Any teacher or other school personnel found guilty of facilitating cheating may have his or her Louisiana teaching or educational leadership certificate suspended or revoked in accordance with Bulletin 746, §908, and may face criminal charges. To anonymously report testing irregularities, please call the LDOE Assessment Hotline at 844-268-7320.
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TEST ADMINISTRATOR AND PROCTOR – PRE-ADMINISTRATION OATH OF SECURITY AND CONFIDENTIALITY STATEMENT

I, ____________________________________________, do hereby affirm the following:

Name of Test Administrator or Proctor (print)

☐ I was provided this *ELPT Test Administrators Manual* to review on __________________________/___/___.
☐ I participated in professional development on test security and administration provided for this test administration on ___/___/___.
☐ I will read and follow all testing procedures in accordance with those outlined in the *ELPT TAM* and all other guidelines and instructions provided by my school or district test coordinator.
☐ I will follow security regulations for distribution and return of secure test materials.
☐ I will test students approved for accommodations and I will administer the test with the assigned accommodations.
☐ I will *not* give anyone access to test items/questions prior to testing.
☐ I will *not* examine any test item/question at any time (except when providing test accommodations for eligible students).
☐ I will *not* at any time copy, reproduce, record, store electronically, discuss, or use in a manner inconsistent with test regulations all or part of any secure test item or supplementary secure materials.
☐ I will *not* coach students in any manner during administration of the test.
☐ I will *not* provide answers to students in any manner during administration of the test, including the provision of cues, clues, hints, and/or actual answers in any form.
☐ I will *not* administer any test items/questions from parallel, previously administered, or current forms of statewide assessments as practice tests or study guides (does not include released test items).
☐ I will report any testing irregularities to the school test coordinator, or to the Assessment Hotline at 844-268-7320.
☐ I was informed of the Department policy in *Bulletin 746* regarding denial, suspension, and/or the revocation of a Louisiana Teaching, Administrator, or Ancillary Certificate due to cheating.

Executed this _____ day of ____________________________________________ 20____

Name of School

________________________________________

Name of School System

________________________________________

Signature of Test Administrator or Proctor

________________________________________

Signature of School Test Coordinator

________________________________________

Signature of Principal
**TEST ADMINISTRATOR AND PROCTOR – POST-ADMINISTRATION OATH OF SECURITY AND CONFIDENTIALITY STATEMENT**

I, ____________________________________________, do hereby affirm the following:

☐ I was provided this *ELPT Test Administrators Manual* to review on _____________________________ / __ / __.

☐ I participated in professional development on test security and administration provided for this test administration on ___/__/__.

☐ I did read and follow all testing procedures in accordance with those outlined in the *ELPT Test Administrators Manual* and all other guidelines and instructions provided by my school or district test coordinator.

☐ I did follow security regulations for distribution and return of secure test materials.

☐ I did test students approved for accommodations and I will administer the test with the assigned accommodations.

☐ I did *not* give anyone access to test items/questions prior to testing.

☐ I did *not* examine any test item/question at any time (except when providing test accommodations for eligible students).

☐ I did *not* at any time copy, reproduce, record, store electronically, discuss, or use in a manner inconsistent with test regulations all or part of any secure test item or supplementary secure materials.

☐ I did *not* coach students in any manner during administration of the test.

☐ I did *not* provide answers to students in any manner during administration of the test, including the provision of cues, clues, hints, and/or actual answers in any form.

☐ I did *not* administer any test items/questions from parallel, previously administered, or current forms of statewide assessments as practice tests or study guides (does not include released test items).

☐ I did report any testing irregularities to the school test coordinator, or to the Assessment Hotline at 844-268-7320.

☐ I was informed of the Department policy in *Bulletin 746* regarding denial, suspension, and/or the revocation of a Louisiana Teaching, Administrator, or Ancillary Certificate due to cheating.

Executed this ___ day of ___________________________ 20__

______________________________
Name of School

______________________________
Name of School System

______________________________
Signature of Test Administrator or Proctor

______________________________
Signature of School Test Coordinator

______________________________
Signature of Principal
ELPT SPRING 2019 ALERTS

- **Personally Identifiable Information (PII) Data Sharing Addendum.** If the district did not submit the ELPT data sharing addendum, use the required format below to enter student information in the following fields:
  - Louisiana Secure ID
  - First letter of the student’s first name
  - First three letters of the student’s last name
  - Day of birth only

More information on the ELPT data sharing addendum is located [here](#).

- **Denial/Suspension and Revocation of Teaching, Administrator, or Ancillary Certificate.** A Louisiana teaching/administrator/ancillary certificate can be denied, suspended, and/or revoked due to cheating on standardized state assessments. Certificates that have been denied, suspended, and/or revoked by the State Board may not be reinstated.

- **ELPT Testing Policy.** The English Language Proficiency Test (ELPT) is designed to measure the performance of students who meet the [participation criteria](#) (page 2) for English Learners (ELs) as they progress through their K–12 education and achieve college and career readiness. The ELPT measures the annual growth of English language development in the domains of speaking, listening, reading, and writing among English Learners as required under the Every Student Succeeds Act (ESSA). Students in kindergarten through grade 12 designated as an English Learner must take ELPT.

- **No Translating.** Test administrators **may not translate** directions, passages, introductions, test items/questions, or answer options from English to any other language. Students must respond in English; their responses may not be translated.

- **No EL accommodations are permitted.** ELPT students may qualify for special education and Section 504 accommodations, however, provided they are used in the students’ regular instructional and assessment program and documented in the students’ Individualized Education Program (IEP) or Individual Accommodation Plan (IAP). New accommodations or changes to an accommodation must be on a student’s IEP or IAP 30 calendar days prior to the start of testing. The deadline for adding or changing testing accommodations for ELPT is Friday, January 7, 2019. If a testing group includes students approved for accommodations, the School Test Coordinator will give the test administrator a list specifying the accommodations each student is to receive.
- **Domain Exemptions.** In accordance with a student’s Individualized Education Program (IEP) or Individual Accommodation Plan (IAP), the student may be exempted from the Speaking and/or Listening domains of the ELPT, but **only** when the student’s plan explicitly describes the exemption(s). See the ELPT *TIDE User Guide* for additional information about requesting a documented domain exemption for a student. Any domain exemption(s) must be approved by the state prior to the student logging into the test.

**NOTE:** Any sheets of paper, photocopies, printouts, or other materials created in transferring answers are secure test materials. These materials must be returned to the School Test Coordinator and maintained in the locked, secure storage area until test scores are returned and any questions regarding the scores have been resolved. Only accommodations actually used in testing are to be coded—after testing is completed.

- **Cell Phones and Other Devices.** If district and school policy allows students and personnel to carry cell phones or other devices with imaging or text-messaging capability, test administrators must make certain all such devices are in the off position while secure materials are in the vicinity.
OVERVIEW

This manual contains the directions to guide Test Administrators (TAs) in log-in, Online Tools Training, and general test administration activities. It gives specific information on what the English Language Proficiency Test (ELPT) is, procedures and setup details, directions for the TA, and a script with student directions for TAs to follow. For detailed information on loading student information, editing student or TA profiles, or printing test tickets, please consult the TIDE User Guide located in the resources pages of the Louisiana ELPT Portal.

Technology

All computers and tablets intended for use in the administration of the ELPT must be set up and configured to test using the student Test Delivery System (TDS) prior to the first administration. The Secure Browser Installation Manual can be found on the Louisiana ELPT Portal. If you have any questions, refer to the User Support section of this manual (page 46).

About the ELPT Test

ELPT is designed to measure the performance of English language learners as they progress through their K–12 education and achieve college and career readiness. The ELPT items are designed to gather evidence that students are progressing toward or meeting Louisiana Connectors for English Learners adopted by the state of Louisiana in 2017. These standards highlight and amplify the critical language, knowledge about language, and skills using language in the College and Career Ready Standards.

