPT recommends that Test Administrators (TAs) take the Online Tools Training(s) and review the provided ELPT [Technology Skills Checklist](#) and [ELPT Tool Buttons](#) prior to introducing students to the Online Tools Training. These resources describe the key technical skills students need to learn from each item in the Online Tools Training.

Students whose IEP or 504 plans indicate they should test using designated supports may take a personalized Online Tools Training with these supports enabled. Details are provided in the next section of this manual.

Try to put students at ease. Explain that the test includes some questions that are easy and some that are harder; encourage students to attempt to answer every question and to do their best.

Test Administrators may assist students with test navigation and testing buttons. Detailed guidance is provided throughout this document.

### 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 online skills such as scrolling, selecting a response by clicking, dragging and dropping, starting and stopping recording of a spoken response, and moving between screens. Prior to the test, the TA should lead all students through the Online Tools Training to ensure students have an opportunity to become familiar with the online test interface and how to use the various tools embedded in the test.

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. **At no time, however, is a TA 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. No test information, other than directions, may be read aloud to the student at any time.**

### UNLIMITED RECORDINGS AND REPLAYS

There is no limit to the number of recording and replays available to students.

## Online Tools Training – TA Overview

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### Online Tools Training Overview

The Online Tools Training helps students understand how to take the online test and enables them to practice using all the tools available. This opportunity to practice is invaluable for some students and highly encouraged.

Depending on students' grades and ages, some students may need additional practice with technology before the actual test, in order for them to be completely comfortable. The Online Tools Training can be accessed as many times as necessary for students to become familiar with the testing system.

For complete instructions on administering the Online Tools Training, refer to the [TA User Guide](#), available on the Resources page of the [Louisiana ELPT Portal](#).

- Students in grades K and 1 need to practice the Question and Navigation buttons only.
- The Tools icons are optional and may be skipped for younger students in order to simplify the lesson.

Additional tools are available for students who require them per an IEP or 504 plan. Please ensure that students have sufficient practice with tools, via the Online Tools Training, prior to testing.

### Pausing a Test

TAs and students should become familiar with the **Pause Rules** during the Online Tools Training.

- Students can pause their test at any time. They will be presented with a warning message asking them to verify that they want to pause the test.
- The alert message also states that they may not be able to go back to previous questions. This is a standard system message that does not apply to ELPT tests.
- Students are instructed to alert the TA if they choose to pause the test, they will then be logged out of the test.
- When students resume the test, they will see the first page that contains unanswered questions, they will be able to view and change answers to questions they already answered within the current test, including previous pages.
- Students cannot go back to previous tests.
- If a student's test is idle for 20 minutes, the system will automatically pause the test and log them out.
- To resume a student's paused test, TAs will need to log the student back in.
- All answers are saved immediately; students do not lose answers when the test is paused.

### Options for Accessing the Online Tools Training

There are two options for student access to the Online Tools Trainings:

- **Sign In to Non-Secure Online Tools Training—Guest User:** Test Administrators and students may access the Online Tools Training through the non-secure **Online Tools Training** card on the homepage of the [Louisiana ELPT Portal](#). This option could be used for TAs becoming familiar with the Online Tools Training and for presenting the Online Tools Training to larger groups of students prior to using option two. See the [Non-Secure Online Tools Training Login](#) section on page 20 for log in instructions.



- **Secure Browser—Secure Online Tools Training Login: Create, Manage, and Administer Online Tools Training:** The Online Tools Training have two components. TAs use one component, the **Online Tools Training Administration** (TA Training) site, to create and manage practice sessions. Students use the other component, the **Online Tools Training** (Student) site, to take secure Online Tools Trainings. This allows students to practice entering their log-in information and allows students with accommodations the ability to use the specified accommodation(s) in the Online Tools Training.



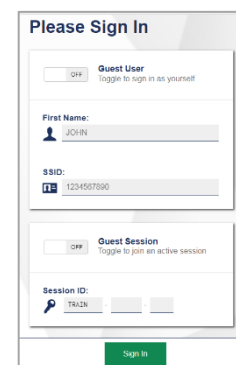
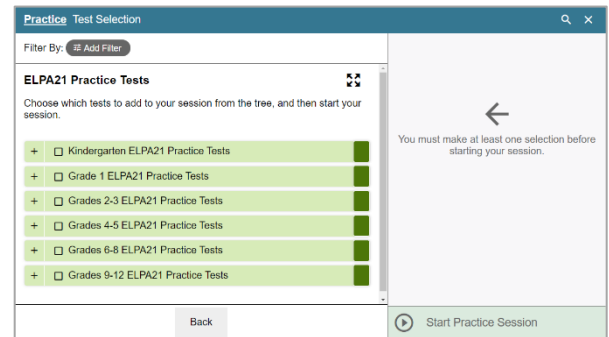
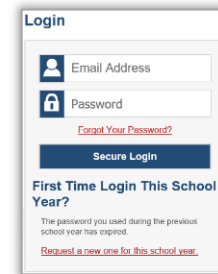
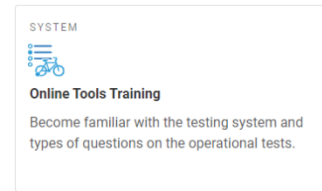
**Note:** This option mimics the secure testing environment. The TA starts the student session, but will NOT see the student test on his or her device. The student test will only appear on the student's device.

See the [Secure Online Tools Training Login](#) section for login instructions and student directions.

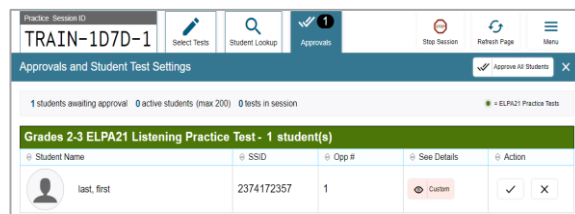
Both the secure and non-secure options allow students to practice navigating the platform and become familiar with the tools and functions like listening again to prompts or recorded information.

## Secure Online Tools Training TA Login: Create, Manage, and Administer Online Tools Training

1. Access the **Louisiana ELPT Portal** homepage at <https://la.portal.cambiumast.com/>.
2. Select your user role card.
3. Click the **Online Tools Training Administration** card.
4. The **Login** page appears.
5. Enter your email address and password.
6. Click the **Secure Login** button.
7. When you are ready to begin a test session:
  - a. In the **ELPT Online Tools Training** window, select the test(s) to administer.
  - b. Click the **Start Practice Session** button; the session ID appears at the top of the page.
8. Provide the **session ID** to the students signing into your test session.
9. You will have students sign in to the **Online Tools Training Administration** (student) site using their first name, SSID, and the session ID from step 8. (*Online Tools Training–Student Login Instructions* section for instructions to dictate to students.) Please assist students with logging in as necessary.

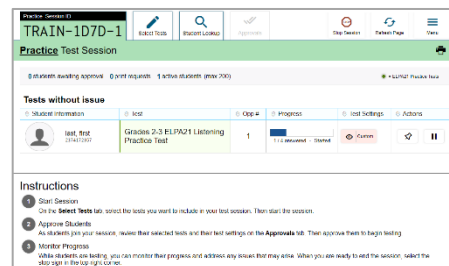


10. Next you will approve students for testing. Click the **Approvals** tab to view the list of students awaiting approval.
- To review and edit a student's test settings and accommodations, click the **Eye** button in the See Details column for that student.
  - To approve an individual student for testing, click the **Checkmark** button.
  - To deny a student for testing, click the **X** button and enter the reason for denial in the box.

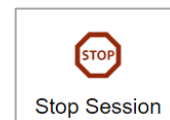


To approve all students in the list for testing, click the **Approve All Students** button.

11. Monitor students' progress throughout testing. Students' test statuses appear in the **Students in Your Online Tools Training Session** table.
- Statuses include the following: approved, started, in-progress, review, completed, submitted, and paused.
  - The **Student Status** column indicates how many test questions the student has answered out of the total number of questions in the test.
  - Click the **Pause** button to pause an individual student test. If a test is paused for more than 20 minutes, the student will only be able to view and change answers to questions in the current test. The student will not have access to previous tests.



