



SUCCESS BY YOUR STANDARDS™

# English Language Proficiency Assessment (ELPA) Online

Office of Standards & Assessment  
Informational Webinar

# Welcome and Introduction

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[www.michigan.gov/elpa](http://www.michigan.gov/elpa)



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# Agenda & Goals

- Recap of ELPA Online Pilot Spring 2011
- Comparability Study
- What's Next – ELPA Online Spring 2012
- Key Activities and Dates
- Online Testing Admin and Student Systems
- DTC/STC Responsibilities
- Test Administrator/Proctor Responsibilities
- Software Setup and Installation
  - DITC/SITC Responsibilities
  - Minimum Hardware and Software Requirements
  - Time Commitments
- Interest Survey
- Administrative Tasks (Communication Plan and Student Preparation)
- Wrap-up and Next Steps



# Recap of ELPA Online Pilot Spring 2011

- Test window: March 7 - April 15, 2011
- Single form: Listening, Reading, Writing and Speaking
- Levels III (grade 3-5), Level IV (6-8) and Level V (9-12)
- 28 participating districts and 93 schools
- Student Population
  - Level III - 830 students tested
  - Level IV - 403 students tested
  - Level V - 603 students tested
  - Total = 1836
  - ~69,000 students tested statewide



# Comparability Study

- No significant overall (all domains) mode difference found
- Able to use one conversion table for all students for Spring 2011 reports (paper-pencil and online)
- More comparability study results to be conducted this fall



# What's Next – ELPA Online Spring 2012

- ELPA online testing - Spring of 2012
  - English Language Learners (ELL/LEP)
    - 8,000 students across state
    - Listening, Reading, Writing and Speaking
    - Levels III, IV, V only
      - Level III – Grades 3-5
      - Level IV – Grades 6-8
      - Level V – Grades 9-12
  - March 5 – April 13, 2012 (same as paper/pencil)
- Districts choosing not to participate in Online will be expected to assess LEP/ELL students on ELPA paper-pencil



# District Roles

- DTC – District Test Coordinator
- STC – School Test Coordinator
- DITC – District IT Coordinator
- SITC – School IT Coordinator



# Key Online Activities and Timeline

- Fall - Winter 2012
  - Nov 18, 2011 – Deadline for Interest Survey input
  - Finalization of participating schools
    - Jan 13, 2012 – Participating students, schools, and levels finalized
  - Planning with schools (scheduling, student identification, etc.)
    - January 2012 – DTC/STC Web Training
    - January 2012 – DITC/SITC Web Training
    - February 2012 – Online Test Administrator Web Training
    - February 2012 – District/School testing schedules
- Spring
  - March 5 – April 13, 2012 – Spring ELPA Testing Window
  - Onsite visits to observe some schools
  - Post-Administration surveys of Tech Coordinators, Admins, and students



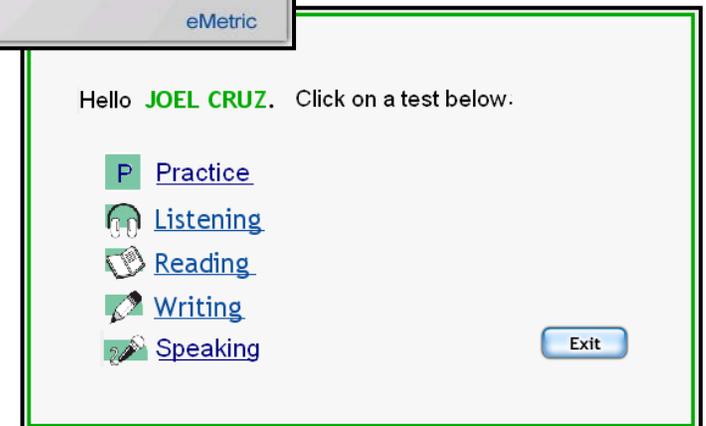
# Online Testing System Overview

- Two main online components of the iTester System to be used for the ELPA Online:
  - Student Test Delivery System (iTester Student)
  - Administration System (iTester Admin)



# Student Online Test Delivery System (iTester Student)

- STCs will print test tickets prior to the test administration window
- Students will sign in using the same User Name and Password to access all four test sections
- Students must take a Practice Test before taking the actual tests