TA Qualifications

The ELPT should be administered by trained staff members of a school district under the general supervision of a certificated employee. TAs administering the ELPT should have experience with English learners (ELs) and understand state assessment and security practices and procedures.

Security and Professional Code of Conduct

Administering tests is an important professional responsibility that requires the same seriousness of purpose and quality of preparation as any other instructional activity. A standardized test must be administered according to the directions. This manual details the test directions and the tasks of a test administrator. To safeguard the value of the tests for students, teachers, and administrators, test administrators must follow all instructions exactly.

The LDOE requires that all persons involved in any aspect of testing strictly adhere to all security procedures described in this manual and in Bulletin 118.
Key Definitions

SECURE TEST MATERIALS

All secure materials must be kept in a locked, secure storage area when not being used for testing.

Secure test materials include

- test tickets
- student rosters
- scratch paper written on by students
- any other materials or electronic formats that may contain test items or student responses

Secure test materials must never be left unattended or in open areas. The school test coordinator will make arrangements for the test administrator to receive the test tickets on the day of the test, just prior to the scheduled session, and for the immediate return of test materials after each session. During extended breaks and immediately after completing testing each day, all secure test materials must be accounted for and returned to the school test coordinator for storage in a locked, secure area. Supervision requires a person trained in test security. The school test coordinator must disseminate and collect secure materials each day the test administrator uses them.

Locked, Secure Storage Area

An area for secure storage of materials will be designated at school facilities. This area must be kept locked while secure test materials are being stored, and access to the area should be limited to school test coordinators and a minimal number of other persons who require access to the area. Only personnel who are fully trained in test security policies and procedures should have access to the designated secure storage area.

Access

Access is defined as handling the materials, reading, reviewing, or analyzing test items or student responses, either before, during, or after testing except where providing approved accommodations.

No one is to have the opportunity to view any test item at any time except for students with Answers Recorded, braille, or Transferred Answers. Test items must not be discussed after testing. Test administrators must not have access to secure materials before or after tests are administered.

If secure materials are discovered missing at any point, the district test coordinator will contact the LDOE. All test administrators are required to sign Pre-Administration and Post-Administration Test Administrator and Proctor Oath of Security and Confidentiality Statements before and after testing is completed, ensuring that security and test administration procedures were followed.
TESTING IRREGULARITIES AND SECURITY BREACHES

A testing irregularity is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data.

All testing irregularities and security breaches must be reported to the school test coordinator with written documentation.

Testing irregularities and security breaches include (but are not limited to) the use of prohibited electronic devices, a lack of sufficient test supervision, any lapse in proper handling of test materials, and the presence of unauthorized visitors.

Examples of testing irregularities and security breaches include, but are not limited to, the following:

- Losing a student test ticket
- Leaving test materials unattended or failing to keep test materials secure at all times
- Reading or viewing the passages or test items before, during, or after testing
- Copying or reproducing (e.g., taking a picture of) any part of the passages or test items or any secure test materials
- Revealing or discussing passages or test items at any time with anyone, including students and school staff, through verbal exchange, email, social media, or any other form of communication
- Removing secure test materials from the school’s campus or removing them from locked storage for any purpose other than administering the test

If an incident must be reported, test administrators must report it to the school test coordinator immediately.

Anyone wishing to anonymously report testing violations directly to the LDOE should call 1-844-268-7320 between the hours of 6:30 a.m. and 4:30 p.m.

VIOLATIONS OF TEST SECURITY

The LDE considers it a violation of test security for any person to do any of the following:

1. administer tests in a manner that is inconsistent with the administrative instructions provided by the LDE that would give examinees an unfair advantage or disadvantage;
2. give examinees access to test questions prior to testing;
3. examine any test item at any time (except for students during the test or test administrators while providing the accommodations Answers Recorded, Braille, or Transferred Answers for students determined to be eligible for those accommodations)
4. at any time, copy, reproduce, record, store electronically, discuss, or use in a manner inconsistent with test regulations all or part of any secure test materials;
5. coach examinees in any manner during testing or alter or interfere with examinees’ responses in any manner;
6. provide answers to students in any manner during the test, including provision of cues, clues, hints, and/or actual answers in any form—written, printed, verbal, or nonverbal;
7. administer published parallel, previously administered, or current forms of any statewide assessment . . . as a practice test or study guide [does not include LDOE-released items];
8. fail to follow security regulations for distribution and return of secure materials, as well as overages as directed; or fail to account for and secure test materials before, during, or after testing;
9. conduct testing in environments that differ from the usual classroom environment without prior written permission from the LDE;

10. fail to report any testing irregularities to the District Test Coordinator (a testing irregularity is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data), who must report such incidents to the LDE; or

11. participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

Violations of test security can result in the revocation of a teaching or leadership certificate as defined in Bulletin 746.

TESTING ENVIRONMENT

The testing environment is defined as any location in which students are actively testing (e.g., classroom, computer lab). It is important to establish procedures to maintain a quiet environment throughout testing. When setting up the testing environment, the following should be taken into consideration:

Some students may finish testing before others, and the expectations for what those students may do must be determined and established in advance of the testing day.

Unauthorized visitors are prohibited from entering the testing environment.

Materials Prohibited in the Testing Environment

Prohibited materials can compromise test security and violate the construct being measured by the assessment, thus producing invalid results. Prohibited materials must be covered or removed from the testing room.

The following are materials that may not be used at any time during a session, including after a student has completed testing (e.g., submits a session) or during a break. Students, test administrators, or other authorized persons in the testing environment may not possess these or any other materials.

Materials Prohibited During All Sessions

All personal electronic equipment not related to testing (e.g., smartphones, portable media players, smart watches, personal document scanners, eBook readers, electronic pens). Exception: Test administrators may have cell phones and other electronic devices, but they must be in the off position while around secure test materials, except for devices required for approved accommodations, online assessments, or to provide technical assistance during online assessments.

Any resources (e.g., books, posters, models, displays, teaching aids) that define, explain, illustrate terminology or concepts, or otherwise provide unauthorized assistance during testing

Any manipulative that has not been approved as an accommodation prior to testing (see your school test coordinator for more information)

Follow the general rule that if the material in question may help the student answer, find an answer, or post or copy materials, it is not allowed in the testing environment.
Prior to testing, test administrators should instruct students to place all prohibited materials out of reach during testing (e.g., in a locker or book bag out of reach). If a student is found to have any prohibited materials in his or her possession upon arrival, the student should be instructed to hand the materials to the test administrator. If the prohibited material is an electronic device, the student should first turn off the device before handing it to the test administrator.

Other materials may be permitted after a student has completed testing. Contact your school test coordinator for more information.

Administration Considerations for Students
With the support of the school administration, the school test coordinator has the authority to schedule students in testing spaces other than regular classrooms, and at different scheduled times, as long as all requirements for testing conditions and test security are met as set forth in this manual. Accordingly, school-level teams may determine that any student may require one or more of the following test accessibility features, regardless of the student’s status as a student with a disability or as an English learner:

- small-group testing
- separate or alternate location
- specified area or seating
- adaptive and specialized equipment or furniture

VOIDING STUDENT TESTS
Student tests should be voided if there is an instance of cheating, misconduct, or administrative error. In the case of student cheating, the test administrator must give the school test coordinator a written account of the incident and return the test ticket to the school test coordinator.

Test Administrator Checklist
The following checklists were designed to assist in the administration of ELPT. They do not replace the detailed procedures in this manual.

