



SUCCESS BY YOUR STANDARDS™

English Language Proficiency Assessment (ELPA) Online

Bureau of Assessment and Accountability
**Test Administrator
Training**
For
Assessment Administrators



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Agenda and Goals

- Key Pilot Activities and Timeline
- Test Administrator Manuals
- Student Online Test Delivery System
- Logging into iTester
- Test Login Tickets
- Pausing a Test Session
- Practice Test
- Student Domain Testing
 - Listening
 - Reading
 - Writing
 - Speaking (Student)
 - Speaking (Administrator)
- Ending a Test Session
- Surveys
- Next Steps and Wrap-up



ELPA Online Assessment Summary

- Spring 2013 ELPA
 - Test window: March 4 – April 12 (same as paper/pencil)
 - English Learners (EL/LEP)
 - Listening, Reading, Writing, and Speaking
 - ELPA Levels III, IV, V only
 - Level III – Grades 3-5
 - Level IV – Grades 6-8
 - Level V – Grades 9-12
 - Approx. 13,000 students
- Districts choosing not to participate in Online are expected to assess LEP/EL students with ELPA paper/pencil



Key Online Activities and Timeline

- February 18 – April 12: Practice Test Administration
- **March 4 – April 12: Spring ELPA Testing Window**
- Post-administration surveys of Tech Coordinators, Administrators, and students



Key Task Phases

- Administrative Tasks
 - Review testing schedule
 - Receive “Test Login Tickets” from STC (both Student and Teacher)
 - Review Practice Test Guide and Practice Test
 - Conduct student Practice Testing
 - Review TAM
 - Monitor actual testing
 - Collect and return “Test Login Tickets” to STC at end of Test Administration Window
 - Return TAMs to STCs



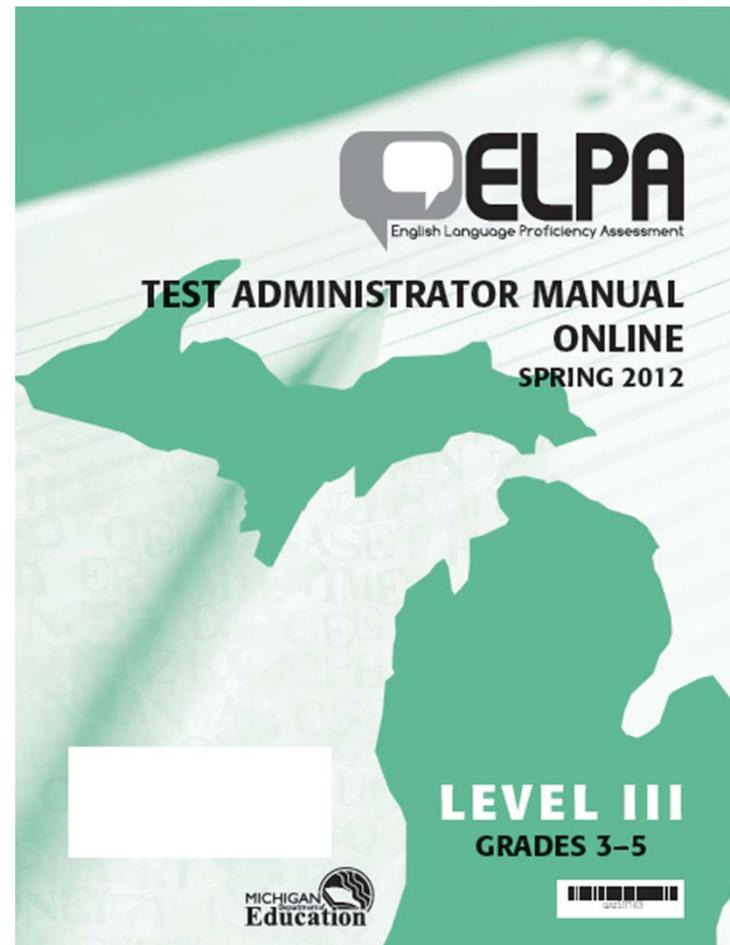
Student Preparation

- Ensure workstations are ready for the online administration
- Verify headphones and sound have been checked
- Print and distribute Student Test Login Tickets
- Ensure students:
 - put away books, notes, and other resources;
 - remove cell phone, other devices from workstations;
 - read/listen to items carefully and follow instructions;
 - take the Practice Test before actual testing starts



Test Administrator Manuals

- Kept secure
- Returned to STCs after Test Administration window complete
- Provided per Level
- Contain Test Administrator scripts



Online Testing System Overview

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



Student Online Test Delivery System (iTester Student)

- STCs print student test login tickets prior to test administration window.
- Collect student test login tickets from STC prior to Practice Test and ELPA domain section testing.
- Students sign in using same username and password to access all four test sections including Practice Test.
- Students must take a Practice Test before taking actual tests.