12. At the conclusion of the Online Tools Trainings session:
- Click the **Stop Session** button to end the session and automatically pause any in-progress tests in your session,
  - Click on your name in the banner to access the **Log Out** button to exit the **Online Tools Training Administration** site.



Once a test session is stopped it cannot be resumed. If students need to continue testing, you will need to start a new session.

## Online Tools Training – Student Login Instructions

TAs read the information inside each **SAY** box. The information outside of the **SAY** box, in *italics*, is additional information to support TAs and should not be read to the student.

**Non-Secure Online Tools Training—Guest User login** begins below.

- If walking students through the Online Tools Training using an overhead, omit the following **SAY** boxes.
- If students are logging in on their own, use the following **SAY** boxes.

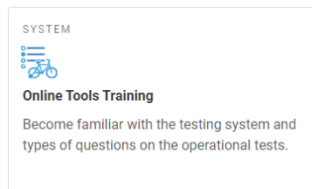
**Secure Browser Online Tools Training Student Login** begins on page 21.

### Non-Secure Online Tools Training Login—Guest User

**ALL** **SAY:** Go to the Louisiana ELPT Portal at: <https://la.portal.cambiumast.com/>. If you need help raise your hand and I will help you.

*Pause. Assist students as needed.*

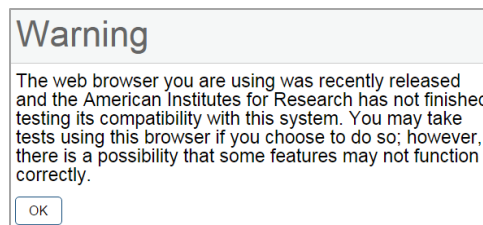
**ALL** **SAY:** Select the **Online Tools Training** card.



*If a student tries to access a test via a browser that is currently not supported by CAI a warning message will appear. Refer to the [Supported Browsers](#) page on the Louisiana ELPT Portal for the most up to date list of supported browsers. Once verified, direct student to select the **OK** button if you are permitting the student to continue with the test.*

**ALL** **SAY:** If you receive a **Warning** message, raise your hand and I will help you.

*Pause. Assist students as needed.*



**ALL** **SAY:** You will sign in as a guest. You will not change information on this screen. Click the **Sign In** button at the bottom of the screen now.

**Please Sign In**

☒ **Guest User**  
Toggle to sign in as yourself

☒ **Guest Session**  
Toggle to join an active session

Run Diagnostics Browser: Chrome v70

**Sign In**

**ALL** **SAY:** Select the appropriate grade in the **Student Grade Level:** dropdown.

*Pause. Assist students as needed. TAs will now continue with instructions for the non-secure Online Tools Training directions on page 22, [Select an Available Test](#).*

### Secure Browser Online Tools Training Login

**ALL** **SAY:** On your computer screen, locate the icon titled **Secure Test**. If you need help raise your hand and I will help you.

*Pause. Assist students as needed.*

**ALL** **SAY:** Double-click the **Secure Test** icon; the **Please Sign In** page will appear. Do not enter anything until you have been instructed to do so.  
Can everyone see the **Please Sign In** page? If you cannot see the **Please Sign In** page raise your hand.

*Pause. Assist students as needed.*

TEST TICKET		
DEMO, STUDENT19		
9999, Demo Dist 9999		
9999_9991, Demo School 1		
Grade: 03	Gender: M	DOB: 01/01/2005
SSID: 1819181959		

**Please Sign In**

☐ **Guest User**  
Toggle to sign in as yourself

**First Name:**  
JOHN

**SSID:**  
1234567890

☐ **Guest Session**  
Toggle to join an active session

**Session ID:**  
TRIZN

**Sign In**

**ALL** **SAY:** Enter your first name, your SSID, and the Session ID and then click the **Sign In** button. If you need help raise your hand and I will help you.

*Pause. Students will enter their name exactly as it appears on their test ticket and then click the **Sign In** button.*

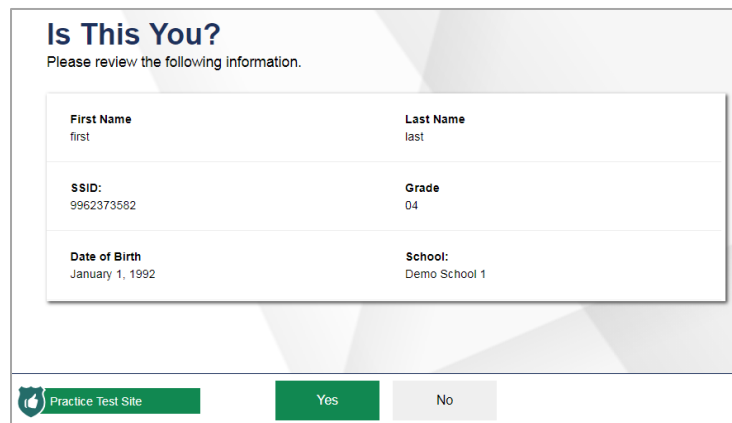
## Common Login Errors

- **The first name and SSID do not match.** This indicates that the first name entered does not match the first name associated with the SSID.
- **The session ID is not available.** The session ID entered is not an available test session. Verify that you entered the session ID correctly.

## Verify Student Information

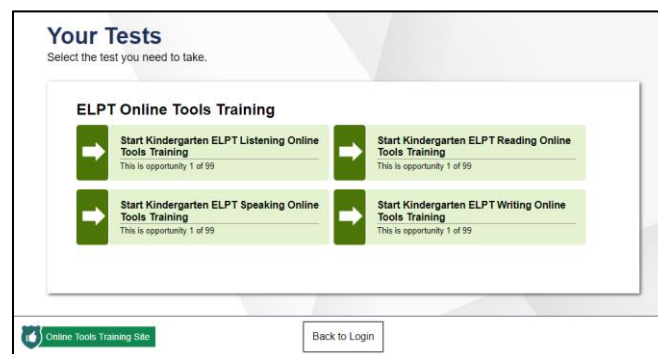
**SAY:** You should now see the **Is This You?** page. Make sure that the information on this page is correct. If the information is correct click the **Yes** button. If the information is not correct click the **No** button. If you need help raise your hand and I will help you.

*Pause. Assist students as needed.*



## Select an Available Test

**SAY:** You will now see the **Your Tests** page. Click on the link that says **Start Grades \_\_\_\_\_ ELPT Online Tools Training**.



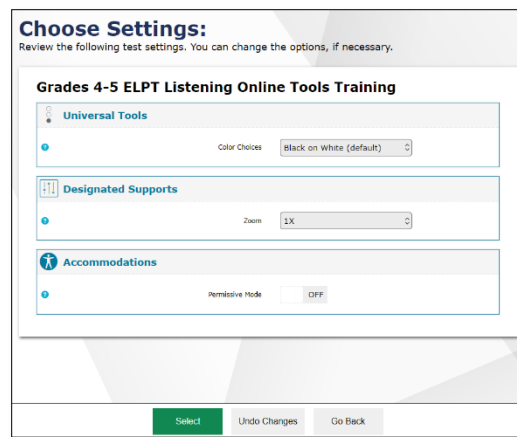
If a student previously started a test but did not finish it,

**ALL** **SAY:** If you previously started a test but did not finish it, the **Resume** button will display next to the test name. Click the **Resume** button to resume the test.

Pause. Assist students as needed. The TA will approve student tests in the Test Administration site.

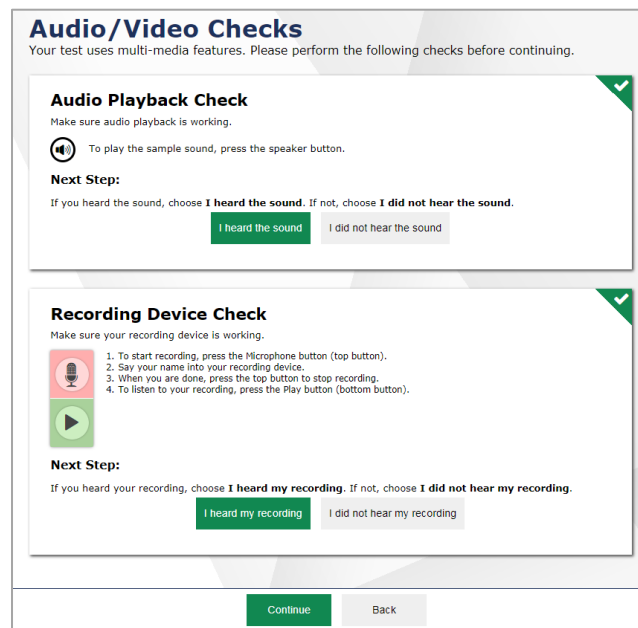
**ALL** **SAY:** You should now see the **Choose Settings** screen. Review your test settings. If your test settings are correct, click the **Select** button. If your settings are not correct, raise your hand and I will help you.

