

9.5 Student Directions for ELPA Summative Administration

To ensure that students understand which test they are taking and correctly log in to the proper test, it is important that TAs review these directions with students prior to testing. The directions are organized into the following stages: student directions for taking the test, full log-in directions, paraphrased log-in directions, and student directions during testing, and directions for ending the test. For ELPA Summative, each stage of directions is provided in a simplified version for Kindergarteners and 1st grade students as well as a standard version for students in grades 2 – 12. Once students are comfortable with the log-in process, TAs may substitute the paraphrased log-in directions for the full log-in directions for subsequent test administrations. However, TAs should remain attentive to the needs of individual students who are new to the ELPA Summative or who may continue to benefit from having the full log-in directions read to them at the start of each testing event. Translated Spanish student directions appear beginning on p. 76. (Note: The *directions* below may be translated to the student's language of origin and will count as a standard administration.)

All directions that you are to read to students are in boxes so they stand out from the regular text. Read these directions exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "I made a mistake. Listen again." Then read the direction again.



Note: There are simplified K-1 student directions that TAs must read for Kindergarteners and 1st grade students.

Student Directions (English)

Simplified K-1 Student Directions for Taking the Online Test

To maintain test security and avoid student coaching, TAs must read the script below verbatim to Kindergarteners and 1st grade students prior to having students log into the test.

Today, you will take a test called the ELPA Summative. You will be given a test session ID to start the test. Before logging in, let's go over some test rules.

You must answer each question on the screen before going to the next one. Give what you think is the best answer, even if you are not sure. If you aren't sure, you can mark it to review later. During this testing time, you can always go back and change your answers. Click NEXT to go to the next question.

You can pause the test by clicking PAUSE, but remember to ask permission first. Please raise your hand if you need a break during the test.

Your answers need to be only your work. Keep your eyes on your own test, and remember, no talking during the test.

Grade 2 – 12 Student Directions for Taking the Test

To maintain test security and avoid student coaching, TAs must read the script below verbatim students in grades 2 – 12 prior to having students log into the test.

Today, you will take an assessment in English Language Proficiency (ELPA). You will be given a test session ID that is required to start the test. Before logging in, let's go over some test rules.

You must answer each question on the screen before going on to the next one. Go ahead and provide what you think is the best answer even if you are unsure and mark it before going on to the next question if you would like to review that answer at a later time. You may go back and change the answer during this test session.

You may pause at any point in the test by clicking PAUSE rather than NEXT after answering an item. Please raise your hand if you need a break and ask permission before clicking PAUSE.

Your answers need to be your own work. Please keep your eyes on your own test and remember, there should be no talking. If you have any device that could access the Internet, please raise your hand and I will come and collect it before the test begins.

Speaking Recording “Too Soft” Reminder

When you record your speaking responses, a “too soft” warning may appear on your screen. If this warning appears, please listen to your recording to make sure you can clearly hear your response. If you have trouble hearing your response, please re-record your answer. If your recording sounds fine, click ok and move to the next test item. **You do not need to re-record your answer if it sounds okay when you listen to it.**

Simplified K – 1 Full Online Log-In Directions

Now let's log in. Enter your legal first name, then your SSID number. Then type the test session ID. Raise your hand if you need help typing this information.

Now click “Sign In.” You should see a screen with your first name and other information about you. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.

On the next screen, select “ELPA”. Please wait quietly while I verify each of your tests.

After I approve you to begin testing, you will test the microphone. Follow along with me. First, click the microphone button to begin recording, and say your name. Click the red stop button to stop recording.

Now press the green play button to listen to your recording. If you hear your voice clearly, press I HEARD MY RECORDING. If you do not hear your voice, press I DID NOT HEAR MY RECORDING, and raise your hand for help.

Next, you will test the sound and video playback. Press the play button to watch the video. If you were able to play the video and its sound press I COULD PLAY THE VIDEO

AND SOUND and then CONTINUE to move to the next page. If you were not able to play the video and sound, press I COULD NOT PLAY THE VIDEO OR SOUND.