1. Read the Test Administration Manual in its entirety. Feel free to mark in the manual. If you have questions, ask the School Test Coordinator.
2. Attend the required training for test security and administration.
3. Complete, sign, and turn in the Pre-Administration Test Administrator and Proctor Oath of Security and Confidentiality Statement.
4. If you are testing students with accommodations, discuss with the School Test Coordinator arrangements that need to be made. Make sure you have a list of those students and the accommodations they are to receive.
5. Remove or cover all materials in the room that are related to the content of the test. This includes maps, charts, diagrams, and other educational aids.
6. Make sure the testing environment has adequate lighting, ventilation, and minimal distractions.
7. Ensure students have headsets, scratch paper, and pencils prior to the test.
8. Examine the ELPT User Guides and copy resources from the guide you wish to use for administering the assessment.
Preliminary Planning

1. Review this manual and supporting administration manuals in their entirety, before administering the ELPT Online Tools Training or Summative tests.
2. Attend the required training for test security and administration.
3. Complete, sign, and turn in the Pre-Administration Test Administrator and Proctor Oath of Security and Confidentiality Statement.
4. If you are testing students with accommodations, discuss with the School Test Coordinator arrangements that need to be made. Make sure you have a list of those students and the accommodations they are to receive.
5. Remove or cover all materials in the room that are related to the content of the test. This includes maps, charts, diagrams, and other educational aids.
6. Make sure the testing environment has adequate lighting, ventilation, and minimal distractions.
7. Ensure students have headsets, scratch paper and pencils prior to the test.
8. Verify that computers are set up and configured for the ELPT.
9. Ensure students take the ELPT Online Tools Training prior to taking the ELPT. The Online Tools Training is located on the Louisiana ELPT Portal. This is important to your students as it will allow them to familiarize themselves with the technical skills and types of items (test questions) they will encounter on the ELPT.
10. Review your student’s testing schedules. Is there a plan in place to support students needing additional time?
11. Refer to the ELPT Accessibility and Accommodations Manual (Louisiana ELPT Portal) for additional restrictions related to providing tools, supports, or accommodations including the use of scratch paper. This manual is specifically for the ELPT, as the accessibility features for the ELPT may be different from other general education assessments in Louisiana. If there are questions, contact the Assessment office at LDOE for assistance.
12. Verify that the necessary materials for each test administration are available (i.e., headsets, scratch paper).
13. Make sure the physical conditions in the testing room are satisfactory. All students should have a well-lit, well-ventilated workspace, and should be seated so that there is enough space between them.
14. Have a plan for covering any Word Walls or other posted material that could provide help during the test. Post a “Testing—Secure Environment, Do Not Disturb” sign on the door to avoid interruptions.
15. Student testing areas (desks or tables) will need to be cleared of books and other materials.
16. Have a location secured, away from student testing locations, for students to place non-approved electronics (i.e., cell phones) and personal bags.
17. Plan ahead for a time and location to charge iPads, Chromebooks, and laptops prior to testing. Devices should be 100% charged or plugged into a wall socket during the test.
18. Ensure students are assigned to the correct online tests and that their designated supports are selected correctly prior to beginning the test.
19. Review the critical information for administering tests on page 11.

Scheduling

The summative testing window is February 4 to March 15, 2019. Combined, the four ELPT domains should take approximately one hour to administer for lower grade bands, and up to two hours for the highest grade bands. These approximate times are for student work time only. Therefore, allow an additional 15–20 minutes to pass out test
tickets, set up headphones, read directions, and perform other testing activities. This is not a timed test and provisions should be made for students who may need additional time. The ELPT is divided into four tests (Listening, Reading, Writing, and Speaking), each of which may be administered in a separate session. TAs follow their approved testing schedule as set in their Test Security and Building Plan.

### ELPT Administration for Summative Assessment

<table>
<thead>
<tr>
<th>Approximate amount of testing time for ELPT for all four domains</th>
<th>Kindergarten*</th>
<th>Grade 1*</th>
<th>Grades 2-3</th>
<th>Grades 4-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time for students to practice using the Online Tools Training</td>
<td>17 minutes</td>
<td>16 minutes</td>
<td>23 minutes</td>
<td>26 minutes</td>
<td>32 minutes</td>
<td>39 minutes</td>
</tr>
<tr>
<td>Time for instructions may vary by domain and grade level. Test administrators can plan for 5 minutes of in-test instructions at the beginning of each sub-test or 20 minutes of instructions for all four of the domains.</td>
<td><em>K-1 writing may take an additional 5-10 minutes</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Approximate amount of time for in-test instructions</strong></td>
<td>Time for instructions may vary by domain and grade level. Test administrators can plan for 5 minutes of in-test instructions at the beginning of each sub-test or 20 minutes of instructions for all four of the domains.</td>
<td>Time for instructions may vary by domain and grade level. Test administrators can plan for 5 minutes of in-test instructions at the beginning of each sub-test or 20 minutes of instructions for all four of the domains.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of domains that can be administered in a single session</td>
<td>All domains can be administered in a single session. However, ELPT encourages test administrators to allow students to take a break between domains, to prevent testing fatigue.</td>
<td>All domains can be administered in a single session. However, ELPT encourages test administrators to allow students to take a break between domains, to prevent testing fatigue.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum number of days over which a student can test</td>
<td>There is no maximum number of days over which a student can test, as long as all four domains of the test are completed during the testing window. Domains can be administered in separate sessions during the same day, or on different days entirely.</td>
<td>There is no maximum number of days over which a student can test, as long as all four domains of the test are completed during the testing window. Domains can be administered in separate sessions during the same day, or on different days entirely.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Time for students to practice using the Online Tools Training should be scheduled before students take the summative test.

### ADMINISTERING TESTS

- **One test in a single day:** When students finish the first test, you can log out of the Test Administration site. When beginning the next test on a subsequent day, you will need to read the login directions to the student from pages 31-34. Then, continue with the test [SAY] box directions.

- **More than one test in a single day:** When students finish the first test, you will need to read the login directions to the student from pages 31-34. Then, continue with the test [SAY] box directions. When the students are ready to begin testing, approve students to the next test within the Test Administration site.

Prepare to have available silent work for any students who complete the test early. For security reasons, students must not have access to non-approved electronics while in the testing location. If individually releasing students, one at a time, at the end of testing, ensure that all materials have been collected and accounted for prior to dismissal.

### ADMINISTRATIVE CONSIDERATIONS

Some students may need some of the following supports in their testing environment.

- Adaptive furniture
- Breaks (length to be determined by the structure of the test and student’s needs)
- Individual administration
- Light/acoustics
- Minimize distractions
• Test at a time beneficial to the students
• Non-embedded amplification
• Repeat/re-read directions word-for-word
• Seat location/proximity
• Separate room
• Small group

**RECOMMENDED STUDENT: TEST PROCTOR RATIO (SUMMATIVE TEST)**

It is recommended that students are tested in small groups. The following table provides the recommended ratio of students to TAs. One Directions for Administration (DFA) document will be provided for the paper-pencil writing portion for every five students scheduled for the ELPT. All other administrative documents need to be obtained from the [Louisiana ELPT Portal](https://www.louisiana.gov/ELPT/).

<table>
<thead>
<tr>
<th>Grade Band</th>
<th>Number of Students</th>
<th>Number of Proctors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten — online</td>
<td>1 to 5</td>
<td>1-2</td>
</tr>
<tr>
<td>Kindergarten — paper/pencil Writing</td>
<td>1 to 3</td>
<td>1-2</td>
</tr>
<tr>
<td>Grade 1 — online</td>
<td>1 to 5</td>
<td>1-2</td>
</tr>
<tr>
<td>Grade 1 — paper/pencil Writing</td>
<td>1 to 3</td>
<td>1-2</td>
</tr>
<tr>
<td>Grade Band 2 – 3</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Grade Band 4 – 5</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Grade Band 6 – 8</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>Grade Band 9 – 12</td>
<td>20</td>
<td>1</td>
</tr>
</tbody>
</table>

**MATERIALS REQUIRED**

1. Test tickets, if they are being used. Test tickets are secure materials and must be treated as such. Return to your STC according to your school’s Test Security and Building Plan.
3. Test Administration Manual—TAM *(online K–12, only)*
4. Directions for Administration—DFA *(paper-pencil, K–1 writing, braille, and large print forms, only)*
5. Scratch Paper
6. Headsets with microphone
7. Access to a mouse *(if students normally use one for online testing)*.
8. If using a supported tablet, an external keyboard is needed.