Pause. Assist students as needed.




**ALL** **SAY:** You should now see the **Audio/Video Checks** screen.

Pause. Make sure all students are on the **Audio/Video Checks** screen.



ALL

**SAY:** Under **Audio Playback Check**, click on the **Sound**  button to hear the sound.

If you hear the sound, click the **I heard the sound** button. A checkmark will appear in the top right-hand corner of the window.

If you do not hear the sound, raise your hand and I will help you.


*Pause. Make sure all students can hear the sound.*




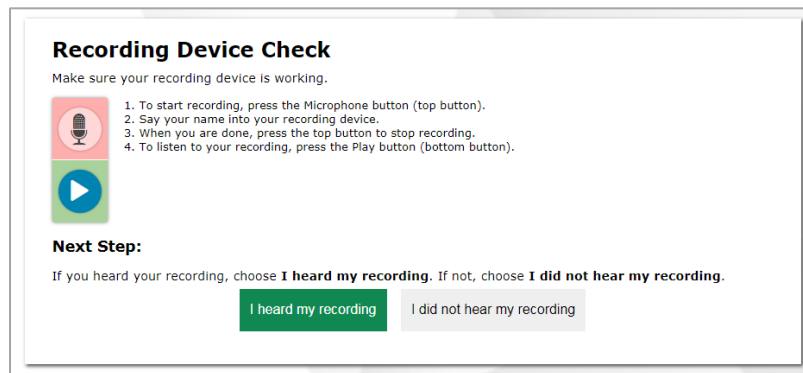
**Note:** The next direction about the **Recording Device Check** should only be read to students taking the Speaking test.

ALL

**SAY:** You should now see the **Recording Device Check** screen.


Press the **Microphone**  button to start recording. Say your name into the microphone.

When you are finished, press the **Stop**  button. Try it now. If you need help, raise your hand.



*Pause. Assist students as needed. Wait for all students to finish.*

ALL

**SAY:** Now press the **Play**  button to listen to your recording. If you hear your voice, click the **I heard my recording** button. A checkmark will appear in the top right-hand corner of the window.

If you do not hear your voice, raise your hand and I will help you.

*Pause. Assist students as needed. Make sure all the students can hear their voices.*

ALL

**SAY:** Now click the **Continue** button at the bottom of the screen.

*Pause. Assist students as needed.*



**SAY:** You should now see the **Instructions and Help** screen. Click on the **View Help Guide** button. Does everyone see the **Help Guide**? If you do not see the **Help Guide**, raise your hand and I will help you.

*Pause. Make sure all students are on the **Instructions and Help** screen. Assist as needed.*

**SAY:** The **Help Guide** has important information about moving through the test, pausing the test, and the tools available for this test.

*Pause and allow student to read the guidance for moving through the test and the pause rules. While students are reading the directions pass out the Tool Button Sheet.*

### Tool Button Sheet


*The following buttons are available for all students.*

*Read the following **SAY** boxes while students follow along with the Tool Button Sheet.*


**SAY:** Look at the **Tool Button Sheet** that I just passed out. You will follow along with me as I explain the buttons and tools you will see and use during the test. You will only listen to me while looking at the sheet, you will not be using your computer at this time.

If you have a question while I am reviewing this tool sheet with you, please raise your hand.



*Pause.*

**SAY:** Look at row 1. You may click on the **Question Mark**  button in the top right-hand corner of your screen to see the *Online Test Directions* at any time.

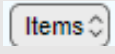
*Pause.*

**SAY:** Look at row 2. Click on the  button in the upper right-hand side of the **Help Guide** pop-up window to close the **Help Guide**.


*Pause.*

**SAY:** Look at row 3. Click on the **Zoom In**  button to make the text and images bigger. Click on the **Zoom Out**  button to make the text and images smaller. There are four zoom levels.


*Pause.*

**SAY:** Look at row 4. Click the **Items Drop-Down List**  to move to a different question on the test.


*Pause.*

**SAY:** Look at row 5. Click the **Save**  button to save work when answering a question. Your answers are saved automatically when you move to another question. You do not have to use the **Save** button for your answers to be saved.

*Pause.*

**SAY:** Look at row 6. You will click the **Pause**  button to exit the test before finishing. If you **Pause** the test, you will be logged out. Always check with your TA before clicking the **Pause** button.


*Pause.*

**SAY:** Look at row 7. After you answer a question, you will click the **Next**  button to go to the next question or screen.


*Pause.*

**SAY:** Look at row 8. Click the **Back**  button to go back to the previous question or screen.

*Pause.*

**SAY:** Look at row 9. Click the **Expansion Tool**  button during the reading test to make the left or right side of the screen smaller or larger.

*Pause.*

**SAY:** Look at row 10. Click the **Unanswered Question Flag**  button to return to any unanswered questions in the test.

*Pause.*


**SAY:** Look at row 11. Click the **Replay**  button to replay any directions or text that was previously played.


*Pause.*


**SAY:** The buttons in rows 12, 13, and 14 will only be used during the Speaking test.

*Pause.*

ALL

**SAY:** Look at row 12. Click the **Microphone**  button to record your voice.

Now look at row 13. Click the **Stop**  button to end your recording.


Now look at row 14. Click the **Play**  button to listen to your recording.

*Pause. Answer any questions students may have.*

*Instructions for grades K-3 resume on page 28, grades 4-12 will continue with the next SAY box.*



*The following buttons may be useful for students in grades 4–12.*

Grades 4-12

**SAY:** Look at row 15. Click the **Context Menu**  button to access tools like the **Notepad**, **Mark/Unmark for Review**, **Highlighter**, and **Strikethrough** option.




*Pause.*

Grades 4-12

**SAY:** Look at row 16. Click the **Notepad**  button to type notes to yourself about a passage or question, then click **Save and Close**. A picture of a **Pencil with a checkmark**  will show next to the questions with student notes.




*Pause.*

Grades 4-12

**SAY:** Look at row 17. Click the **Mark for Review**  **Mark for Review** button for questions that you want to look at again later. The box around the question number changes to shows a **Corner Flap**  and a picture with a **Marked for Review Flag** .


*Pause.*

Grades 4-12

**SAY:** Look at row 18. Click the **Highlight Selection**  **Highlight Selection** button to highlight words. Click the **Remove Highlight**  **Remove Highlight** button to remove some highlighting. Click the **Reset Highlighting**  **Reset Highlighting** to remove all highlighting.


*Pause.*

Grades 4-12

**SAY:** Look at row 19. Click the **Strikethrough**  button on multiple choice questions to get rid of answer choices not needed.

*Pause.*

**Grades 4-12**

**SAY:** Look at row 20. You may use the **Hand Pointer**  button to select some information on the toolbar.

*Pause.*

**Grades 4-12**

**SAY:** Do you have any questions about the Tool Button Sheet?

*Pause. Answer any questions that the students have.*

*This section will instruct students to begin the Online Tools Training.*

**ALL**

**SAY:** Before we begin the test remember to read each question carefully and think about what the question is asking you to do. If the test question has pictures, look carefully at pictures because they may help you understand the question.

*Pause.*

**ALL**

**SAY:** For responses that have to be written, type your answers in the space provided on the screen. For multiple-choice questions, click on the answer you choose. To change an answer, just click on a different answer. Always try your best and choose the answer that makes the most sense to you.

Do you have any questions?

