

Administrator Interface, which is necessary to generate a test session ID and approve students for testing.

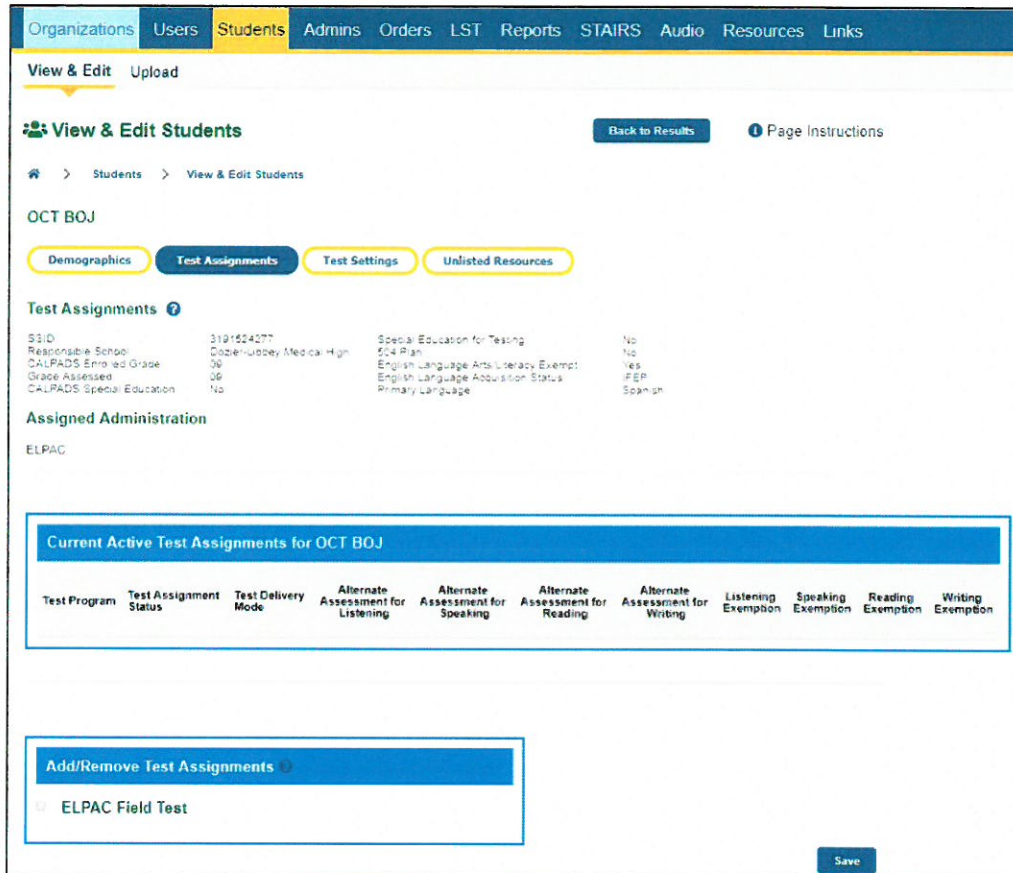
For more information about the different user roles in TOMS, refer to the contextual help and page instructions in TOMS.

Student Test Assignment in TOMS

Based on field test recruitment, TOMS will identify the LEAs and schools that have agreed to participate in the field test. Specific test forms will be assigned to these LEAs and registrations will be created in TOMS for the eligible students. The LEA ELPAC coordinators and site ELPAC coordinators must use TOMS to confirm that all eligible students have been assigned to take the ELPAC field test. Please note that **LEAs cannot edit registrations for students that have been assigned to the field test.**

LEA ELPAC coordinators and site ELPAC coordinators for schools assigned to the computer-based field test forms (**F1**, **F2**, and **F3**) can use TOMS to create walk-in field test registrations for students that were not originally identified as eligible at that LEA. For walk-in registrations, the ELPAC field test assignment can be configured on a student-by-student basis within the TOMS user interface. [Figure 1](#) shows the student [**Test Assignments**] tab in TOMS through which the assignment can be made. Information about making student test assignments in TOMS can be found in the contextual help and page instructions in TOMS.

Computer-based Test Administration Preparation and Planning | Preparing for the Computer-based ELPAC Field Test Administration



View & Edit Students

OCT BOJ

Demographics | **Test Assignments** | Test Settings | Unlisted Resources

Test Assignments

| | | | |
|---------------------------|----------------------------|-------------------------------------|---------|
| SSID | 3191524277 | Special Education for Testing | No |
| Responsible School | Dozier/Hubbey Medical High | 504 Plan | No |
| CALPADS Enrolled Grade | 06 | English Language Adulteracy Exempt | Yes |
| Grade Assessed | 06 | English Language Acquisition Status | FEP |
| CALPADS Special Education | No | Primary Language | Spanish |

Assigned Administration

ELPAC

Current Active Test Assignments for OCT BOJ

| Test Program | Test Assignment Status | Test Delivery Mode | Alternate Assessment for Listening | Alternate Assessment for Speaking | Alternate Assessment for Reading | Alternate Assessment for Writing | Listening Exemption | Speaking Exemption | Reading Exemption | Writing Exemption |
|------------------|--------------------------|--------------------|------------------------------------|-----------------------------------|----------------------------------|----------------------------------|---------------------|--------------------|-------------------|-------------------|
| ELPAC Field Test | <input type="checkbox"/> | | | | | | | | | |

Add/Remove Test Assignments

ELPAC Field Test

Save

Figure 1. Assigning students to the ELPAC field test in TOMS

Student Test Settings in TOMS

Select non-embedded accommodations and select embedded and non-embedded designated supports are available for students taking the computer-based ELPAC field test. The accessibility resources listed in [Table 3](#) must be assigned in the [Test Settings] tab of the Student Profile page in TOMS. For more information about available accessibility resources, refer to the [Accessibility Resources](#) section of this manual.