# Student Online Test Delivery System (iTester Student) (cont.)

- Single form for each Level: III, IV, and V
- Same number of items as in the Paper Test (includes field-test items)
- Online Item types match paper and pencil items
  - Multiple-choice selection and;
  - Constructed response where students will type their answers online
- All tests – except the Listening Test - have a Teacher Script to guide students through the testing
- Test Administrator Manual (TAM) for the online assessments will be provided



# Student Online Test Delivery System (iTester Student) (cont.)

- LISTENING

- self-paced
- multiple choice
- headphones required

- READING

- teacher led
- multiple choice

- WRITING

- teacher led
- multiple choice
- constructed response

- SPEAKING

- one-on-one administration, teacher scored, constructed response
- The Speaking Test will require 2 computers for each individual administration
- Students will be presented with the speaking prompts online
- Teachers will have an online score-entry interface replacing the scoring that is recorded on the answer documents in paper/pencil administration



# Student Online Test Delivery System (iTester Student) (cont.)

- Listening Test and Speaking: Story Retell sections will require headphones and sound cards for all students. (Listening CD is replaced with online digital audio.)
- Headphones will be required for the ELPA Online Test Administration
- Microphones will NOT be required for the ELPA Online Test Administration

The screenshot displays the ELPA - Listening test interface. At the top, it says "ELPA - Listening" with a headset icon and the name "JOEL CRUZ". Below that, it says "SAMPLE A" and shows navigation icons (back, abc, ?, home, refresh, search). The main content area is titled "DIRECTIONS" and reads: "Listen to the person talking. Read the question and look at the picture. Click the correct answer." Below the directions, there is a play button icon and "SAMPLE A" followed by the text: "It's the end of the school day and you are going to leave. Listen to what your teacher says." A text box contains the question: "What can you get from the school office?". Below the question are four options, each with a letter in a circle and a drawing: (A) an umbrella, (B) sunglasses, (C) a beanie, and (D) a pair of mittens. At the bottom of the interface, there are buttons for "Pause", "Bookmark", "Clear", "Back", and "Next".



# Online Administration System (iTester Admin)

- Administration System used to:
  - manage users
  - students
  - scheduling testing times
- Each user (e.g. DTC, STC, Admin, etc) will have custom features based on role and responsibilities

Welcome, [DISTRICT COORDINATOR](#). ([Logout](#))  
Cyber District  
Currently working in Algebra I Pilot

Teachers Student Groups Students Test Sessions Accounts Help

**DTC Profile** [Edit](#)

**DTC Contact Information**  
District: Cyber District (9999)  
Name: DISTRICT COORDINATOR  
Email: [wblazel@questarai.com](mailto:wblazel@questarai.com)  
Phone: (800) 555-1212  
Fax:

**Checklist**

**DTC's Activities PRIOR to Test Admin**

- Read and become familiar with the *District and School Test Coordinators' Manual*, and the *Test Administration Manual*.
- Participate in the web training sessions for both District and School Test Coordinators and for Teachers/ Test Administrators.
- Encourage STCs and technology coordinators to attend all web-training sessions.

**Welcome to the ELPA Administration Site**

Welcome to the Online ELPA Administration site. From this site you will manage the users and students at participating schools.

To learn more about the Online ELPA Testing system, please click the links below.

- [Practice Test](#)

Additional resources and manuals can be found in the Help Tab above.

For any questions about this site, the Workstation Readiness, or the Tutorials, please contact Customer Service at [OnlineELPA\\_CustomerSupport@Questarai.com](mailto:OnlineELPA_CustomerSupport@Questarai.com)

**Summary for ELPA Online**

School:

Tests:

**Test Sessions Summary**

	Today	Yesterday	Cumulative	<a href="#">Custom Date</a>
Test Sessions Started	0	0	23	-
Test Sessions Completed	0	0	0	-



# Online Administration System (iTester Admin)

- Administration System provides an easy to use interface for setting up teachers, testing groups, and updating student demographic information.
- District, School, and Student information will be imported from the Pre-ID files for selected schools.

