

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** November 21, 2019  
**To:** All Principals  
**Subject:** SUMMATIVE ELPAC TRAINING: SPRING 2020  
**Due date:** Immediate Distribution

**References:**

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

**Attachments:** A – ELPAC Moodle Training Website;  
B – District Training Schedule Speaking Calibration;  
C – Training Schedule Online ELPAC Technology;  
D – On-site Viewing of Gr. 3-12 Group Administration Training Video  
E – ELPAC Security Affidavit;  
F – Group Administration Sign-In.

**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 ELPAC is the state's designated test of ELP. The Summative ELPAC is an annual assessment that measures an English learner's progress in learning English and identify the student's English language proficiency level.

Principals should take the following issues into consideration and be strategic in planning sufficient staffing to administer the Summative ELPAC.

1. The Summative ELPAC window begins February 1, 2020 and ends May 31, 2020 and most of the domains will be assessed online.
2. All four domains of ELPAC must be administered to all identified English learners.
3. The Speaking domain for grades spans TK-12 must be administered individual as well as **all** domains for grade TK-2. This will increase the number of assessment hours necessary to administer the Summative ELPAC.

**The target audience is staff assigned with EL Coordination and any staff member that will be administering any domain of the Summative ELPAC.**

All test examiners must be academically proficient in Standard American English. Examiners must have *very little or no accent* in the pronunciation of Standard American English. In addition, assessors should be familiar with the developmental language characteristics of children at the grade levels they are to test, especially those who are administering the Kindergarten and First Grade assessments. The California Department of Education (CDE) recommends that certificated teachers administer the ELPAC, whenever possible. **All test examiners are required to attend both Summative and Initial Training every year.**

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**Required Summative ELPAC Examiner Trainings:** All examiners, experienced and new, are *required* to complete one of the two training options listed below:

1. Centralized In-Person Training which include scoring and administration of the Speaking domain AND group administration in grades 3-12 for the Listening, Reading and Writing domains.
2. Online trainings through Moodle which provide training videos for grades TK-12 administration for the Listening, Reading, and Writing domains AND administration and calibration for the Speaking domain.

Optional online ELPAC Technology Trainings (Attachment C) will also be available to provide practice for examiners in logging on to a secure browser, setting up testing sessions for individual or group administration, and trouble-shooting possible technical difficulties.

Instructions on how to complete online Moodle training will be provided in Attachment A. Participants may register for an in-person centralized training session through ERO (Attachment B); however, space is limited in each session, so we suggest registering as soon as possible to assure attendance at the session of choice.

## **PAYMENT FOR, AND STAFFING OF, ELPAC EXAMINERS**

- A. It is important to discuss issues relating to pay and work hours up front, when arranging for Summative ELPAC test examiners to assist your site. Pursuant to the side letter agreement with SDEA, the following process shall be used in the following order:
  - a. The Principal must ask the classroom teacher if he/she prefers to conduct the Summative ELPAC testing on his/her own students. If the teacher agrees to conduct the Summative ELPAC testing, the teacher must first complete Summative ELPAC training. A Visiting Teacher will be hired to cover the teacher's classroom while the teacher conducts any individual portions of the Summative ELPAC testing. A Visiting Teacher does not need to be provided for whole class assessment periods, but a proctor will be provided in accordance with ELPAC guidelines.
  - b. If the teacher declines to conduct the Summative ELPAC testing for his/her own students, the Principal must use the SAMS system to select a Summative ELPAC-trained retired visiting teacher who is willing to conduct Summative ELPAC testing.
  - c. If a retired visiting teacher cannot be hired, a regular (non-retired) visiting teacher that has been Summative ELPAC-trained can be hired to conduct Summative ELPAC testing.
- B. If a school wishes to contract with Summative ELPAC-trained examiners who are former or current employees of the district, arrangements for compensation are between the school site and examiner.

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- C. **Retired teachers who administer Summative ELPAC must be compensated in accordance with SDEA contract Appendix D, Section 7.00, which is currently \$36.49 per hour.**
- D. **If the classroom teacher does not want to conduct the Summative ELPAC testing of his/her students, and retired visiting teacher is not available, trained Classified staff may administer the Summative ELPAC. They should be paid at their appropriate “Regular Time” hourly rate for assessing students.**
- E. Participants in the training who are non-management, regular district employees will be paid for time spent at an in-person centralized training beyond their regular working hours. Regularly contracted district employees, who choose the online training, should be provided time during their regular work hours to complete training. **OLA will NOT pay non-district, temporary, or retired employees for attending either type of training. These employees may choose to negotiate compensation for training with the school site.**
- F. If you plan on using additional staff (e.g. retired, visiting, etc.) to assist in administering the Summative ELPAC in the spring, you will need to contact them and ensure they register and complete training. **You will be expected to use site funds to pay all such employees for attending training and assessing students.**
- G. Trained Summative ELPAC assessors can be requested through the SAMS system. Questions regarding SAMS should be directed to HR.

### QUESTIONS?

- About processing and payment of temporary, casual, and retired employees to assist with ELPAC administration? Contact Human Resources at (619) 725-8089
- About materials and logistics? Contact Assessment Services Department at (619) 725-7065
- Related to Summative ELPAC Test Administration? Call the Office of Language Acquisition (619) 725-7264 or (619) 725-7392

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APPROVED:

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Attachments (5)