*Pause. Answer any questions that the students might have.*

**ALL**

**SAY:** When you are ready to begin the Online Tools Training, click the **Begin Test Now** button.

*Circulate throughout the room while students are taking the Online Tools Training, answer questions, make sure that students are able to work through the test, and note any students that are struggling and may need extra practice before taking the summative test. Provide a quiet activity for students who finish early.*

*When all students have reached the end of the test, resume instructions with the next **SAY** box.*

### Ending Student Test Session

*After all students are on the **Congratulations, you reached the end of the test!** screen and have had the opportunity to review flagged items,*

**ALL**

**SAY:** If you have marked any items for review, please go back and check these items now. You will not be able to go back to these questions later.

*Pause.*

**Congratulations, you reached the end of the test!**  
If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

**Questions:**  
☐ = You have marked questions. Review these questions before submitting your test.  
☐ = This symbol indicates unanswered items.

2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27	28
29	30	31	32	33	34	35	36	37
38	39							

Complete this test segment and submit it. This will end this test session. You will *not* be able to view this test again.

**ALL** **SAY:** If you are sure that you are done with all the questions in this test, please select the **Submit Test** button.

*Pause.*

**ALL** **SAY:** You should now see the **Attention** box saying you have reached the end of the test. Click the **Yes** button.

**Attention**

You have reached the end of the test. Click [Yes] to end your test. Click [No] to keep working on your test. [MessageCode: 10900]

**ALL** **SAY:** You will now see the **Your Results** page. You may click the **Log Out** button now. This screen does not give us any test results. It just confirms that your test was completed and submitted, and is now moving on to be scored.

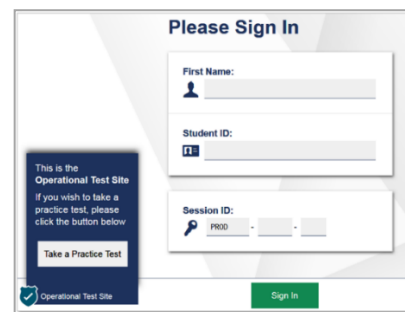
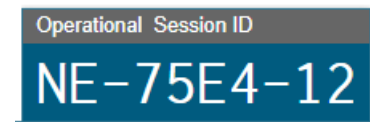
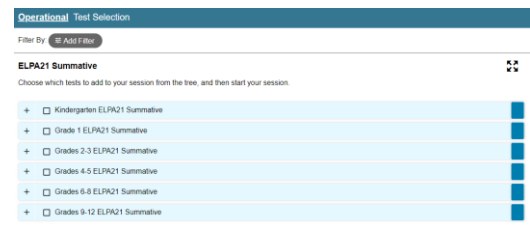
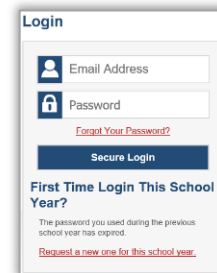
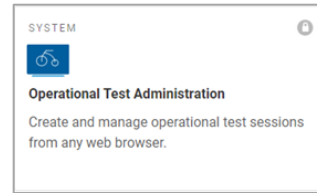
**Your Results**  
Your test was submitted. You may review the test details below.

<b>Student Name:</b> GUEST, GUEST (Student ID: GUEST)	<b>Test Name:</b> Grades 4-5 ELPA21 Reading Practice Test
<b>Test Completed On:</b> 10/22/2019	
Scores are not shown for this test. You have finished the test. You may now log out.	
<b>Next Step:</b> To log out of the test, select <b>Log Out</b> . In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.	

## Summative Assessment – TA Login Instructions

The ELPT assessment will have two components. TAs use one component, the Test Administration site, to create and manage Test sessions. Students use the other component, the Secure Browser site, to take the summative tests.

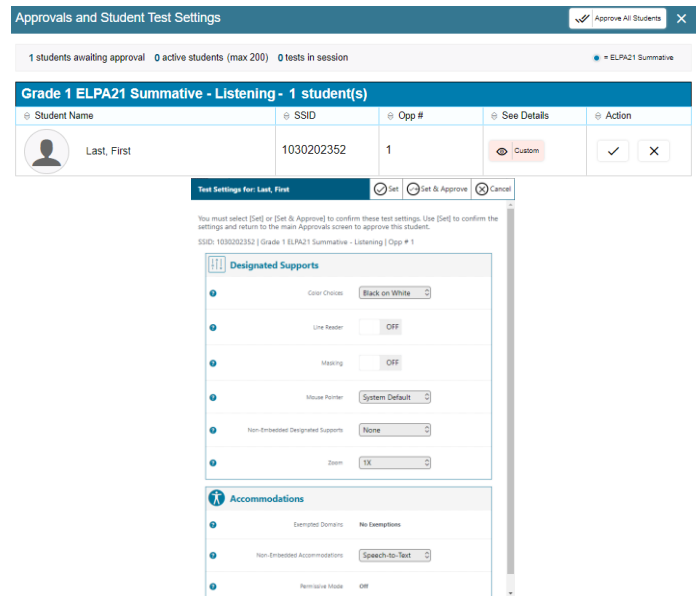
1. Access the **Louisiana ELPT Portal** homepage at <https://la.portal.cambiumast.com/>.
2. Select your user role card.
3. Click the **Operational Test Administration** card.
4. The **Login** page appears.
5. Enter your email address and password.
6. Click the **Secure Login** button.
7. When you are ready to begin a test session:
  - a. In the **Operational Test Selection** window, select the test(s) to administer.
  - b. Click the **Start Operational Session** button. The session ID appears at the top of the page.
8. Provide the **session ID** to the students in your test session.
9. You will have students log in using the **Secure Browser** using their first name, SSID, and the Session ID from step 8. (see page 32 for student login instructions)



10. Next you will approve students for testing. Click the **Approvals** tab to view the list of students awaiting approval.

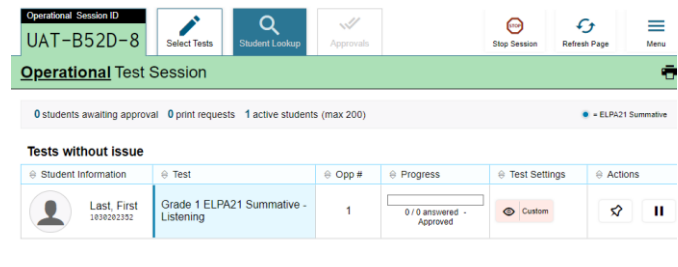
- To review and edit a student's test settings and accommodations, click the **Eye** button in the See Details column for that student.
- To approve an individual student for testing, click the **Checkmark** button.
- To deny a student for testing click the **X** button and enter the reason for denial in the box.

To approve all students in the list for testing, click the **Approve All Students** button.



11. Monitor students' progress throughout testing. Students' test statuses appear in the **Students in Your Operational Test Session** table. Students must be supervised at all times during testing, by a trained TA.

- Statuses include the following: approved, started, in-progress, review, completed, submitted, and paused.
- The **Student Status** column indicates how many test questions the student has answered out of the total number of questions in the test.
- Click the **Pause** button to pause an individual student's test. If a student's test is paused for more than 20 minutes, the student will be able to view and change answers to questions in the current test. The student will not have access to previous tests.



12. When the test session is over:

- Click the **Stop Session** button to end the session and automatically pause any in-progress tests in your session.
- Click on your name in the banner to access the **Log Out** button to exit the Test Administration site.




Once a test session is stopped, it cannot be resumed. If students need to continue testing, you will need to start a new session.

## Summative Assessment – Student Login Instructions

Before beginning administration of the test, make sure you have any necessary materials, including test tickets and headsets. If you need to print test tickets, refer to the *TIDE User Guide* or speak with your STC. If students are using test tickets, distribute them prior to this login process. Directions to the student will be called out in **SAY** boxes. TA instructions are outside of the **SAY** boxes, in *italics*, and are not to be read out loud.

### NOTATIONS FOR TRANSLATED AUDIO TRACKS

Translations of the test directions are available in multiple languages. Audio track numbers below each of the SAY boxes help the test administrator know which track to play.

**ALL** **SAY:** On your computer screen, locate the icon titled **Secure Test** . Double-click this icon and the program will launch. If you need help raise your hand and I will help you.