The screenshot displays the iTester Administration interface. The top navigation bar includes 'Teachers', 'Student Groups', 'Students' (highlighted with a red circle), 'Test Sessions', 'Accounts', and 'Help'. The main content area is titled 'New Student in Cyber School' and contains a form for entering student information. The form includes fields for Student Number, First Name, MI, Last Name, Grade, Gender, and Date of Birth. It also features checkboxes for Ethnic Background (Hispanic, Asian, American Indian/Alaskan Native, Native Hawaiian/Pacific Islander, White) and a dropdown for Student Groups (ELPA, Not Testing). A 'Save' button is visible at the bottom of the form.

Below the form, the 'Student Groups' section is shown. It includes a 'School' dropdown set to 'Cyber School (0010)' and a table of student groups for Algebra I, Pilot. The table lists the Student Group Name and the Teacher assigned to each group, with a 'View Details' link for each entry.

Student Group Name	Teacher
HINCHEY, STEVEN	<a href="#">HINCHEY, STEVEN</a>
WEAVER, ANN	<a href="#">WEAVER, ANN</a>
SHIM, RALPH	<a href="#">SHIM, RALPH</a>
TALBERT, SANDY	<a href="#">TALBERT, SANDY</a>
YOST, CHRIS	<a href="#">YOST, CHRIS</a>
HINCHEY, STEVEN-ACTAAP Period 1	<a href="#">HINCHEY, STEVEN</a>
HINCHEY, STEVEN-Period 1	<a href="#">HINCHEY, STEVEN</a>
MATHWIZ, PROFESSOR-group 2	<a href="#">MATHWIZ, PROFESSOR</a>
WADKINS, WADE-QA0929	<a href="#">WADKINS, WADE</a>
TURNER, TRACY	<a href="#">TURNER, TRACY</a>
TURNER, TRACY-Seventh Hour	<a href="#">TURNER, TRACY</a>
AA, JOHN	<a href="#">AA, JOHN</a>
ROSTENBERG, MARY-Cyber Group	<a href="#">ROSTENBERG, MARY</a>



# DTC/STC Responsibilities

- **Activities PRIOR to Test Administration**
  - Read and become familiar with the Test Coordinators' Manual when available
  - Participate in training sessions for both District and School Test Coordinators in January
  - Work with Testing Coordinators and Information Technology Coordinators (ITC) and work with him/her to plan for staff training and Software Installation and Setup
  - Support the ITC to conduct Software Installation and Setup on all computers to determine if all technology requirements have been met
  - Support the ITC to configure networks for Software Installation and Setup of local caching server for audio
  - Help schools schedule adequate time for testing and prepare computer labs for testing
  - Add additional district-, school, and Teacher-level users, as needed, in the iTester system
  - Update student demographic information in iTester
  - Print and distribute student "Test Tickets" prior to testing
  - Ensure that all students take the Practice Test prior to taking any of the online tests



# DTC/STC Responsibilities (Cont.)

- **Activities DURING Test Administration**
  - Monitor the test administration at each participating school
  - Respond to questions from teachers regarding the test administration, as needed
  - Be available to look up user logins and passwords, as needed
  - Order paper materials for new students entering the school and who will not be taking the test online
- **Activities AFTER Test Administration**
  - Ensure that all ELPA Online activities in the district/school are complete
  - Complete Online Administration Survey
  - Ensure that the Test Coordinators, ITC, Teachers, and students complete the Online Administration Survey
  - Notify the District Test Coordinator when all school-level testing and activities have been completed



# Test Administrator Responsibilities

- Activities PRIOR to Testing
  - Attend test Administrator training
  - Read and become familiar with the Test Administrators' Manual when available
  - Set up student testing groups in the Administration System
  - Review Practice Test and give to students at least one-week before testing starts
  - Help the STC set up the testing rooms for testing
  - Update Student Demographic Information in the Administration System
- Activities DURING Test Administration
  - Pass out Student Test Tickets
  - Monitor the students during the test administration and offer technical assistance as needed
  - Follow the specific text in the Test Administration Manual for administering the test
  - Collect all student login testing tickets after testing
- Activities AFTER Test Administration
  - Ensure all ELPA activities for assigned classes are complete.
  - Complete the Online Administration Survey
  - Notify the School Test Coordinator when all school-level testing and activities have been completed
  - Securely destroy all testing tickets when all ELPA Online testing is complete





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# Software Set Up and Installation