Welcome

Please use your **username** and **password** that your proctor has given you to sign in.

Username: student07

Password: *****

Sign In

Exit

eMetric

iTester 2.0.5

Hello **JOEL CRUZ**. Click on a test below.

- [P Practice](#)
- [Listening](#)
- [Reading](#)
- [Writing](#)
- [Speaking](#)

Exit

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

- Headphones are required.
- Listening and Speaking: Story Retell sections require headphones and sound cards for all students (Listening CD replaced with online audio).
- Microphones not required.
- Speaking Test requires 2 networked computers for each administration.

DIRECTIONS Look at the picture. Listen. Then finish the sentence.

Sample B 



The girl is happy because . . .

Pause

Student

Administrator

Sentence Repeat

SCORE POINT	DESCRIPTION
Score 2	Shows fluency Accurate pronunciation and intonation Demonstrates comprehension of sentence Free of errors
Score 1	Shows some fluency Response contains one or more errors in pronunciation or grammar, and/or demonstrates a slight problem with rhythm or intonation
Score 0	Shows little or no fluency Errors in pronunciation and intonation Does not demonstrate comprehension of sentence No response or response in language other than English

1

Score the response. Then click NEXT.

- A Score Point 2
- B Score Point 1
- C Score Point 0



Test Login Tickets

- STCs prints two sets of Test Login Tickets:
 1. Student – to be used on practice test and all four domain section tests
 - Contains:
 - Student Name
 - Username: Bar Code Number (BCN)
 - Password: lowercase and case sensitive

Student

```
CRUZ, ANGEL  
ELPA  
Username: 2000143224  
Password: 0b61163d
```



Test Login Tickets (cont.)

2. Test Administrator – to be used to log into iTester to record student scores on ELPA Speaking

3. Contains

- “**ELPA Speaking**”
- Student Name
- Username: Bar Code Number (BCN)
- Password: lowercase and case sensitive

```
DIAZ, AKEEM
ELPA Speaking
Username: 2000005781
Password: 857478e7
```

Test Administrator

Note: Administrator test login ticket ONLY used by Test Administrator. Be sure students are not mistakenly given administrator test login tickets. Test Administrator login tickets show test name “ELPA Speaking.”



Logging into iTester Student

- Read scripts provided in Test Administrator Manual exactly as written
- Students are presented with Welcome Screen



Welcome

Please use your **username** and **password** that your proctor has given you to sign in.

Username:

Password:

Sign In

Exit

iTester 2.0.5

eMetric



Logging into iTester Student (cont.)

- After students log in to iTester, they see “Welcome to the ELPA Online” screen - lists demographic information.
- Students review information on the screen.
- If the student finds incorrect information, verify correct student test login ticket.
- If the student has correct ticket and the screen is not correct, contact STC with correct student information. STC then contacts BAA.

MICHIGAN
ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

Welcome to the ELPA Online Assessment

Check the information below. If it is correct, click Continue.
If any of the information is not correct, raise your hand and tell your Teacher.

Student Name: ELPA Practice
Student ID: 2325769999
Date of Birth: 01/15/2010
Grade: 11
Teacher Name: Demo Teacher
School Name: Demo District

Continue

Exit



Logging into iTester Student (cont.)

- Students presented with ELPA Test Menu
- All students take Practice Test **before** start of domain section tests
- When section test complete, test menu link for section disabled except Practice Test

The following tests have been scheduled for ANGEL CRUZ.
Once instructed, click on the test link below to start the test.

[Practice Test](#)

 [Listening](#)

 [Reading](#)

 [Writing](#)

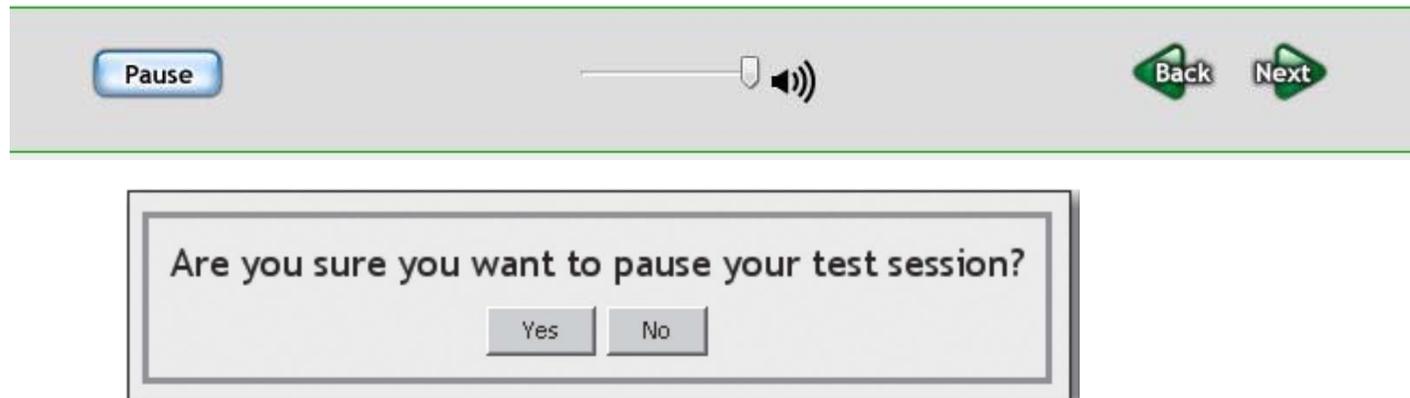
 [Speaking](#)