Now you will see an instructions and help screen. You will be able to view a help guide and your test settings. If any settings are incorrect, please raise your hand.

When you are ready to begin your test, click BEGIN TEST NOW at the bottom of the page.

Grade 2 – 12 Full Log-In Directions

Now we are ready to log in. Once you have logged in, you will have to wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information.

Enter your legal first name, not your nickname, followed by your SSID number. Then enter the test session ID. Raise your hand if you need help typing this information on your keyboard.

Now click "Sign In." Once you have successfully logged in, you will see a screen with your first name and other information about you. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.

On the next screen, select "ELPA." After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. Please wait quietly while I verify each of your tests.

After I approve you to begin testing, you will test the microphone. Follow along with me. First, click the microphone button to begin recording, and say your name. Click the red stop button to stop recording.

Now press the green play button to listen to your recording. If you hear your voice clearly, press I HEARD MY RECORDING. If you do not hear your voice, press I DID NOT HEAR MY RECORDING, and raise your hand for help.

Next, you will test the sound and video playback. Press the play button to watch the video. If you were able to play the video and its sound press I COULD PLAY THE VIDEO AND SOUND and then CONTINUE to move to the next page. If you were not able to play the video and sound, press I COULD NOT PLAY THE VIDEO OR SOUND.

Now you will see an instructions and help screen. You will be able to view a help guide and your test settings. If any settings are incorrect, please raise your hand.

When you are ready to begin your test, click BEGIN TEST NOW at the bottom of the page.

Paraphrased Log-in Directions (all Grades K-12)

Now we are ready to log in. Enter your legal first name, not your nickname, followed by your SSID number. Then enter the Session ID.

Now click "Sign In." Make sure that your personal information on the next screen is correct and click YES to continue.

On the next screen, select "ELPA."

After I approve you to begin testing, make sure that you have the right test and settings. If any of the test information is incorrect, please raise your hand.

On the next screen, you will check the microphone. If you can't hear your recording, please raise your hand.

Next you should see a screen that prompts you to verify that the video and sound on your computer is working. Put your headsets on and click the play button on the screen. If you hear the chime and see the video on the screen, select I COULD PLAY THE VIDEO AND SOUND. If not, raise your hand.

When you are ready to begin your test, click BEGIN TEST NOW at the bottom of the page.

Student Directions During the Test

If you notice that a student is off task, you may say the following statement to the student, verbatim.

It is important that you do your best. Do you need to pause the test and take a break?

If a student is concerned about an item, you may direct the student to enter the concern in Online Comments by reading the script below verbatim.

Try your best and choose the answer that makes the most sense to you. If you are unsure about how a question works, you can review a tutorial by clicking on the "i" button available through the dropdown menu on the right side of the screen. You can send a comment about this item if you wish by clicking on the comment button also available through the dropdown menu.

If during the Speaking segment a student receives a pop-up warning that their response may have been too soft, the TA may instruct the student in reviewing their response and determining whether they need to re-record by reading the script below verbatim.

Please listen to your recording to make sure you can clearly hear your response. If you have trouble hearing your response, you can re-record your answer. If your recording sounds fine, click ok and move to the next test item. **You do not need to re-record your answer if it sounds okay when you listen to it.**

Directions for Ending the Test Session

We are nearing the end of this testing period. Please finish the question you are working on now and do not start another one.

If you need additional time let me know.

This test session is now over. If you have not finished, click PAUSE, and you will be able to finish at another time.

If you have answered all the questions on your test and have finished reviewing your answers, click END TEST. You will be asked to confirm that you are ready to submit your test. Click yes, and after reviewing any marked answers, click SUBMIT TEST. I will now collect any scratch paper or other materials.

Student Directions (Spanish)

Simplified K-1 Student Directions for Taking the Online Test

To maintain test security and avoid student coaching, TAs must read the script below verbatim to Kindergarten and 1st grade students prior to having students log into the test.