# DITC/SITC Responsibilities

- **Activities PRIOR to Test Administration**
  - Read and become familiar with the Software Installation and Setup Guides when available
  - Participate in training sessions for Information Technology Coordinators in January
  - Together with DTC/STC, make plans for Software Installation and Setup
  - Conduct Software Installation and Setup on all computers to determine if all technology requirements have been met, and address any issues found before testing
  - Ensure all Headphones for each workstation have been checked and are functional
  - Configure your network for Software Installation and setup local caching server for audio
  - Help schools schedule adequate time for testing and prepare computer labs for testing
  - Add additional district-, school, and Teacher-level users, as needed, in the iTester system



# DITC/SITC Responsibilities (Cont.)

- **Activities DURING Test Administration**

- Monitor the test administration at each participating school
- Respond to questions from STCs and Teachers regarding the test administration, as needed
- Be available to look up user logins and passwords, as needed

- **Activities AFTER Test Administration**

- Complete Online Administration Survey

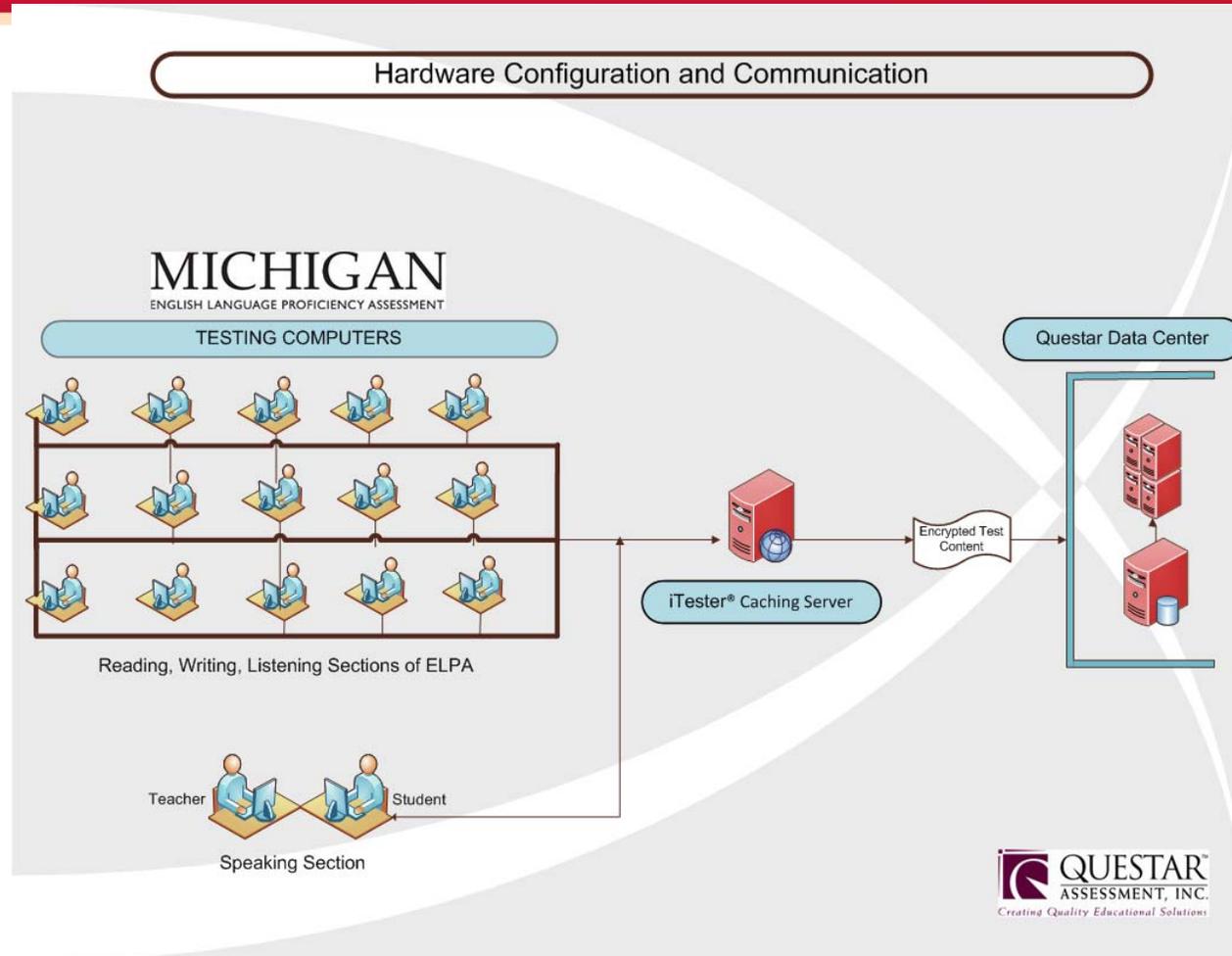


# Minimum Workstation and Network Requirements

Hardware Requirements	Windows	Apple / Macintosh
<b>Operating System</b>	Windows 2000 or higher	OS 10.4.X or higher
<b>Java Version</b>	Java Version 1.5	Java Version 1.5
<b>Processor</b>	Pentium III 500 MHz or higher	G4 500 MHz or higher
<b>Memory</b>	512 MB or higher	512 MB or higher
<b>Devices</b>	Mouse / Pointing Device / Keyboard	Mouse / Pointing Device / Keyboard
<b>Audio</b>	Headphones / Speakers	Headphones / Speakers
<b>Screen Resolution</b>	1024 x 768	1024 x 768
<b>Internet Connection</b>	1.5 mbps or higher	1.5 mbps or higher



# Server/Client Set up



# Time Commitments

Task	Estimated Duration
<b>Download &amp; Install Test Accelerator</b>	1 hour
<b>Option 1: Download and install iTester Client on a network share</b>	½ hour
<b>Option 2: Download and install iTester Client on each individual workstation</b>	½ hour per machine
<b>Setup each workstation to point to application, assign permissions and access rights for workstations</b>	½ hour
<b>Perform Workstation Readiness</b>	
<b>10 minutes per machine (20 workstations = 2 hours 40 minutes)</b>	
<b>Site Certification</b>	3 minutes 18 seconds
<b>Total (with Option 1):</b>	4 hours 40 minutes 18 seconds



