

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 15, 2021

**To:** All Principals

**Subject:** 2021 COMPUTER-BASED SUMMATIVE ELPAC TRAINING

**Due date:** Immediate Distribution - **Training available now**

**References:** State and federal law require that sites administer a state test of ELP to eligible students in kindergarten through grade twelve. [CDE](#)

**Action Required:** Annual Training for Summative ELPAC Examiners

**Attachments/Links:** A – [Accessing Moodle for the 2021 Summative ELPAC VIDEO & slide deck](#)  
B – [Side Letter – Use of Visiting Teachers to Conduct ELPAC Testing \(7/30/2018\)](#)

**Brief Explanation:**

State and federal laws require that all students who have been identified as English Learners be assessed for English language proficiency (ELP) annually. The English Language Proficiency Assessments for California (ELPAC) is the state’s designated test of ELP.

Planning process for the computer-based Summative ELPAC:

1. The state testing window for the computer- based Summative ELPAC opens February 1, 2021 and ends May 31, 2021. The SDUSD recommended time frame is from February 1, 2021 to April 9, 2021.
2. All Summative ELPAC Text Examiners must complete **required annual training**. Instructions on how to complete the online Moodle training are provided in **Attachment A** (see the links at the top of page).
  - a. All Test Examiners must **email** their certificate of completion to [ola@sandi.net](mailto:ola@sandi.net) prior to administering the Summative ELPAC.
  - b. Visiting and retired teachers who wish to be certified in SAMS, must also **email** certification of completion to Lynda Ensign ([lilawrence@sandi.net](mailto:lilawrence@sandi.net)).
3. All English learners must complete all four domains (Listening, Speaking, Reading, and Writing) of the computer-based Summative ELPAC.

## ADMINISTRATIVE CIRCULAR NO. AC 210

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Page 2

- a. All four domains are administered online.
- b. Speaking domain must be administered **one-on-one** for grades TK-12 and scored locally.
- c. **All** domains for grades TK-2 must be administered **one-on-one**,
  - i. With the exception of Grade 2 Writing, which *may* be administered in groups. (We are awaiting CDE/ETS guidance on group size.)
  - ii. TK-2 Writing is paper-based. (Materials from Assessment Services).

For additional guidance and information, please see ELPAC New Coordinator NG December - ELPAC ([CA Dept of Education](#)).

### Summative ELPAC Staffing Considerations:

[Payment for, and Staffing of, Summative ELPAC Test Examiners & Side Letter – Use of Visiting Teachers to Conduct ELPAC Testing \(7/30/2018\)](#)

### QUESTIONS?

- Test Administration and scoring speaking: contact Bonnie Doherty at [bdoherty@sandi.net](mailto:bdoherty@sandi.net) or Nevada Allen at [nallen@sandi.net](mailto:nallen@sandi.net).
- Testing materials, Test Operations Management System (TOMS) and technology requirements: contact Assessment Services Department at (619) 725-7065 or Ann Runge at [arunge@sandi.net](mailto:arunge@sandi.net).
- Visiting and retired test examiners contact Human Resources: contact Lynda Ensign at [llawrence@sandi.net](mailto:llawrence@sandi.net).

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