Hoy tomará una evaluación llamada ELPA Sumativo. Se le dará una identificación de la sesión del examen para comenzar el examen. Antes de ingresar al sistema, vamos a repasar algunas reglas del examen.

Debe responder a cada pregunta en la pantalla antes de continuar con la siguiente. Dé la respuesta que usted crea que es la mejor, aunque no esté seguro. Si no está seguro, puede marcarla para revisarla después. Durante este tiempo de examen, puede regresar y cambiar sus respuestas. Haga clic en NEXT para la siguiente pregunta.

Usted puede ponerle pausa al examen haciendo clic en PAUSE, pero recuerde primero pedir permiso. Por favor levante su mano si necesita tomar un descanso durante el examen.

Su respuesta debe ser solamente su trabajo. Mantenga sus ojos en su propio examen y recuerde, no se permite hablar durante el examen.

Grade 2 – 12 Student Directions for Taking the Test

To maintain test security and avoid student coaching, TAs must read the script below verbatim students in grades 2 – 12 prior to having students log into the test.

Hoy tomará una evaluación en el Dominio del Idioma Inglés (ELPA). Se le dará una identificación de la sesión del examen, que es requerida para comenzar el examen. Antes de ingresar al sistema, vamos a repasar algunas reglas del examen.

Usted debe responder a cada pregunta en la pantalla antes de continuar con la siguiente. Dé su mejor respuesta, aunque no esté seguro y márkela antes de pasar a la siguiente pregunta si desea revisar esa respuesta después. Usted puede regresar y cambiar la respuesta durante esta sesión del examen.

Puede hacer una pausa en cualquier momento del examen haciendo clic en PAUSE en lugar de NEXT después de responder a una pregunta. Por favor levante su mano si necesita un descanso y pida permiso antes de hacer clic en PAUSE.

Sus respuestas deben ser su propio trabajo. Por favor mantenga sus ojos en su propio examen y recuerde que no debe hablar. Si tiene cualquier dispositivo que pueda acceder a internet, por favor levante la mano y pasará a recogerlo antes de que comience el examen.

Speaking Recording “Too Soft” Reminder

Cuando grabe su respuesta hablada, una advertencia de “too soft” (demasiado suave) puede aparecer en su pantalla. Si aparece esta advertencia, por favor escuche su grabación para asegurarse que está bien. Si tiene problemas escuchando su respuesta, por favor vuelva a grabar su respuesta. Si su grabación se escucha bien, haga clic en ok y pase a la siguiente pregunta del examen. **No necesita volver a grabar su respuesta si al escucharla suena bien.**

Simplified K – 1 Full Online Log-In Directions

Ahora vamos a iniciar la sesión. Escriba su nombre legal, luego su número de SSID. Luego escriba la identificación de la sesión del examen. Levante la mano si necesita ayuda para escribir esta información.

Ahora haga clic en “Sign In”. Usted debe ver una pantalla con su nombre y otra información sobre usted. Si toda la información en su pantalla es correcta, seleccione YES para continuar. Si alguna de la información es incorrecta, por favor levante su mano y muéstreme lo que está incorrecto.

En la próxima pantalla, seleccione “ELPA.” Por favor espere en silencio mientras verifico cada uno de sus exámenes.

Después de que apruebe su examen, usted verá una pantalla de ayuda. Podrás ver una guía de ayuda y su prueba. Si alguna configuración es incorrecta, por favor levante su mano.

Ahora vamos a probar el micrófono. Siga junto conmigo. Primero, haga clic en el botón del micrófono para comenzar a grabar y diga su nombre. Haga clic en el botón rojo para detener la grabación.

Ahora presione el botón verde de la bocina para escuchar su grabación. Si escucha su voz claramente, presione I HEARD MY RECORDING. Si no escucha su voz, presione I COULD NOT HEAR MY RECORDING, y levante su mano para pedir ayuda.

Cuando está listo para comenzar el examen, haga clic en BEGIN TEST NOW en la parte inferior de la página.