*(Student Login Instructions; track 01)*

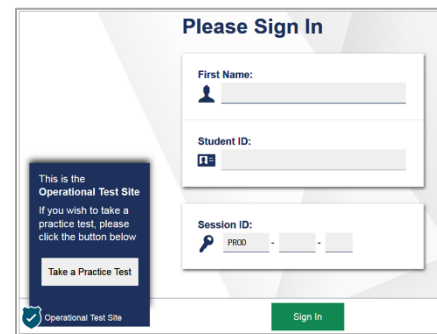
*Pause. Assist students as needed.*

**ALL** **SAY:** Once the program has opened, you will see the **Student Sign In** page. Do not enter anything until you have been instructed to do so. Can everyone see the **Student Sign In** page? If you need help raise your hand and I will help you.

*(Student Login Instructions; track 02)*

*Pause. Assist students as needed.*

TEST TICKET			
DEMO, STUDENT19			
9999,Demo Dist 9999			
9999_9991,Demo School 1			
Grade: 03	Gender: M	DOB: 01/01/2005	
SSID: 1819181959			



*Students will enter their name exactly as it appears on their test ticket and then click the **Sign In** button.*

**ALL** **SAY:** Type your first name into the field titled **First Name**.

*(Student Login Instructions; track 03)*

*Pause.*

**ALL** **SAY:** Now click on the SSID field. Type in your **Student ID** number.

*(Student Login Instructions; track 04)*

*Pause.*



**ALL** **SAY:** Now click on the Session ID field. Type in the **Session ID** I have written on the board. If you need help raise your hand and I will help you.

*(Student Login Instructions; track 05)*

*Pause. Assist students as needed.*

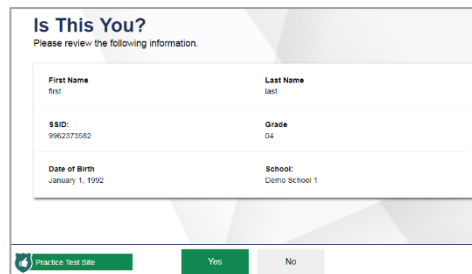
**ALL** **SAY:** Click the **Sign In** button at the bottom of the page to start the test.

*(Student Login Instructions; track 06)*

*On the **Is This You?** screen, students will confirm the information is correct and then click the **Yes** button. Make any necessary corrections before students begin the assessment. The TA can then edit the student information in the Test Administration site.*

**ALL** **SAY:** Now you should see **Is This You?** screen. Do you see your name on the screen? If you do not see your own name, or if your name is not spelled correctly, raise your hand.

*(Student Login Instructions; track 07)*



*Pause. Assist students as needed.*

**ALL** **SAY:** Now make sure that the rest of the information on your screen is correct.

- your Grade
- your SSID
- your School

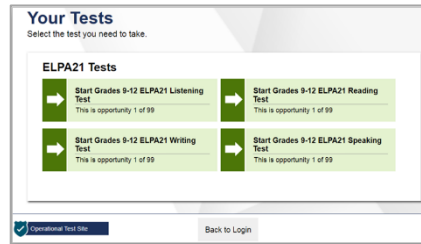
If any of the information is not correct, please raise your hand. If all of the information is correct, you can click the **Yes** button at the bottom of the screen. Do not go past the next screen until I tell you to.

*(Student Login Instructions; track 08)*

*Pause. Assist students as needed. On the **Your Tests** screen, students will choose the test you are administering. Make sure the students have all logged in and are at the **Your Tests** screen.*

**ALL** **SAY:** Now we are going to begin the test. Click on the link that says **Start Grade: \_\_\_\_\_ ELPT \_\_\_\_\_ Test**. If you need help raise your hand and I will help you.

*(Student Login Instructions; track 09)*



If students started testing on a previous day the **Resume** button will display instead of the **Start** button.

If a student had previously started a test but did not finish it, say the following:

**ALL** **SAY:** If you previously started a test but did not finish it, the link will say **Resume Grade \_\_\_\_ ELPT.**

(Student Login Instructions; track 10)


Pause. The TA will need to approve students in the Test Administration site for this test

**ALL** **SAY:** You should now see the **Audio/Video Checks** screen.

(Student Login Instructions; track 11)

Pause. Make sure all students are on the **Audio/Video Checks** screen.



**ALL** **SAY:** Under **Audio Playback Check**, click on the **Sound**  button to hear the sound. If you hear the sound, click **I heard the sound**. A checkmark will appear in the top right-hand corner of the window.


If you do not hear the sound, raise your hand.

(Student Login Instructions; track 12)

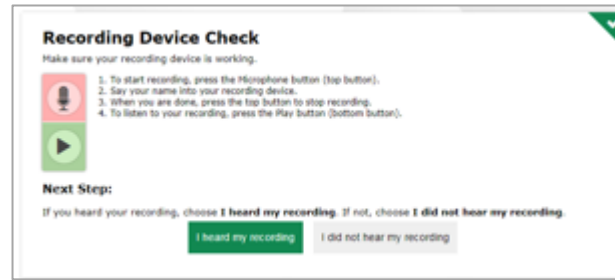
Pause. Make sure all students can hear the sound.




**Note:** The next direction about the **Recording Device Check** should only be read to students taking the Speaking test.

**ALL** **SAY:** You should now see the **Recording Device Check**. Press the **Microphone**  button to start recording and say your name into the microphone. When you are finished, press the **Microphone** button again to stop recording. Try it now. If you need help raise your hand and I will help you.

(Student Login Instructions; track 13)



*Pause. Assist students as needed. Wait for all students to finish.*

**ALL** **SAY:** Now press the **Play**  button to listen to your recording. If you hear your voice, click the **I heard my recording** button. A checkmark will appear in the top right-hand corner of the **Recording Device Check** box. If you do not hear your voice raise your hand and I will help you.

*(Student Login Instructions; track 14)*

*Pause. Assist students as needed.*

**ALL** **SAY:** Click the **Continue** button to move to the next screen.


*(Student Login Instructions; track 15)*

*Pause. Assist students as needed.*

**ALL** **SAY:** You should now see the **Instructions and Help** screen. Does everyone see the instructions? If you do not see the instructions, please raise your hand.

*(Student Login Instructions; track 16)*

*Pause. Assist students as needed. Make sure all students are on the **Instructions and Help** screen.*

**ALL** **SAY:** This screen contains the same information about the tool buttons as you saw in the Online Tools Training. You can access these instructions at any time during the test by clicking on the **Question Mark**  button in the top right-hand corner of your screen.

*(Student Login Instructions; track 17)*

*Pause.*

**ALL** **SAY:** Do you have any questions about the **Instructions and Help** screen?

*(Student Login Instructions; track 18)*

*Find the directions for the appropriate test on the following pages to continue with the test.*

- *Listening Test Directions start on page 36.*
- *Reading Test Directions start on page 39.*
- *Writing Test Directions start on page 42.*
- *Speaking Test Directions start on page 45.*

## Summative Assessment – Listening Directions


*During the Listening test, students will hear the prompts through their headphones and then respond by clicking on a multiple-choice answer or by dragging and dropping a graphic or a piece of text.*

*Before beginning the Listening test, all students are prompted to check the sound in their headphones; if students cannot hear the sound, or they need assistance they are asked to raise their hand.*

*All directions to be read to the students are in **SAY** boxes. Directions in italics are for the TA and are not to be read aloud. Encourage students to do their best and advise them not to spend too much time on any one question. Check periodically to make sure students are using the testing system properly, following instructions, and advancing through the test. Make sure that all students are logged in and ready to begin the Listening test. If students have not logged in read Summative Assessment – Student Login Instructions.*


### NOTATIONS FOR TRANSLATED AUDIO TRACKS

Translations of the test directions are available in multiple languages. Audio track numbers below each of the **SAY** boxes help the test administrator know which track to play.