**Student Preparation**

*Online Tools Training:* To prepare students for the ELPT test, **please have them take the ELPT Online Tools Training for their grade band** prior to Summative testing. It is suggested to administer the Online Tools Training several days prior to the Summative assessment.
The Online Tools Training will familiarize students with the ELPT online system, icons, and item types.

Students will also become familiar with:

- How to scroll down and across the screen when necessary
- How to move from screen to screen
- How to answer multiple-choice questions by clicking on the answer
- How to respond to drag-and-drop questions using a mouse
- How to record an answer to the Speaking test, listen to the recording playback, and re-record if necessary
- How to type in a box to respond to a Writing prompt

Students may take the Online Tools Training as many times as needed to gain familiarity and be comfortable with the testing tools and item types. Because the Online Tools Training are considered practice for the students, responses are not saved.

ELPT recommends that test administrators take the Online Tools Training(s) and review the provided ELPT Technology Skills Checklist and ELPT Tool Buttons prior to introducing students to the Online Tools Training. The checklist describes the key technical skills students need to learn from each item in the Online Tools Training.

Students whose IEP or 504 plans indicate they should test using designated supports may take a personalized Online Tools Training with these supports enabled. Details are provided in the next section of this manual.

Try to put students at ease. Explain that the test includes some questions that are easy and some that are harder; encourage students to attempt to answer every question and to do their best.

Test Administrators may assist students with test navigation and testing buttons. Detailed guidance is provided throughout this document.

Providing Help During Administration of Tests

Do not suggest answers, and do not comment on or evaluate student work during the test, verbally or non-verbally. If necessary, assist students with online skills such as scrolling, selecting a response by clicking, dragging and dropping, starting and stopping recording of a spoken response, and moving between screens. Prior to the test, the TA should lead all students through the Online Tools Training to ensure students have an opportunity to become familiar with the online test interface and how to use the various tools embedded in the test.

Please note that as students are becoming familiar with the testing environment, they may look to the TA to verify that they have used the technology (such as recording a spoken response) correctly. The TA is allowed to acknowledge that the student has used the system correctly or redirect the student on how to properly use the technology. At no time, however, is a TA allowed to provide support on student responses to questions, comment on the quality or proficiency of a student response, or encourage them to re-record to try for more points. No test information, other than directions, may be read aloud to the student at any time.

RECORDINGS AND REPLAYS UNLIMITED

There is no limit to the number of recording and replays available to students.
Online Tools Training – TA: Overview

Online Tools Training Overview

The Online Tools Training helps students understand how to take the online test and enables them to practice using all the tools available. This opportunity to practice is invaluable for some students and highly encouraged.

Depending on students’ grades and ages, some students may need additional practice with technology before the actual test, in order for them to be completely comfortable. The Online Tools Training can be accessed as many times as necessary for students to become familiar with the testing system.

For complete instructions on administering the Online Tools Training, refer to the TA User Guide, available on the Resources page of the Louisiana ELPT Portal.

- Students in grades K and 1 need to practice the Question and Navigation buttons only.
- The Tools icons are optional and may be skipped for the younger students in order to simplify the lesson.

Additional tools are available for students who require them per an IEP or 504 plan. Please ensure that students have sufficient practice with tools, via the Online Tools Training, prior to testing.

Pausing A Test

TAs and students should become familiar with the Pause Rules during the Online Tools Training.

- Students can pause their test at any time. They will be presented with a warning message asking them to verify that they want to pause the test. The alert message also states that they may not be able to go back to previous questions. This is a standard system message that does not apply to ELPT. Students are instructed to alert the TA. If they choose to pause the test, they will be logged out of the test.
- When students resume the test, they will see the first page that has unanswered questions, they will be able to view and change answers to questions they already answered within the current test, including previous pages. They cannot go back to previous tests.
- If their test is idle for 20 minutes, the system will automatically pause the test and log them out. To resume the test TAs will have to log the student back in.

All answers are saved immediately; students do not lose answers when the test is paused.
ONLINE TOOLS TRAINING – TA: LOGIN AND ADMINISTRATION INFORMATION

Options for Accessing the Online Tools Training

There are two options for student access to the Online Tools Training.

1. **Sign In to Non-Secure Online Tools Training—Guest User:** The TA and Student accessing through the non-secure Online Tools Training card on the homepage of the Louisiana ELPT Portal. This option could be used for TAs becoming familiar with the Online Tools Training and presenting the Online Tools Training to larger groups of students prior to using option two. Turn to page 18 for Non-Secure Online Tools Training Login: Guest User to begin directions to students.

2. **Secure Browser - Secure Online Tools Training Login: Create, Manage, and Administer Online Tools Training:** The Online Tools Training has two components. TAs use one component, the Online Tools Training Administration (TA Training) site, to create and manage the Online Tools Training sessions. Students use the other component, the Online Tools Training (Student) site, to take the Online Tools Training. This allows students to practice entering their log-in information and allows students with accommodations the ability to use the specified accommodation in the Online Tools Training.

   **NOTE:** This option mimics the secure testing environment. The TA starts the student session, but will NOT see the student test on his or her device. The student test will only appear on the student’s device.

   Follow the instructions below for Secure Online Tools Training Login: Create, Manage, and Administer Online Tools Training to begin TA directions followed by student directions.

Either option allows students to practice navigating the platform and becoming familiar with the tools and functions like listening again to prompts or recorded information.

**Secure Online Tools Training Login: Create, Manage, and Administer Online Tools Training**

The Online Tools Training has two components. TAs use one component, the Online Tools Training Administration (TA Training) site, to create and manage Online Tools Training sessions. Students use the other component, the Online Tools Training (Student) site, to take the Online Tools Training.

2. Select your user role User Card.
3. Click the Online Tools Training Administration card.
4. The login page appears.
5. Enter your username and password.
6. Click Secure Login. The TA Training Site appears.
7. When you are ready to begin a test session.
   a. In the Online Tools Training Selection window, select the test(s) to administer.
   b. Click Start Training Session. The session ID appears at the top of the page.
8. Provide the session ID to the students signing in to your test session.

9. You will have students sign in to the Online Tools Training Administration site using their first name, SSID, and the session ID from step 7.b (see page 18 for instructions to students). Please assist students with logging in as necessary.

10. You will need to approve students for testing. When students select tests, the Approvals box in the upper-right corner of the Online Tools Training Administration site shows notifications. Click Approvals to view the list of students awaiting approval.

   - To review and edit a student’s test settings and accommodations, click in that student’s row.
   - To approve an individual student for testing, click .
   - To deny a student for testing, click and enter the reason in the box.
   - To approve all students in the list for testing, click Approve All Students tab in the top of the Approvals window.
11. Monitor students’ progress throughout testing. Students’ test statuses appear in the Students in Your Online Tools Training Session table.

- Statuses include the following: approved, started, in-progress, review, completed, submitted, and paused.
- The Student Status column indicates how many test questions the student has answered out of the total number of questions in the test.

![Image of Students in Your Training Test Session table]

- Click to pause an individual student’s test. If a student’s test is paused for more than 20 minutes, the student will be able to view and change answers to questions in the current test. The student cannot access previous tests.

12. When appropriate, stop the test session and log out.

a. Click to end the session and automatically pause any in-progress tests in your session.

b. Click Log Out to exit the TA Training site.

When you stop a testing session, you cannot resume it. If you stop a testing session and students need to continue testing, you will be required to start a new session.