Grade 2 – 12 Full Log-In Directions

Ahora estamos listos para iniciar la sesión. Una vez que haya iniciado la sesión, tendrá que esperar a que yo apruebe el examen antes de que empiece. Voy a revisar que haya ingresado correctamente la identificación de la sesión del examen y otra información.

Ingrese su nombre legal, no su apodo, seguido por el número de SSID. Luego ingrese la identificación de la sesión del examen. Levante la mano si necesita ayuda para escribir esta información en su teclado.

Ahora haga clic en “Sign In”. Una vez que haya iniciado su sesión exitosamente, verá una pantalla con su nombre y otra información sobre usted. Si toda la información en su pantalla es correcta, seleccione YES para continuar. Si cualquiera de la información es incorrecta, por favor levante su mano y muéstreme lo que está incorrecto.

En la siguiente pantalla, seleccione “ELPA.” Después de seleccionar su examen, verá una pantalla con una barra en movimiento y un mensaje diciendo que está esperando por la aprobación del Administrador del Examen. Por favor espere en silencio mientras verifico cada uno de sus exámenes.

Después de que apruebe dar inicio a su examen, usted verá instrucciones de pantalla de ayuda. Podrás ver una guía de ayuda y su prueba. Si alguna configuración es incorrecta, por favor levante la mano.

Ahora vamos a probar el micrófono. Primero, oprima el botón del micrófono para comenzar a grabar y diga claramente su nombre en el micrófono. Cuando termine, oprima el botón rojo debajo del micrófono para detener la grabación.

Ahora presione el botón verde del volumen para escuchar su grabación. Si escucha su voz claramente, presione I HEARD MY RECORDING. Si no escucha su voz, presione I COULD NOT HEAR MY RECORDING, y levante su mano para pedir ayuda. En breve pasaré por ahí para ayudarle.

A continuación, debe ver una pantalla que le pide que verifique que el video y el sonido en su computadora están funcionando. Póngase los audífonos y haga clic en el botón de reproducción en la pantalla. Si escucha un sonido y ve el video en la pantalla, seleccione I COULD PLAY THE VIDEO AND SOUND. Si no, levante su mano.

Cuando está listo para comenzar el examen, haga clic en BEGIN TEST NOW en la parte inferior de la página.

Paraphrased Log-in Directions (all Grades K-12)

Ahora estamos listos para iniciar la sesión. Ingrese su nombre legal, no su apodo, seguido de su número de identificación SSID. Luego ingrese la identificación de la sesión del examen.

Ahora haga clic en “Sign In”. Asegúrese de que su información personal en la próxima pantalla esta correcta y haga clic en “YES” para continuar.

En la próxima pantalla, seleccione “ELPA.”

Después de que yo lo apruebe para que comience el examen, asegúrese de que tiene el examen correcto y la configuración. Si cualquier información del examen es incorrecta, por favor levante su mano.

En la siguiente pantalla usted verificará el micrófono. Si usted no puede escuchar su grabación, por favor levante su mano.

A continuación, debe ver una pantalla que le pide que verifique que el video y el sonido en su computadora están funcionando. Póngase los audífonos y haga clic en el botón de reproducción en la pantalla. Si escucha un sonido y ve el video en la pantalla, seleccione I COULD PLAY THE VIDEO AND SOUND. Si no, levante su mano.

Cuando está listo para comenzar el examen, haga clic en BEGIN TEST NOW en la parte inferior de la página.

Student Directions During the Test

If you notice that a student is off task, you may say the following statement to the student, verbatim.

Es importante que haga lo mejor posible. ¿Necesita hacer una pausa en el examen y tomar un descanso?

If a student is concerned about an item, you may direct the student to enter the concern in Online Comments by reading the script below verbatim.

Haga su mejor esfuerzo y elija la respuesta que tenga más sentido para usted. Si no está seguro acerca de cómo funciona una pregunta, usted puede revisar un tutorial haciendo clic en el botón “i” disponible a través del menú desplegable del lado derecho de la pantalla. Si lo desea, puede enviar un comentario acerca de esta pregunta haciendo clic en el botón de comentario también disponible a través del menú desplegable.