ALL	<p><b>SAY:</b> This is a Listening test. It will give you a chance to show how well you can listen to and understand English. You will hear things like conversations and presentations. Listen carefully. If you need to hear the conversation or presentation again, click on the <b>Replay</b>  button.</p> <p>The questions will be read to you. You can hear a question again by clicking on the <b>Replay</b> button beside the question. If you want to hear a response read to you, click on the <b>Replay</b> button beside that response. Some questions you will answer by dragging and dropping an object or a word. You can change your answer by dragging the object to a different place, or by dragging a different object. Other questions you will answer by clicking on the response. You can change your answer by clicking on a different response.</p> <p>Do you have any questions?</p>
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*(Listening Directions; track 01)*

*Pause. Assist students as needed. Once all questions are answered,*

ALL	<p><b>SAY:</b> Try to answer all test questions. Keep working until you reach the end of the test. Once you finish, you may check your work in this test only. Remember, you can see the directions whenever you need them during the test by clicking the <b>Question Mark</b>  button in the top right-hand corner of your screen.</p>
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*(Listening Directions; track 02)*

*Pause.*

ALL	<p><b>SAY:</b> When you reach the <b>Attention</b> box saying that you have answered all the questions on this test, do not go on, please raise your hand and I will help you. When you are ready to begin this test, click the <b>Begin Test Now</b> button.</p>
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*(Listening Directions; track 03)*

*Monitor students as they are taking the test to ensure that they are properly advancing through the screens. TAs may provide students with guidance on the use of technology. TAs may not give help on specific test questions. See the*

*Providing Help During Administration of Tests* section on page 15 for additional information. Provide a quiet activity for students who finish early.

When all students have reached the end of the test, resume instructions with the next **SAY** box.

### Ending Student Test Session

After all students are on the **Congratulations, you reached the end of the test!** screen and have had the opportunity to review flagged items.

**ALL** **SAY:** If you have marked any items for review, please go back and check these items now. You will not be able to go back to these questions later.

(Listening Directions; track 6)

Pause.

**Congratulations, you reached the end of the test!**  
If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

**Questions:**  
 [Flag] = You have marked questions. Review these questions before submitting your test.  
 [Flag] = This symbol indicates unanswered items.

2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27	28
29	30	31	32	33	34	35	36	37
38	39							

**Submit Test** Complete this test segment and submit it. This will end this test session. You will not be able to view this test again.

**ALL** **SAY:** If you are sure that you are done with all the questions in this test, please select the **Submit Test** button.

(Listening Directions; track 7)

Pause.

**ALL** **SAY:** You should now see another **Attention** box saying you have reached the end of the test. Click the **Yes** button.

(Listening Directions; track 5)

**Attention**

You have reached the end of the test. Click [Yes] to end your test. Click [No] to keep working on your test. [MessageCode: 10900]

**Yes** **No**

**ALL** **SAY:** You will now see the **Your Results** page. You may click the **Log Out** button now. This screen does not give us any test results. It just confirms that your test was completed and submitted, and is now moving on to be scored.

(Listening Directions; track 9)

## Your Results

Your test was submitted. You may review the test details below.

<b>Student Name:</b> LastName, FirstName (Student ID: 0123456789)	<b>Test Name:</b> Grades 2-3 ELPA21 Listening Test
<b>Test Completed On:</b> 10/29/2019	
Scores are not shown for this test. You have finished the test. You may now log out.	
<b>Next Step:</b> To log out of the test, select <b>Log Out</b> . In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.	

Log Out



**IMPORTANT:** While students are logging out, TAs must review the following information.

**Administering One Test in a Single Day:** If you are only administering the Listening test today, you can log out of the Test Administration site.

**Administering More Than One Test in a Single Day:** If you are administering more than one test today, read the Summative Assessment – Student Login Instructions followed by the directions for the test being administered.

- Reading Test Directions start on page 39.
- Writing Test Directions start on page 42.
- Speaking Test Directions start on page 45.

## Summative Assessment – Reading Directions

*During the Reading test, 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-and-drop questions.*

*Before beginning the Reading test, students are prompted to check the sound in their headphones; if students cannot hear the sound, or they need assistance they are asked to raise their hand.*

*All directions to be read to the students are in **SAY** boxes. Directions in italics are for the TA and are not to be read aloud. Encourage students to do their best and advise them not to spend too much time on any one question. Check periodically to make sure students are using the testing system properly, following instructions, and advancing through the test. Make sure that all students are logged in and ready to begin the Reading test. If students have not logged in read the Summative Assessment – Student Login Instructions.*

### NOTATIONS FOR TRANSLATED AUDIO TRACKS

Translations of the test directions are available in multiple languages. Audio track numbers below each of the **SAY** boxes help the test administrator know which track to play.

<b>ALL</b>	<b>SAY:</b> This is a Reading test; it will give you a chance to show how well you can read and understand English.
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*(Reading Directions; track 01)*

*Pause. The following **SAY** boxes include instructions for specific grades. If administering the test to Kindergarten students read the next **SAY** box. If administering the test to students in Grades 1-12 skip the **Grade K SAY** box.*

<b>Grade K</b>	<p><b>SAY:</b> Some questions are about a story. You will read along as you listen to the story. Then you will answer the questions.</p> <p>You will answer some questions by clicking on a picture. You will answer other questions by clicking on some words. It is easy to change an answer if you change your mind. Just click on a different picture or different words.</p> <p>You will also answer questions by moving a word or picture. You can change your answer by moving the word to a different place or moving a different picture.</p> <p>If you have a question, or do not understand what to do, raise your hand.</p>
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*(Reading Directions; track 02)*

*Pause. Resume instructions with the next **ALL SAY** box.*


<b>Grades 1-12</b>	<p><b>SAY:</b> Some questions are about a passage. Read the passage first before you try to answer the questions.</p> <p>You will answer some questions by dragging and dropping words. You can change your answer by dragging the words to a different place, or by dragging different words.</p> <p>You will answer other questions by clicking on words, pictures, or sentences. You can change your answer by clicking on different words, pictures, or sentences.</p> <p>If you have a question, or do not understand what to do, raise your hand.</p>
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*(Reading Directions; track 03)*



*Pause. Assist students as needed. Once all questions are answered,*

ALL

**SAY:** Try to answer all test questions. Keep working until you reach the end of the test.  
Once you finish, you may check your work in this test only. Remember, you can see the directions whenever you need them during the test by clicking the **Question Mark**  button in the top right-hand corner of your screen.

*(Reading Directions; track 04)*

*Pause.*

ALL

**SAY:** When you reach the **Attention** box saying that you have answered all the questions on this test, do not go on, please raise your hand and I will help you. When you are ready to begin this test, click the **Begin Test Now** button.

*(Reading Directions; track 05)*

*Monitor students as they are taking the test to ensure that they are properly advancing through the screens. TAs may provide students with guidance on the use of technology (i.e., mouse, trackpad, touchscreen, or the navigation to tools). TAs. TAs may not give help on specific test questions. See the Providing Help During Administration of Tests section on page 15 for additional information. Provide a quiet activity for students who finish early. When all students have reached the end of the test, resume instructions with the next **SAY** box.*

### Ending Student Test Session

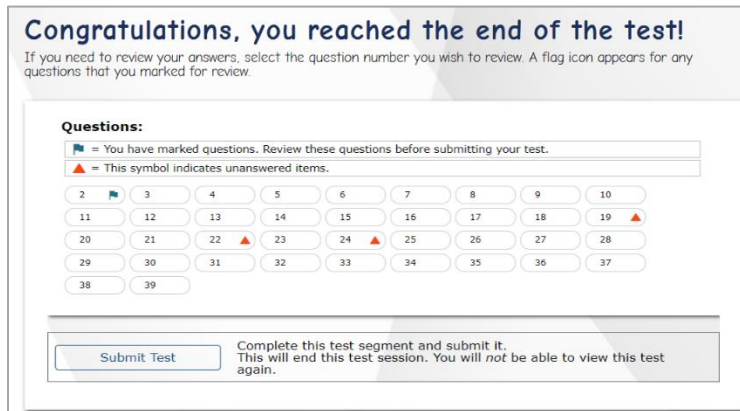
*After all students are on the **Congratulations, you reached the end of the test!** screen and have had the opportunity to review flagged items,*

ALL

**SAY:** If you have marked any items for review, please go back and check these items now. You will not be able to go back to these questions later.

*(Reading Directions; track 8)*

*Pause.*



ALL

**SAY:** If you are sure that you are done with all the questions in this test, please select the **Submit Test** button.

*(Reading Directions; track 9)*

*Pause.*



**ALL** **SAY:** You should now see another **Attention** box saying you have reached the end of the test. Click the **Yes** button.