![Image of Training Session ID and Select Tests]
ONLINE TOOLS TRAINING – STUDENT: TESTING PROCESS INSTRUCTIONS

TAs read the information inside each SAY box. The information outside of the SAY box, in italics, is additional information to support TAs and should not be read to the student.

• Non-Secure Online Tools Training—Guest User login begins below.
  ‒ If walking students through the Online Tools Training using an overhead, omit the following SAY boxes.
  ‒ If students are logging in on their own, use the following SAY boxes.
• Secure Browser Online Tools Training student login begins on page 19.

Sign In to Non-Secure Online Tools Training—Guest User

SAY Go to the Louisiana ELPT Portal at: http://la.portal.airast.org/. If you cannot locate the Louisiana ELPT Portal, raise your hand and I will come help you.

Pause. Assist students as needed.

SAY Select the Online Tools Training card. Now, select the Take the Online Tools Training card.

Pause. Assist students as needed.

A warning message appears, only if a student is about to access a test via a browser that is currently not supported by AIR. Always refer to the Supported Browsers page on the Louisiana ELPT Portal for the most up to date list of supported browsers. Once verified, direct student to select OK if you are permitting the student to continue with the test.

SAY If you receive a Warning message, raise your hand and I will come help you.

Pause. Assist students as needed.

SAY You will sign in as a guest. You will not change information on this screen. Click Sign in now.
Select the appropriate grade in the Grade: dropdown menu.

Pause. Assist students as needed.

TAs will continue with instructions for the non-secure Online Tools Training directions to students by joining the instructions on page 20, Select an Available Test.

**Sign In to Secure Browser Online Tools Training**

On your computer screen, locate the icon titled Secure Browser. If you cannot locate this icon, please raise your hand and I will come help you.

Pause. Assist students as needed

Double-click this icon and the program will launch. Once the program has opened, you will see the Student Sign In page appears.

Do not enter anything until you have been instructed to do so.

Can everyone see the Sign In page? If you cannot see the Sign In page, please raise your hand.

Pause. Assist students as needed.

Students will enter their name exactly as it appears on their test ticket and then click the SIGN IN button.

After you enter your first name, SSID, and Session ID, click Sign In. Does anyone have any questions or need help?
Pause. Assist students as needed.

Common Login Errors:

- **The first name and SSID do not match.** This indicates that the first name entered does not match the first name associated with the SSID.
- **The session ID is not available.** The session ID entered is not an available test session. Verify that you entered the session ID correctly.

**Verify Student Information**

**SAY** After you log in, the *Is This You?* page appears. Verify that the information on this page is correct. If the information is not correct, please raise your hand and I will come help you.

Pause. Assist students as needed

**Select an Available Test**

**SAY** On the *Your Tests* page, click on the link that says **Start Grades __________ ELPT Online Tools Training.**
If a student had previously started a test but did not finish it,

**SAY** If you previously started a test but did not finish it, Resume displays next to the test name. You can click this button to resume the test.

**Pause. Assist students as needed.**

The TA will need to approve students in the Test Administration site for this test.

**SAY** Review the settings and click the Select button to move to the next screen.

**Pause. Assist students as needed**

**SAY** You should now see the Audio/Video Checks screen.

**Pause. Make sure all students are on the Audio/Video Checks screen.**

**SAY** Under Audio Playback Check, click on the Sound button to hear the sound.
If you hear the sound, click I heard the sound. A checkmark will appear in the top right-hand corner of the window.
If you do not hear the sound, raise your hand.

**Pause. Make sure all students can hear the sound.**
Note: The next direction about the Recording Device Check should only be read to students taking the Speaking test.

**SAY** You should now see the **Recording Device Check**.

Press the **Microphone** button to start recording. Say your name into the microphone.
When you are finished, you will press the **Stop** button.
Try it now. If you need help, raise your hand.

Pause. Assist students as needed.

**Wait for all students to finish.**

**SAY** Press the **Play** button to listen to your recording.
  
  If you hear your voice, click **I heard my recording**. A checkmark will appear in the top right-hand corner of the window.
  
  If you do not hear your voice, raise your hand.

Pause. Assist students as needed.

**Make sure all students can hear their voices.**

**SAY** Click the **Continue** button to move to the next screen.

Pause. Assist students as needed.

**SAY** You should now see the **Instructions and Help** screen. Does everyone see the instructions? If you do not see the instructions, please raise your hand.

Pause. **Make sure all students are on the Instructions and Help screen. Assist as needed.**

Continue directions to the student with the **Question Buttons Instructions** on the following page.
ONLINE TOOLS TRAINING – STUDENT: QUESTION BUTTONS INSTRUCTIONS

There are several important things to remember.

Read each question carefully. Think about what is being asked. If the test question has pictures, look carefully at pictures because they help you understand the question.

Pause.

For responses that have to be written, type your answers in the space provided on the screen. For multiple-choice questions, click on the answer you chose. To change an answer, just click on a different answer.

Remember to click a single time to select your answer. Remember to just try your best.

Pause.

TAs will now pass out the Tool Button sheet to students.

[GRADES K–12] The following buttons are used by students in grades K–12.

Now look at the tool button sheet that I just passed out. Follow along with me as I explain the buttons and tools you will see and use during the test. You will only listen to me while looking at the sheet, you will not be using your computer at this time.

If you have a question while I am reviewing this tool sheet with you, please raise your hand.

Pause.

Look at row 1. You may click on the Question Mark button to see these directions at any time.

Pause.

Look at row 2. Click on the X button at the upper right to close the directions.

Pause.

Look at row 3. Click on the Zoom In button to make the text and images bigger. Use the Zoom Out button to make the text and images smaller. There are four zoom levels.

Pause.

Look at row 4. Click the Question Drop-Down list to move to any stimulus or question on the test.

Pause.

Look at row 5. Your answers will automatically be saved. A Save button is on the screen if you want to save while you are doing your work.

Pause.
Look at row 6. You will use the Pause button to exit the test before finishing. Before selecting the Pause button, raise your hand for TA help.

Pause.

Look at row 7. After you answer a question, you will use the Next button to move to the next question.

Pause.

Look at row 8. You can use the Back button to move to the previous question.

Pause.

Look at row 9. When you have finished all the test questions, you will use the End Test button to end your test.

Pause.

Look at row 10. You may use the Expansion Tool button during the reading test to make the left side of the screen smaller or larger.

Pause.

Look at row 11. This is the Unanswered Question Flag button that flags unanswered questions on the review screen. You can click the flag to return to the unanswered question.

Pause.

Look at row 12. This is the Replay button that you will use to replay any directions or text that was previously played.

Pause.

Look at rows 13, 14, and 15. These buttons will be used during the Speaking test of the test.

Pause.

Look at row 13. You will use the Microphone button to start recording your voice.

Now look at row 14. You will use the Stop button to end the recording of your voice.

Now look at row 15. You will use the Play button to listen to the recording of your voice.

Pause. Answer any questions students may have.

Refer to the following page for additional buttons available to students in grades 4–12.
[GRADES 4–12] The following buttons may be useful for students in grades 4–12.

**SAY** Look at row 16. You will use the **Context Menu** button to access tools like the **Notepad**, **Mark/Unmark for Review**, **Highlighter**, and **Strikethrough** option.

**Pause.**

**SAY** Look at row 17. You may use the **Notepad** button to write notes to yourself about a passage or question.

**Pause.**

**SAY** Look at row 18. You may use the **Mark for Review** button to flag a question that you want to look at again later.

**Pause.**

**SAY** Look at row 19. You may use the **Highlighter** button to mark key words or areas. Select the text first, then click on the **Context Menu** to select the **Highlighter** tool.

**Pause.**

**SAY** Look at row 20. You may use the **Strikethrough** on multiple choice questions to get rid of answer choices not needed.

**Pause.**

**SAY** Look at row 21. You may use the **Hand Pointer** to select some information on the toolbar.

**Pause.**

**SAY** Do you have any questions about the Tool Buttons?

**Pause. Answer any questions the students may have.**

[GRADES K–12] This section will instruct students to begin the Online Tools Training.

