On-Site Viewing of Grades 3-12 Group Administration Training Video
(Listening, Reading, & Writing)

ALL PARTICIPANTS MUST SIGN SECURITY AFFIDAVIT (ATTACHMENT E) PRIOR TO VIEWING VIDEOS
ELPAC Coordinator keeps security affidavits.
ALL PARTICIPANTS MUST SIGN THE GROUP ADMINISTRATION SIGN-IN SHEET (ATTACHMENT F) AND SEND A COPY TO OLA AS PROOF OF PARTICIPATION

The Training Facilitator (Administrator, EL Coordinator, Testing Coordinator, etc) will need a Moodle account to log in to **moodle.elpac.org** to show the group administration video. Moodle User Accounts have been created for current ELPAC Coordinators and previously trained ELPAC examiners who should have received an email asking to confirm the account. Contact OLA if you have not received the Moodle confirmation email. The Training Facilitator should confirm his/her account prior to presenting Group Administration Video to staff and assure he/she can successfully log in to the Examiner's Resources (See Attachment A).

When logging in, you *may* see a blue "RESTRICTED" box at the bottom. As long as the box to the right is checked that you have electronically signed the Test Security Affidavit, you can still successfully click on *"Section 1 – Introduction"*, even though it may appear to be grayed out.

Start by accepting the Terms of Test Security

You will need to read and accept the Test Security Affidavit before you can access the ELPAC Training Presentations, Training Quizzes, or any resource materials.

? Test Security Affidavit

Section 1—Introduction

Introduction
The resource link below include:

- **Introduction Training Presentation**: Introduction and Overview

Training Presentation

Section 1—Introduction

Restricted Not available unless: The activity **Test Security Affidavit** is marked complete

Then click "Enter" and skip ahead to the Grades 3-12 Group Administration Video on slide #29.

Watch video (15:35)

Answer questions

Training Points:

- Group administration size—Grades 3–12 up to 20 without a proctor
- Use of TRCS is optional; guidelines are available on the ELPAC website (show draft under doc camera)
- There is one DFA (Directions for Administration) for Listening, Reading, Writing which may be printed or used digitally
- Headsets are required if testing within a group
- Student logon info is required; legal first name (what is in CALPADS) and SSID
- Proctors might be needed to help younger students
- Test examiners need to monitor and circulate while the test is in session to be sure that computer navigation is not a barrier to performance
- Review roles of test personnel from page 2 of the DFA:
  - The test navigation assistant is a trained test examiner who can be available to help with mouse point-and-click and scroll bar assistance, onscreen tool or button navigation, and keyboarding assistance necessary for starting the test session.
  - The Designated Interface Assistant (DIA) is available to help the student interact with, or type, their hand-written responses on the test platform. The DIA should only be used during one-on-one administration.
- Review pause rules from page 4 of the DFA:
  - Listening/Reading: the pause is less than 20 minutes, the test may be resumed without logging the student on again, and any answers previously submitted can be updated. If 20 or more minutes, the student will need to log on again and answers from before the pause cannot be changed.
  - Writing: the pause is less than 20 minutes, the test may be resumed without logging the student on again, and any answers previously submitted can be updated. If 20 or more minutes, the student will need to log on again and all questions will be available to answer or update; this includes questions the student has already attempted.
- Accidental submission of test—file at Security and Test Administration Incident Reporting System (STAIRS) incident using TOMS. Directions are in the online Test Administration Manual (TAM).