(Reading Directions; track 7)

**Attention**

You have reached the end of the test. Click [Yes] to end your test. Click [No] to keep working on your test. [MessageCode: 10900]

Yes
No

**ALL** **SAY:** You will now see the **Your Results** page. You may click the **Log Out** button now. This screen does not give us any test results. It just confirms that your test was completed and submitted, and is now moving on to be scored.

(Reading Directions; track 11)

**Your Results**

Your test was submitted. You may review the test details below.

<b>Student Name:</b> <small>LastName, FirstName (Student ID: 0123456789)</small>	<b>Test Name:</b> <small>Grades 2-3 ELPA21 Listening Test</small>
<b>Test Completed On:</b> <small>10/29/2019</small>	
<p>Scores are not shown for this test. You have finished the test. You may now log out.</p> <p><b>Next Step:</b></p> <p>To log out of the test, select <b>Log Out</b>.</p> <p><small>In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.</small></p>	

Log Out



**IMPORTANT:** While students are logging out, TAs must review the following information.

**Administering One Test in a Single Day:** If you are only administering the Reading test today, you can log out of the Test Administration site.

**Administering More Than One Test in a Single Day:** If you are administering more than one test today, read the *Summative Assessment – Student Login Instructions* followed by the directions for the test being administered.

- *Listening Test Directions* start on page 36.
- *Writing Test Directions* start on page 42.
- *Speaking Test Directions* start on page 45.

## Summative Assessment – Writing Directions

*During the Writing test, students in the lower grades (K and 1) demonstrate knowledge of writing by dragging letters to form words and by dragging words to complete or form sentences. At the higher grades, students also respond to Writing prompts by typing.*

*Before beginning the Writing test, students are prompted to check the sound in their headphones; if students cannot hear the sound, or they need assistance they are asked to raise their hand.*

*All directions to be read to the students are in **SAY** boxes. Directions in italics are for the TA and are not to be read aloud. Encourage students to do their best and advise them not to spend too much time on any one question. Check periodically to make sure students are using the testing system properly, following instructions, and advancing through the test. Make sure that all students are logged in and ready to begin the Writing test. If students have not logged in, read the Summative Assessment – Student Login Instructions.*

### NOTATIONS FOR TRANSLATED AUDIO TRACKS

Translations of the test directions are available in multiple languages. Audio track numbers below each of the SAY boxes help the test administrator know which track to play.

*Assist students as needed, then*

<b>ALL</b>	<b>SAY:</b> This is a Writing test. It will give you a chance to show how well you can write in English.
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*(Writing Directions; track 01)*

*Pause. Read the **SAY** box below that pertains to the grade that you are testing.*

<b>Grades K-1</b>	<b>SAY:</b> Some questions will ask you to make words or sentences by dragging and dropping letters or words.
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*(Writing Directions; track 02)*

*Pause, then move to the next **ALL SAY** box.*

<b>Grades 2-3</b>	<b>SAY:</b> Some questions will ask you to make words or sentences by dragging and dropping letters or words. Other questions will ask you to type your answer. There will be a box for you to type in.
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*(Writing Directions; track 03)*

*Pause, then move to the next **ALL SAY** box.*

<b>Grades 4-12</b>	<b>SAY:</b> Some questions will ask you to choose the right word to finish a sentence by clicking on the word. Other questions will ask you to type your answer. There will be a box for you to type in.
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*(Writing Directions; track 04)*


*Pause, then move to the next **ALL SAY** box.*

<b>ALL</b>	<b>SAY:</b> If you have a question, or do not understand what to do, raise your hand.
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*(Writing Directions; track 05)*

Pause. Assist students as needed. Once all questions are answered

**SAY:** Try to answer all test questions. Keep working until you reach the end of the test.

**ALL** Once you finish, you may check your work in this test only. Remember, you can see the directions whenever you need them during the test by clicking the **Question Mark**  button in the top right-hand corner of your screen.

(Writing Directions; track 06)

Pause.

**SAY:** When you reach the **Attention** box saying that you have answered all the questions on this test, do not go on, please raise your hand and I will help you. When you are ready to begin this test, click the **Begin Test Now** button.

**ALL**

(Writing Directions; track 07)

Monitor students as they are taking the test to ensure that they are properly advancing through the screens. TAs may provide students with guidance on the use of technology. TAs may not give help on specific test questions. See the Providing Help During Administration of Tests section on page 15 for additional information. Provide a quiet activity for students who finish early. When all students have reached the end of the test, resume instructions with the next **SAY** box.

### Ending Student Test Session

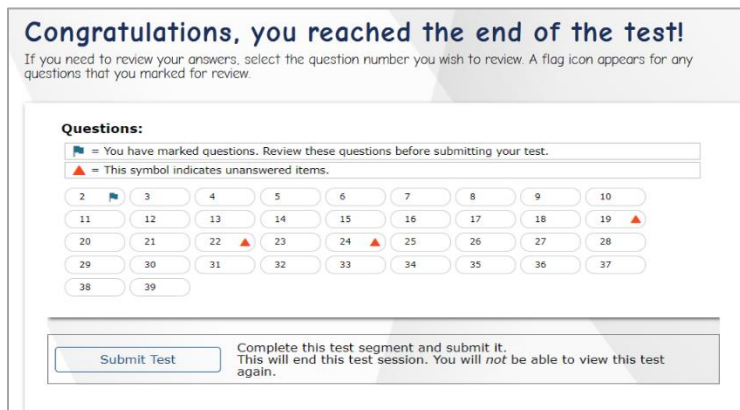
After all students are on the **Congratulations, you reached the end of the test!** screen and have had the opportunity to review flagged items,

**SAY:** If you have marked any items for review, please go back and check these items now. You will not be able to go back to these questions later.

**ALL**

(Writing Directions; track 10)

Pause.



**SAY:** If you are sure that you are done with all the questions in this test, please select the **Submit Test** button.

**ALL**

(Writing Directions; track 11)

Pause.

**ALL** **SAY:** You should now see another **Attention** box saying you have reached the end of the test. Click the **Yes** button.

(Writing Directions; track 9)

**Attention**

You have reached the end of the test. Click [Yes] to end your test. Click [No] to keep working on your test. [MessageCode: 10900]

**ALL** **SAY:** You will now see the **Your Results** page. You may click the **Log Out** button now. This screen does not give us any test results. It just confirms that your test was completed and submitted, and is now moving on to be scored.

(Writing Directions; track 13)

**Your Results**

Your test was submitted. You may review the test details below.

<b>Student Name:</b> <small>LastName, FirstName (Student ID: 0123456789)</small>	<b>Test Name:</b> <small>Grades 2-3 ELPA21 Listening Test</small>
<b>Test Completed On:</b> <small>10/29/2019</small>	
<p>Scores are not shown for this test. You have finished the test. You may now log out.</p> <p><b>Next Step:</b></p> <p>To log out of the test, select <b>Log Out</b>.</p> <p><small>In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.</small></p>	



**IMPORTANT:** While students are logging out, TAs must review the following information.

**Administering One Test in a Single Day:** If you are only administering the Writing test today, you can log out of the Test Administration site.

**Administering More Than One Test in a Single Day:** If you are administering more than one test today, read the Summative Assessment – Student Login Instructions followed by the directions for the test being administered.

- Listening Test Directions start on page 36.
- Reading Test Directions start on page 39.
- Speaking Test Directions start on page 45.

## Summative Assessment – Speaking Directions

*Before beginning the Speaking test, all students will be prompted to check the sound in their headphones if students cannot hear the sound, or they need assistance they are asked to raise their hand. Next, they are prompted to check the functionality of their microphone by recording and then listening to their name.*

*Students will hear the prompts through their headphones and then record their answers. To record an answer, the student clicks on the **Record** icon, speaks, and then clicks on the **Stop** icon. The student can then listen to his or her recorded response by clicking on the **Listen** icon. If the student is not satisfied, he or she can re-record a response by clicking on the **Record** icon again. Please ensure that students get sufficient practice with this tool in the Online Tools Training prior to testing.*

*All directions to be read to the students are in **SAY** boxes. Directions in italics are for the TA and are not to be read aloud. Encourage students to do their best and advise them not to spend too much time on any one question. Check periodically to make sure students are using the testing system properly, following instructions, and advancing through the test. Make sure that all students are logged in and ready to begin the Listening test. If students have not logged in read the Summative Assessment – Student Login Instructions.*


### NOTATIONS FOR TRANSLATED AUDIO TRACKS

Translations of the test directions are available in multiple languages. Audio track numbers below each of the SAY boxes help the test administrator know which track to play.