# Interest Survey

- October 25 email – Survey to determine interest in ELPA Online Participation
  - Identify a technology coordinator (District contact, district tech director)
  - Identify School Technical Readiness
    - # of labs
    - # and type of computers
    - Internet connection type and speed
    - Platform
    - Laptop/desktop
    - Level of Tech support at the schools
    - Headphones and Sound cards
- Deadline for Interest Survey Responses are due on or before Nov 18, 2011



# Administrative Tasks

- School & Schedule Preparation
  - Develop a schedule that will provide adequate time for online testing
  - Communicate to Principals, Teachers, and Students about the Online Testing
  - Prepare for Administration Dates – March 5 – April 13, 2012
  - Ensure school is not running large programs which may drain network bandwidth during Pilot Administration
- Student Preparation
  - Print Student Test Tickets
  - Complete Practice Test before actual testing starts
  - Listening and Speaking Story Retell -Verify sound and headphones functioning
  - Speaking Test – Ensure Student AND Teacher workstations are set up and Workstation Readiness tests have been completed on both machines



# Security

- All test items used are CONFIDENTIAL and must be kept secure. Online Security Forms will be completed online for the ELPA Online
- Online Tests may not be:
  - Reviewed
  - Duplicated
  - Or reproduced by ANY means
- Unauthorized use, review, duplication, or reproduction of ANY or ALL portions of the test materials is prohibited
- Student Testing Login Tickets (or Student Usernames/Passwords) are secure and must be securely stored when they are not in use by students. Tickets must be distributed to students immediately before testing and destroyed when all testing is complete



# Next Steps

- Interest Survey – Complete by Nov 18
- Coming Soon...
  - Pre-ID for Online Participant Instructions – Dec 2011
  - Tested Roster Instructions – Spring 2012
  - DTC/STC Training Invitations – Jan 2012
  - DITC/SITC Training Invitations – Jan 2012
  - Software Installation and Setup Guides - Jan 2012
  - Test Coordinator Manuals – Jan 2012
  - Test Admin Training Invitations – Late Jan 2012
  - Test Administration Manuals – Late Feb 2012
- Personnel Changes – Be sure to communicate changes in personnel to BAA



# Wrap-up

Bureau of Assessment and Accountability (BAA)  
Michigan Department of Education (MDE)

[www.michigan.gov/elpa](http://www.michigan.gov/elpa)

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