**SAY** When you are ready to begin the Online Tools Training, click **Begin Test Now**.

**Pause. Answer any questions the students may have.**
SUMMATIVE TEST – TA: INSTRUCTIONS

Directions for the summative test appear on the screen and are also read aloud by the TA using the scripts that begin on page 31. All directions to be read to the students are in SAY boxes. Directions in italics are for the TA and are not to be read aloud.

Encourage students to do their best and advise them not to spend too much time on any one question. Check periodically to make sure students are using the testing system properly, following instructions, and advancing through the test.

TAs are allowed to assist students with entering their usernames and passwords to begin the test. They are also permitted to assist students with navigation of the system.

PAUSING A TEST

TAs and students should become familiar with the Pause Rules during the Online Tools Training.

- Students can pause their test at any time. They will be presented with a warning message asking them to verify that they want to pause the test. If they choose to pause the test, they will be logged out of the test.
- When students resume the test, they will see the first page that has unanswered questions, they will be able to view and change answers to questions they already answered within the current test, including previous pages. They cannot go back to previous tests.
- If their test is idle for 20 minutes, the system will automatically pause the test and log them out.

All answers are saved immediately; students do not lose them when the test is paused.

Listening Test Directions

During the Listening test, students will hear the prompts through their headphones and then respond by clicking on a multiple-choice answer or by dragging and dropping a graphic or a piece of text.

At the beginning of the Listening test, all students are prompted to check the sound in their headphones; if the sound needs adjusting or is not working, they are asked to raise their hand.

Reading Test Directions

During the Reading test, students will read different types of text including short correspondence, procedural, literary, and informational passages. They will demonstrate comprehension by answering multiple-choice as well as drag-and-drop questions.

At the beginning of the Reading test, students are prompted to check the sound in their headphones; if the sound needs adjusting or is not working, they are asked to raise their hand.

Writing Test Directions

During the computerized portion of the Writing test, students in the lower grades (K and 1) demonstrate knowledge of writing by dragging letters to form words and by dragging words to complete or form sentences. At the higher grades, students also respond to Writing prompts by typing.

At the beginning of the Writing test, students are prompted to check the sound in their headphones; if the sound needs adjusting or is not working, they are asked to raise their hand.
For students in grades K and 1, a paper-and-pencil Writing Supplement will also be administered. We recommend that you administer this separate paper writing booklet immediately after students complete the online Writing test. If the paper Writing Supplement cannot be administered in the same session as the online portion, it should be administered as soon as possible afterwards.

**Speaking Test Directions**

At the beginning of the Speaking test, all students will be prompted to check the sound in their headphones (if the sound needs adjusting or is not working, they are prompted to raise their hand). Next, they are prompted to check the functionality of their microphone by recording and then listening to their name.

Students will hear the prompts through their headphones and then record their answers. To record an answer, the student clicks on the RECORD icon, speaks, and then clicks on the STOP icon. The student can then listen to his or her recorded response by clicking on the LISTEN icon. If the student is not satisfied, he or she can re-record a response by clicking on the RECORD icon again. Please ensure that students get sufficient practice with this tool in the Online Tools Training prior to testing.

**Test Administration Site: Login and Test Administration**

The ELPT test will have two components. TAs use one component, the Test Administration site, to create and manage Test sessions. Students use the other component, the Test (Student) site, to take the Summative tests.

2. Select your user role User Card.
3. Click the Operational Test Administration card.
4. The login page appears.
5. Enter your username and password.
6. Click Secure Login. The Test Administration site appears.
7. When you are ready to begin a test session.
   a. In the Test Selection window, select the test(s) to administer.
   b. Click **Start Session**. The session ID appears at the top of the page.

8. Provide the session ID to the students signing in to your test session.

9. You will have students log in to the Secure Browser site using their first name, SSID, and the Session ID from step 7.b. *(see page 31 for student login instructions)*
10. Students will need to be approved for testing. When students select tests, the Approvals box in the upper-right corner of the Test Administration site shows notifications. Click Approvals to view the list of students awaiting approval.

- To review and edit a student’s test settings and accommodations, click in that student’s row.
- To approve an individual student for testing, click ✓.
- To deny a student for testing, click ✗ and enter the reason in the box.
- To approve all students in the list for testing, you will click Approve All Students tab in the top of the Approvals window.
11. Monitor students’ progress throughout testing. Students’ test statuses appear in the **Students in Your Test Session** table. Students must be supervised at all times during testing, by a trained TA.

- Statuses include the following: approved, started, in-progress, review, completed, submitted, and paused.
- The Student Status column indicates how many test questions the student has answered out of the total number of questions in the test.

- Click  to pause an individual student’s test. If a student’s test is paused for more than 20 minutes, the student will be able to view and change answers to questions in the current test. The student cannot access previous tests.

12. When the time is up, stop the test session and log out.

   a. Click  to end the session and automatically pause any in-progress tests in your session.
   
   b. Click **Log Out** to exit the Test Administration site.

When you stop a testing session, you cannot resume it. If you stop a testing session and students need to continue testing, you will be required start a new session.
SUMMATIVE TEST DIRECTIONS—STUDENT: LOGIN INSTRUCTIONS

Before beginning administration of the test, make sure you have any necessary materials, including test tickets and headsets. If you need to print test tickets, refer to the TIDE User Guide or speak with your STC. If students are using test tickets, distribute them prior to this login process. Directions to the student will be called out in SAY boxes. TA instructions are in Italics, outside of the SAY boxes, and are not to be read out loud.

Students will click the testing icon on their screens to launch the application.

**SAY** On your computer screen, locate the icon titled Secure Browser. If you cannot locate this icon, please raise your hand and I will come help you.

Pause. Assist students as needed.

**SAY** Double-click this icon and the program will launch. Once the program has opened, you will see the Student Sign In page.

Do not enter anything until you have been instructed to do so.

Can everyone see the Student Sign In page? If you cannot see this page, please raise your hand.

Pause. Assist students as needed.

Students will enter their name exactly as it appears on their test ticket and then click the Sign In button.

**SAY** Type your first name into the field titled First Name.

Pause.

**SAY** Now click on the SSID field. Type in your Student ID number.

Pause.

**SAY** Now click on the Session ID field. Type in the Session ID I have written on the board.

Pause.

**SAY** Does anyone have any questions or need help?

Pause. Assist students as needed.
Click the Sign In button to start the test.

On the next screen, students will confirm the information is correct, then click the Yes button. (If corrections are required, make corrections before the student begins the test. The TA can then edit the student information in the Test Administration site.)

Now you should see a screen with your name on it. Do you see your name on the screen? If you do not see your own name, or if your name is not spelled correctly, raise your hand.

Pause. Assist students as needed.

Now look at the rest of the information on the screen. Make sure it is correct.

- your Grade
- your SSID
- your School

If any of the information is not correct, please raise your hand.

If all of the information is correct, you can click Yes now. The Yes button is at the bottom of the screen. Do not go past the next screen until I tell you to.

Pause. Assist students as needed.

On the next screen, students will choose the test they are taking. Make sure the students have all logged in and are at the test selection screen.

Now we are going to begin the test. Click on the link that says Start Grade X ELPT.
Pause. Make sure all students locate the testing link. If students started testing on a previous day “Resume” displays instead of “Start”.

If a student had previously started a test but did not finish it,

If you previously started a test but did not finish it, the link will say Resume Grade X ELPT.

The TA will need to approve students in the Test Administration site for this test.

You should now see the Audio/Video Checks screen.

Pause. Make sure all students are on the Audio/Video Checks screen.

Under Audio Playback Check, click on the Sound button to hear the sound.
If you hear the sound, click I heard the sound. A checkmark will appear in the top right-hand corner of the window.
If you do not hear the sound, raise your hand.