Exit



Pausing a Test Session

- Pausing a test saves responses and allows restart at last question completed



- Restart test- student logs into iTester using username and password listed on student test login ticket



Practice Test

- **All** students participating in ELPA Online must take the Practice Test **prior** to the start of ELPA Online testing.
- 16 sample test questions
- Provides experience with:
 - different online test item types
 - navigation buttons
 - test-taking tools
 - volume adjustment
 - starting/ending processes for ELPA operational tests

The following tests have been scheduled for **DANA CRUZ**.
Once instructed, click on the test link below to start the test.

- [Practice Test](#)
-  [Listening](#)
-  [Reading](#)
-  [Writing](#)
-  [Speaking](#)

Exit



Practice Test (cont.)

- Practice Test provides opportunity to practice item types:
 - Multiple-choice - require students to select answers using mouse
 - Listening items - require students to wear headphones and listen carefully to directions and test questions
 - Writing items - require students to respond by typing answers
 - Scrolling/Grouped Items - require students to use mouse to scroll down screen to read longer items or grouped items with more than one item on screen



Practice Test (cont.)

- District Test Coordinators (DTCs), School Test Coordinators (STCs), and Test Administrators are also encouraged to complete the Practice Test prior to the actual test.
- Practice Test Manual:
 - Scripted for Test Administrator to complete sample questions with students
 - Helps with responding to questions students might have
 - Helps train students to take ELPA Online
 - Posted on iTester Admin Help Tab



Listening Test

- Administered in group setting and self paced
- All test directions delivered to student via computer with pre-recorded audio
- All students wear headphones during Listening
- Starting and ending directions read to students - included in TAM
- Read directions exactly as written, using natural tone and manner
- For grouped Items, students listen to audio in sequence of grouped set

Practice Practice Test ELPA Practice

10 of 16

DIRECTIONS Listen to the person talking. Read the question and look at the picture. Click the correct answer.

10

It's the end of the school day and you are going to leave.
Listen to what your teacher says.

What can you get from the school office?

A B C D

Pause



Reading Test

- Administered in group setting and self paced
- All directions and test questions read to students - included in TAM
- Read directions and test questions exactly as written, using natural tone and manner
- Some passages and/or grouped questions may require students to scroll down to read passage

Practice Practice Test ELPA Practice

4-6 of 16 ⏪ abc ? 📄 🔄 🔍

DIRECTIONS Read the story and each question. Click the correct answer.

Anton Helps



1 "Can you carry that flower pot for me, Anton?" asked Aunt Linda.

2 "Sure," said Anton. "What else can I do?"

3 Aunt Linda showed Anton how to take out rocks, plant flowers, and water the plants in her garden. Then they took a break.

4 "I had a great time," said Anton. "Let's do more tomorrow!"

4
Where did Anton and his aunt do their work?

A in a garden

B at a park

C in the house

D at the school

5
Which of the following did Anton do last?

A planted flowers

B watered plants

C carried a pot

D took a break

Pause 🔊 ⏪ Back Next ⏩



Writing Test

- Administered in group setting and self paced
- Consists of multiple choice and constructed Response items.
- All directions and test questions read to students - included in TAM
- Read directions and test questions exactly as written, using natural tone and manner

The screenshot displays the ELPA Practice Test interface. At the top right, it says "ELPA Practice". The current question is "15 of 16". The question text reads: "DIRECTIONS Read the two sentences in the box below. Write a sentence that combines the two sentences into one complete sentence. You should add any punctuation and any words that are needed to complete your new sentence." Below the directions, a box contains the sentences: "Jan has an apple. It is yellow." To the right of the question is a text entry field with a toolbar containing icons for undo, redo, bold, italic, and underline. The toolbar also includes "Edit" and "Style" options. At the bottom of the interface, there are buttons for "Pause", a volume control slider, and "Back" and "Next" navigation buttons.