Information about setting up student test settings in TOMS can be found in the contextual help and page instructions in TOMS.

Table 3. Accessibility Resources That Must Be Assigned in TOMS

| Non-embedded Accommodation | Embedded Designated Support | Non-embedded Designated Supports |
|--|--|--|
| <ul style="list-style-type: none"> • Alternate Response Options • Scribe • Speech-to-Text | <ul style="list-style-type: none"> • Color Contrast • Masking • Mouse Pointer • Pause or Replay Audio—Listening domain • Pause or Replay Audio—Speaking domain • Permissive Mode • Print Size • Streamline • Turn off Any Universal Tool(s) | <ul style="list-style-type: none"> • Amplification • Color Contrast • Color Overlay • Designated Interface Assistant • Magnification • Medical Supports • Noise Buffers • Print-on-Demand • Read Aloud for Items (Writing domain) • Separate setting |

Configuring student test settings in TOMS ensures that students receive the assigned embedded accessibility resources for the online assessments. Non-embedded resources also must be recorded in TOMS and provided to the student locally. Any changes to student test settings in TOMS must be completed before the student can test. The update, once made, may take up to 24 business hours to appear in the Test Administrator Interface. Failure to correct test settings before testing could result in the student not being provided with the needed accommodations, designated supports, or both at the time of testing. This is considered a testing irregularity.

There are two methods that LEA ELPAC coordinators and site ELPAC coordinators can use to set non-embedded accommodations and embedded and non-embedded designated supports for students in TOMS:

1. Spreadsheet upload: Use this method when multiple students in the LEA or at the test site are having test settings assigned.
2. One-by-one: Use this method when a few students in the LEA or at the test site are having test settings assigned.

The ELPAC training tests are fully accessible, which means that all the embedded and non-embedded universal tools, designated supports, and accommodations resources that will be available for the operational computer-based ELPAC assessments are available for the training tests. Student test settings that have been applied in TOMS for the 2019–20 Summative ELPAC will be available in the ELPAC training test environment for students. Refer to the [Accessing the ELPAC Training Tests](#) section of this manual for more information on the training tests.

Technology Requirements

Prior to the computer-based ELPAC field test administration, LEA ELPAC coordinators and site ELPAC coordinators must review the technology infrastructure at their schools to ensure it meets the minimum requirements for administering the computer-based ELPAC field test.

The [CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing](#) provides the technical specifications for online testing. This includes information about internet and network infrastructure requirements, hardware and software requirements, and secure browser installation.

Bandwidth Checker

The bandwidth checker, linked on the [Bandwidth Checker](#) web page on the [CAASPP Portal](#), can assist technology coordinators to assess network readiness by performing a real-time check of a school's network bandwidth. Note that technology coordinators may want to run this test more than once, and at different times of the day, because estimates change as the network conditions change, varying from run to run.

The CDE also hosts a [Smarter Balanced Technology Readiness Resources](#) web page, which includes links to tools, requirements, and topics that LEAs will find useful in planning for the 2019–20 online ELPAC testing.

Secure Browsers

All students must use a secure browser to access the computer-based ELPAC field test. ***All testing devices must have the correct secure browser installed prior to assessment.*** School technology coordinators are responsible for ensuring that each device to be used for testing at the school is properly secured by installing the most current secure browser. Secure browsers are available for download on the [Secure Browsers](#) website. Information about installing and configuring the secure browsers is available in the [CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing](#).

The secure browser is designed to support test security by prohibiting access to external applications or navigation away from the assessment.

Accessibility Resources

Additional Resources in This Manual:

- *California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC) Accessibility Guide for Online Testing* web document—<https://www.elpac.org/>
- Test Operations Management System (TOMS) website—<https://www.elpac.org/>
- *Matrix Four* web document—<https://www.cde.ca.gov/ta/tg/ep/>

Overview

Accessibility resources are access features or supports of the assessment that are either provided as digitally delivered components of the secure browser (embedded supports) or separate from the secure browser (non-embedded supports). Accessibility resources allow students to participate in an assessment that can generate results that are a fair and accurate estimate of each student's achievement.

Universal tools, select designated supports, and select accommodations will be available for the ELPAC field test. Students may use the embedded universal tools within the test delivery system, but also have the option to use non-embedded universal tools. The accommodations and designated supports for the computer-based ELPAC field test must be assigned in TOMS. The ELPAC training tests are fully accessible and all embedded and non-embedded universal tools, designated supports, and accommodations will be available to students.

For the paper-pencil field test administrations (as part of the mode comparability study), non-embedded universal tools, designated supports, and accommodations will be available. Designated supports and accommodations for students taking the paper-pencil field test do not need to be assigned in TOMS. Please note that braille and large-print test materials will not be available for the field test. Instead, these accommodated versions of the computer-based ELPAC will be part of a separate study. In addition, embedded accommodations are not available for the computer-based ELPAC field test.