	<p><b>SAY:</b> This is a Speaking test. It will give you a chance to show how well you can speak in English. You will hear the questions. If you need to hear a question again, click on the <b>Replay</b> button. To answer each question, you will speak into a microphone and record your answer, just like you did in the <b>Recording Device Check</b> screen. You will record your answer, stop the recording, and then replay to hear your recording.</p>
ALL	<p>You can record your answer over again, if you want. Remember that you can only record your answer two times.</p> <p>When you have finished, the computer will send your recording to teachers like me so that they can tell us your score.</p> <p>If you don't understand what to do or if you can't hear what you recorded while testing, raise your hand.</p>

*(Speaking Directions; track 01)*

*Pause.*

	<p><b>SAY:</b> Try to answer all test questions. Keep working until you reach the end of the test. Once you finish, you may check your work in this test only. Remember, you can see the directions whenever you need them during the test by clicking the <b>Question Mark</b>  button in the top right-hand corner of your screen.</p>
ALL	

*(Speaking Directions; track 02)*

*Pause.*

**ALL** **SAY:** When you reach the **Attention** box saying that you have answered all the questions on this test, do not go on, please raise your hand and I will help you. When you are ready to begin this test, click the **Begin Test Now** button.

(Speaking Directions; track 03)

Monitor students as they are taking the test to ensure that they are properly advancing through the screens. TAs may provide students with guidance on the use of technology. TAs may not give help on specific test questions. See section Providing Help During Administration of Tests on page 15 for additional information. Provide a quiet activity for students who finish early. When all students have reached the end of the test, resume instructions with the next **SAY** box.

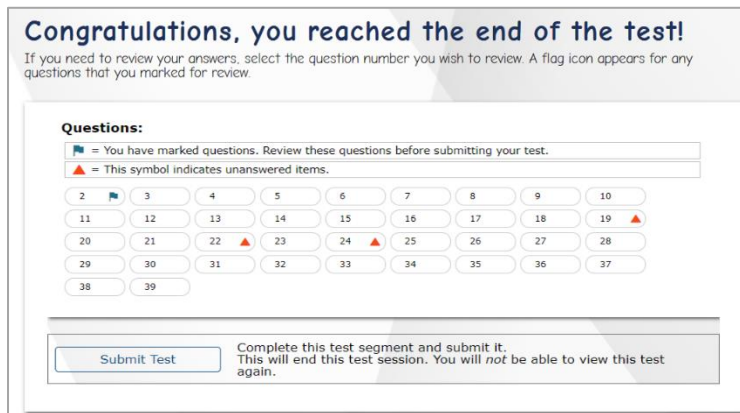
### Ending Student Test Session

After all students are on the **Congratulations, you reached the end of the test!** screen and have had the opportunity to review flagged items,

**ALL** **SAY:** If you have marked any items for review, please go back and check these items now. You will not be able to go back to these questions later.

(Speaking Directions; track 6)

Pause.



**Congratulations, you reached the end of the test!**

If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

**Questions:**

🚩 = You have marked questions. Review these questions before submitting your test.  
 ▲ = This symbol indicates unanswered items.

2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27	28
29	30	31	32	33	34	35	36	37
38	39							

**Submit Test** Complete this test segment and submit it. This will end this test session. You will not be able to view this test again.

**ALL** **SAY:** If you are sure that you are done with all the questions in this test, please select the **Submit Test** button.

(Speaking Directions; track 7)

Pause.

**ALL** **SAY:** You should now see another **Attention** box saying you have reached the end of the test. Click the **Yes** button.

(Speaking Directions; track 5)

### Attention

You have reached the end of the test. Click [Yes] to end your test. Click [No] to keep working on your test. [MessageCode: 10900]



ALL

**SAY:** You will now see the **Your Results** page. You may click the **Log Out** button now. This screen does not give us any test results. It just confirms that your test was completed and submitted, and is now moving on to be scored.

(Speaking Directions; track 9)

## Your Results

Your test was submitted. You may review the test details below.

#### Student Name:

GUEST, GUEST (Student ID: GUEST)

#### Test Name:

Grades 4-5 ELPA21 Reading Practice Test

#### Test Completed On:

10/22/2019

Scores are not shown for this test. You have finished the test. You may now log out.

#### Next Step:

To log out of the test, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.



**IMPORTANT:** While students are logging out, TAs must review the following information.

**Administering One Test in a Single Day:** If you are only administering the Speaking test today, you can log out of the Test Administration site.

**Administering More Than One Test in a Single Day:** If you are administering more than one test today, read the Summative Assessment – Student Login Instructions followed by the directions for the test being administered.

- Listening Test Directions start on page 36.
- Reading Test Directions start on page 39.
- Writing Test Directions start on page 42.

## Test Materials Processing

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### Secure Materials

TAs must collect and account for all ancillary materials provided to students during the testing sessions (including any scratch paper and test tickets), prior to letting the student leave the testing area.



All secure testing materials may not be copied and must be immediately returned to your School Test Coordinator (STC), at the end of each testing session.

### Non-Secure Materials

The following materials are **not** considered secure.

- Unused print-on-demand pre-ID student labels (destroy according to district policy);
- This TAM (recycle)



## User Support

### Questions regarding information in this *ELPT Test Administration Manual*

- **TAs and School Test Coordinators**, contact your District Test Coordinator.
- **District Test Coordinators**, contact the Louisiana ELPT Help Desk for technical clarifications (see contact information below). For policy questions, contact the Assessment office at the Louisiana Department of Education by emailing [assessment@la.gov](mailto:assessment@la.gov).

### Policy or Test Administration Questions

- **TAs and School Test Coordinators**, refer to this [Test Administration Manual](#). If additional support is needed, contact your District Test Coordinator.
- **District Test Coordinators** contact the Louisiana ELPT Help Desk for technical clarifications (see contact information below). For policy questions, contact the Assessment office at the Louisiana Department of Education by emailing [assessment@la.gov](mailto:assessment@la.gov).

### Technology, System, or Program Issues

- TAs, School Test Coordinators, and District Test Coordinators contact the Louisiana ELPT Help Desk (TAs and School Test Coordinators must also alert the District Test and Technology Coordinators of issues).

The Louisiana ELPT Help Desk is open **Monday–Friday from 7:00 a.m. to 7:00 p.m. CT** (except holidays or as otherwise indicated on the [Louisiana ELPT Portal](#)).

#### **Louisiana ELPT Help Desk**

Toll-Free Phone Support: 1.866.758.0231

Email Support:

[laelpthelpdesk@cambiumassessment.com](mailto:laelpthelpdesk@cambiumassessment.com)

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- Name
- If the issue pertains to a student, provide student's SSID and associated school district. Do not provide any additional student information as doing so may violate FERPA policies.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Affected test Session ID and question number, if applicable.
- Operating system and browser version information, including version numbers (for example, Windows 8.1 and Firefox 60 or macOS 11 and Safari 11)
- Information about your network configuration, if known:
  - Secure browser installation (to individual devices or network)
  - Wired or wireless internet network setup

## Change Log

School Year	Location	Change	Date
2021-22	Page 42	Added new school year 2021-22 section on updated cluster-scored items.	9/28/21
2022-23	Throughout	Per the ELPA21 Assessment Design committee's feedback, we have included the audio track numbers for the summative translated test directions as applicable.	8/25/22
2022-23	Page 42	Removed section on cluster-scored items for school year 2022-23 as these items have reverted back to their original formatting.	8/25/22
2022-23	Throughout	Updated footer to include the standard copyright notice with permission request.	9/26/22
2023-24	11-12	Updated verbiage and screenshots to reflect new proctor user interface.	8/8/23
2023-24	18-21	Updated section on Tool Button Sheet to reflect updates for school year 2023-24.	8/8/23
2023-24	Throughout	Updated verbiage and screenshots to reflect the new workflow to end a test.	8/8/23
2023-24	Throughout	Replaced references to page numbers with cross-references.	8/8/23
2023-24	Throughout	Updated screenshots to reflect new user interface.	11/2/23