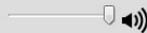
Speaking Test (Student)

- Administered in one-on-one setting
- Requires use of 2 networked computers for administration:
 - One for student
 - One for test administrator
- Directions read to students - included in TAM
- Read directions and test questions exactly as written, using natural tone and manner
- Some items have prerecorded audio and require students to use headphones

DIRECTIONS Listen to the sentence and repeat it.

Sample A 

The dog is hiding under the table.

Pause   



Speaking Test (Administrator)

- ELPA Online requires Test Administrator to score student's Speaking responses
- Test Administrator enters scores directly into online iTester ELPA Speaking score interface
- Rubrics same as ELPA paper/pencil tests - appear on screen and in TAM

Sentence Repeat	
SCORE POINT	DESCRIPTION
Score 2	Shows fluency Accurate pronunciation and intonation Demonstrates comprehension of sentence Free of errors
Score 1	Shows some fluency Response contains one or more errors in pronunciation or grammar, and/or demonstrates a slight problem with rhythm or intonation
Score 0	Shows little or no fluency Errors in pronunciation and intonation Does not demonstrate comprehension of sentence No response or response in language other than English

1

Score the response. Then click NEXT.

(A) Score Point 2

(B) Score Point 1

(C) Score Point 0



Speaking Test (Administrator)

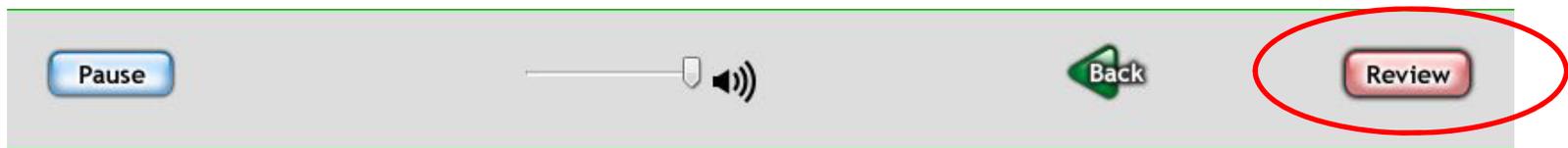
(cont.)

- Rubrics should be reviewed and discussed prior to administration
- Test Administrators must administer every item to every student
- **Skipping a Speaking item and not recording a rubric score causes student's Speaking score and overall score to be invalidated**
- NOTE: To score Speaking test, Test Administrator needs to log in using own administrator login ticket for student



Ending a Test Session

- Ending Listening, Reading, and Writing Tests
 - Sections self-paced
 - Students allowed to review and change answers prior to exiting
 - At last question in test, students see new “Review” button



Ending a Test Session (cont.)

- If students click “Review” button, they see Test Review screen
- Students prompted to review unanswered or bookmarked questions before ending session
- When finished with review, students are prompted to click “Score My Test” button at bottom of screen
- Students click YES through subsequent screens until reaching Test Completed screen

1 question not answered
Click on the question number to move to that question.

Number	Status	Bookmarked
1	Answered	
2	Answered	
3	Answered	✓
4	Answered	
5	Answered	
6	Answered	
7	Unanswered	
8	Answered	
9	Answered	
10	Answered	
11	Answered	
12	Answered	
13	Answered	
14	Answered	
15	Answered	
16	Answered	

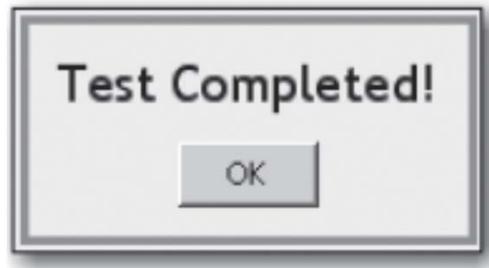


Once you finish taking the test, click on the button 'Score My Test' to submit your test for scoring.
Click on the button 'Not Yet' to go back to questions.
Are you sure you are ready to score your test?



Ending a Test Session (cont.)

- Ending Speaking test
- Student's answers cannot be reviewed/changed
 - When student finishes the last question, click EXIT button at last question.
 - Students click YES through subsequent screens until Test Completed screen.



- Ensure students logged off iTester.
- Collect Student Test Login Tickets and return to STC.
- Return TAMs to STC for return to Questar.



Surveys

- Students, teachers, and administrators are asked to complete survey after testing
- Administrator Survey accessed from iTester Admin Homepage
- Student Survey:
 - Recommended to administer with Test Administrator assistance



Next Steps

- Important documents to review prior to Test Admin start
 - Test Coordinator Manual (Posted on iTester Admin Help Tab)
 - Practice Test Manual (Posted on iTester Admin Help Tab)
 - TAM (Delivered to schools on February 22, 2013)
- Personnel Changes – Be sure to update personnel information in the Educational Entity Master (EEM) or districts will risk not having information e-mailed to appropriate staff

<http://cepi.state.mi.us/EEM/Default.aspx>



Wrap-up

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