Pause. Make sure all students can hear the sound.

Note: The next direction about the Recording Device Check should only be read to students taking the Speaking test.
You should now see the **Recording Device Check**.

Press the **Microphone** button to start recording.
Say your name into the microphone.
When you are finished, press the same button again to stop recording.
Try it now. If you need help, raise your hand.

---

Press the **Play** button to listen to your recording.
If you hear your voice, click **I heard my recording**. A checkmark will appear in the top right-hand corner of the window.
If you do not hear your voice, raise your hand.

---

Click the **Continue** button to move to the next screen.

---

You should now see the **Instructions and Help** screen. Does everyone see the instructions? If you do not see the instructions, please raise your hand.

---

This screen contains the same information about the tool buttons as you saw in the Online Tools Training. You can access these instructions at any time during the test by clicking on the **Question Mark** button on top of the screen.

---

*Find the directions for the appropriate test on the following pages to continue with the test.*
SUMMATIVE TEST DIRECTIONS – STUDENT: LISTENING DIRECTIONS

SAY  Do you have any questions about the Instructions and Help screen?

Pause. Answer any questions the students may have. Then,

SAY  This is a Listening test. It will give you a chance to show how well you can listen to and understand English.

You will hear things like conversations and presentations. Listen carefully.

If you need to hear the conversation or presentation again, click on the Replay button.

The questions will be read to you. You can hear a question again by clicking on the Replay button beside the question.

If you want to hear a response read to you, click on the Replay button beside that response.

Some questions you will answer by dragging and dropping an object or a word. You can change your answer by dragging the object to a different place, or by dragging a different object.

Other questions you will answer by clicking on the response. You can change your answer by clicking on a different response.

SAY  If you have a question, or do not understand what to do, raise your hand.

Pause. Assist students as needed. Once all questions are answered,

SAY  Try to answer all test questions. Keep working until you reach the end of the test.

Once you finish, you may check your work in this test only. Remember, you can see the directions whenever you need them during the test by clicking the Question Mark button.

Pause.

SAY  When you reach the Review screen, do not submit your test, please raise your hand and I will help you.

When you are ready to begin this test, click Begin Test Now.

Monitor students as they are taking the test to see that they are properly advancing through the screens. TAs may provide students with guidance on the use of technology (i.e., mouse, trackpad, touchscreen, or the navigation to tools). TAs may not give help on specific test questions. See page 13, Providing Help During the Administration of Tests section.

Be prepared to provide students with silent work and ask them to sit quietly until everyone else has finished. If allowing students to go on individually, proceed with the student through the review and submit screen once they have reached the Review screen.

When students have reached the end of the test,

SAY  You should now see an Attention box that asks you to select the End Test button to review your answers.

Click OK and then the End Test button with the red square at the top of your screen.

Pause.

SAY  You should now see another Attention box saying you have reached the end of the test. Click the Yes button.

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Pause.

After all students are on the Congratulations! You have reached the end of the test! screen and have had the opportunity to review flagged items,

If you have marked any items for review, please go back and check these items now. You will not be able to go back to these questions later.

Pause.

If you are sure that you are done with all the questions in this test, please select the Submit Test button.

Pause.

You should now see the Warning box asking if you are sure you want to submit the test. Click Yes, if you are done.

Pause.

You will now see the Your Results page. You may click the Log Out button now.

IMPORTANT: While students are logging out, TAs must review the following information.

1. Administering one test in a single day: If you are only administering the Listening Test today, you can log out of the Test Administration site.

   When beginning the next test on a subsequent day, you will need to read the login directions to the student from pages 31-34. Then, continue with the reading boxes beginning on page 37.

2. Administering more than one test in a single day: If you are administering more than one test today, read the login directions again to the student from pages 31-34, then continue with reading the directions starting on page 37 for the Reading Test.

   When the students are ready to begin testing, approve students to the Reading Test within the Test Administration site.
SUMMATIVE TEST DIRECTIONS – STUDENT: READING DIRECTIONS

If beginning the Reading Test on another day, TAs will need to start a new session in the Test Administration site and read student login directions on pages 31-34.

If continuing into the Reading Test from the Listening Test, TAs do not need to start a new session in the Test Administration site and should read the student login directions on pages 31-34 and then begin with the following directions to the students.

Do you have any questions about the Instructions and Help screen?

Pause. Assist students as needed, then

This is a Reading Test. It will give you a chance to show how well you can read and understand English.

[FOR GRADE K]

Some questions are about a story. You will read along as you listen to the story. Then you will answer the questions.

You will answer some questions by clicking on a picture. You will answer other questions by clicking on some words. It is easy to change an answer if you change your mind. Just click on a different picture or different words.

You will also answer questions by moving a word or picture. You can change your answer by moving the word to a different place or moving a different picture.

If you have a question, or do not understand what to do, raise your hand.

[FOR GRADES 1–12]

Some questions are about a passage. Read the passage first before you try to answer the questions.

You will answer some questions by dragging and dropping words. You can change your answer by dragging the words to a different place, or by dragging different words.

You will answer other questions by clicking on words, pictures, or sentences. You can change your answer by clicking on different words, pictures, or sentences.

If you have a question, or do not understand what to do, raise your hand.

[FOR GRADES K–12]

Pause. Assist students as needed. Once all questions are answered,

Try to answer all test questions. Keep working until you reach the end of the test.

Once you finish, you may check your work in this test only. Remember, you can see the directions whenever you need them during the test by clicking the Question Mark button.

Pause.
Monitor students as they are taking the test to see that they are properly advancing through the screens. TAs may provide students with guidance on the use of technology (i.e., mouse, trackpad, touchscreen, or the navigation to tools). TAs may not give help on specific test questions. See page 13, Providing Help During the Administration of Tests section.

Be prepared to provide students with silent work and ask them to sit quietly until everyone else has finished. If allowing students to go on individually, proceed with the student through the review and submit screen once they have reached the Review screen.

When students have reached the end of the test,

You should now see an Attention box that asks you to select the End Test button to review your answers. Click OK and then the End Test button with the red square at the top of your screen.

Pause.

You should now see another Attention box saying you have reached the end of the test. Click the Yes button.

Pause.

After all students are on the Congratulations! You have reached the end of the test! screen and have had the opportunity to review flagged items,

If you have marked any items for review, please go back and check these items now. You will not be able to go back to these questions later.

Pause.

If you are sure that you are done with all the questions in this test, please select the Submit Test button.

Pause.

You should now see the Warning box asking if you are sure you want to submit the test. Click Yes, if you are done.

Pause.

You will now see the Your Results page. You may click the Log Out button now.

IMPORTANT: While students are logging out, TAs must review the following information.

1. Administering one test in a single day: If you are only administering the Reading Test today, you can log out of the Test Administration site.

   When beginning the next test on a subsequent day, you will need to read the login directions to the student from pages 31-34. Then, continue with the writing SAY boxes beginning on page 40.
2. **Administering more than one test in a single day:** If you are administering more than one test today, read the login directions again to the students from pages 31-34, then continue with reading the directions starting on page 40 for the Writing Test.

When the students are ready to begin testing, approve students to the Writing Test within the Test Administration site.
SUMMATIVE DIRECTIONS – STUDENT: ONLINE WRITING DIRECTIONS

If beginning the Writing Test on another day, TAs will need to start a new session in the Test Administration site and read student login directions on pages 31-34.

If continuing into the Writing Test from the Reading Test, TAs do not need to start a new session in the Test Administration site and should read the student login directions on pages 31-34 and then begin with the following directions to the students.

SAY Do you have any questions about the Instructions and Help screen?

Assist students as needed, then

SAY This is an online Writing Test. It will give you a chance to show how well you can write in English.

[FOR GRADES K–1]

SAY Some questions will ask you to make words or sentences by dragging and dropping letters or words. We will also use paper and pencil to answer some questions.

Students should complete the online writing test before attempting the paper Writing Supplement. Please refer to page 42 for the separate Directions for Administration (DFA) for the K-1 Writing Supplement.

[FOR GRADES 2–3]

SAY Some questions will ask you to make words or sentences by dragging and dropping letters or words. Other questions will ask you to type your answer. There will be a box for you to type in.

[FOR GRADES 4–12]

SAY Some questions will ask you to choose the right word to finish a sentence. You will click on the word. Other questions will ask you to type your answer. There will be a box for you to type in.

[FOR GRADES K–12]

SAY If you have a question, or do not understand what to do, raise your hand.

Pause. Assist students as needed. Once all questions are answered,

SAY Try to answer all test questions. Keep working until you reach the end of the test. Once you finish, you may check your work in this test only. Remember, you can see the directions whenever you need them during the test by clicking the Question Mark button.

Pause.
SAY When you reach the Review screen, do not submit your test, please raise your hand and I will help you. When you are ready to begin this test, click Begin Test Now.

Monitor students as they are taking the test to see that they are properly advancing through the screens. TAs may provide students with guidance on the use of technology (i.e., mouse, trackpad, touchscreen, or the navigation to tools). TAs may not give help on specific test questions. See page 13, Providing Help During the Administration of Tests section.

Be prepared to provide students with silent work and ask them to sit quietly until everyone else has finished. If allowing students to go on individually, proceed with the student through the review and submit screen once they have reached the Review screen.

When students have reached the end of the test,

SAY You should now see an Attention box that asks you to select the End Test button to review your answers. Click OK and then the End Test button with the red square at the top of your screen.

Pause.

SAY You should now see another Attention box saying you have reached the end of the test. Click the Yes button.

Pause.

After all students are on the Congratulations! You have reached the end of the test! screen and have had the opportunity to review flagged items,

SAY If you have marked any items for review, please go back and check these items now. You will not be able to go back to these questions later.

Pause.

SAY If you are sure that you are done with all the questions in this test, please select the Submit Test button.

Pause.

SAY You should now see the Warning box asking if you are sure you want to submit the test. Click Yes, if you are done.

Pause.

SAY You will now see the Your Results page. You may click the Log Out button now.

IMPORTANT: While students are logging out, TAs must review the following information.

1. Administering one test in a single day: If you are only administering the Writing Test today, you can log out of the Test Administration site.

   When beginning the next test on a subsequent day, you will need to read the login directions to the student from pages 31-34. Then, continue with the speaking SAY boxes beginning on page 43.
2. **Administering more than one test in a single day**: If you are administering more than one test today, read the student log in directions from pages 31-34 then starting on page 43 for the Speaking Test.
   
   When the students are ready to begin testing, approve students to the Speaking Test within the Test Administration site.

**SUMMATIVE DIRECTIONS—STUDENT: ONLINE WRITING SUPPLEMENT**

*We recommend that you administer the paper Writing Supplement prior to administering the Speaking test to students in K and 1.*

*Please refer to the separate Directions for Administration (DFA) for the paper and pencil portion of K-1 writing. Students should complete the online writing test before attempting the paper-pencil portion of K-1 writing.*

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<table>
<thead>
<tr>
<th>All secure testing materials <strong>may not be copied</strong> and must be immediately returned to your School Test Coordinator (STC), at the end of each testing session.</th>
</tr>
</thead>
<tbody>
<tr>
<td>This includes student test booklets, the K-1 writing paper-pencil DFA, and any ancillary materials provided to students during the testing sessions (i.e., scratch paper and test tickets).</td>
</tr>
</tbody>
</table>
SUMMATIVE DIRECTIONS—STUDENT: SPEAKING DIRECTIONS

If beginning the speaking test on another day, TAs will need to start a new session in the Test Administration site and read student login direction on pages 31-34.

If continuing into the Speaking Test from the Writing Test, TAs do not need to start a new session in the Test Administration site and should read the student login directions from pages 31-34 and then begin with the following directions to the students.

Do you have any questions about the Instructions and Help screen?

Assist students as needed, then

This is a Speaking Test. It will give you a chance to show how well you can speak in English.

You will hear the questions. If you need to hear a question again, click on the Replay button.

To answer each question, you will speak into a microphone and record your answer, just like you did in the Recording Device Check screen. You will record your answer, stop the recording, and then replay to hear your recording.

You can record your answer over again, if you want.

When you have finished, the computer will send your recording to teachers like me so that they can tell us your score.

If you don’t understand what to do or if you can’t hear what you recorded while testing, raise your hand.

Try to answer all test questions. Keep working until you reach the end of the test.

Once you finish, you may check your work in this test only. Remember, you can see the directions whenever you need them during the test by clicking the Question Mark button.

When you reach the Review screen, do not submit your test, please raise your hand and I will help you.

When you are ready to begin this test, click Begin Test Now.

Monitor students as they are taking the test to see that they are properly advancing through the screens. TAs may provide students with guidance on the use of technology (i.e., mouse, trackpad, touchscreen, or the navigation to tools). TAs may not give help on specific test questions. See page 13, Providing Help During the Administration of Tests section.

Be prepared to provide students with silent work and ask them to sit quietly until everyone else has finished. If allowing students to go on individually, proceed with the student through the review and submit screen once they have reached the Review screen.

When students have reached the end of the test,

You should now see an Attention box that asks you to select the End Test button to review your answers. Click OK and then the End Test button with the red square at the top of your screen.
Pause.

**SAY** You should now see another Attention box saying you have reached the end of the test. Click the **Yes** button.

Pause.

**After all students are on the Congratulations! You have reached the end of the test! screen and have had the opportunity to review flagged items,**

**SAY** If you have marked any items for review, please go back and check these items now. You will not be able to go back to these questions later.

Pause.

**SAY** If you are sure that you are done with all the questions in this test, please select the **Submit Test** button.

Pause.

**SAY** You should now see the **Warning** box asking if you are sure you want to submit the test. Click **Yes**, if you are done.

Pause.

**SAY** You will now see the **Your Results** page. You may click the **Log Out** button now.
TEST MATERIAL PROCESSING AND RETURN INSTRUCTIONS

Return of Materials:

Secure Materials

TAs must collect and account for all paper testing materials from each student, prior to letting the student leave the testing area.

All secure testing materials may not be copied and must be immediately returned to your School Test Coordinator (STC), at the end of each testing session.

This includes student test booklets, the K-1 writing paper-pencil DFA, and any ancillary materials provided to students during the testing sessions (i.e., scratch paper and test tickets).

TAs are to follow their school’s approved test security procedures for preparation of materials and delivery. School personnel should follow the Return Instructions procedure for returning paper testing materials for scoring.

Non-Secure Materials

The following materials are not considered secure.

- Unused print-on-demand pre-ID student labels (destroy according to district policy);
- This TAM (recycle)
USER SUPPORT

Questions regarding information in this ELPT Test Administration Manual

- **TAs** and **School Test Coordinators**, contact your District Assessment Coordinator.
- **District Test Coordinators**, contact the Louisiana ELPT Help Desk for technical clarifications (see contact information below). For policy questions, contact the Title III office at the Louisiana Department of Education.

Policy or Test Administration Questions

- **TAs** and **School Test Coordinators**, refer to the Test Administration Manual. If additional support is needed, contact your District Assessment Coordinator.
- **District Test Coordinators** contact the Louisiana ELPT Help Desk for technical clarifications (see contact information below). For policy questions, contact the Title III office at the Louisiana Department of Education.

Technology, System, or Program Issues

- **TAs**, **School Test Coordinators**, and **District Test Coordinators** contact the Louisiana ELPT Help Desk (**TAs and School Test Coordinators must also alert the District Test and Technology Coordinators of issues**).

The Louisiana ELPT Help Desk is open Monday–Friday from 7:00 a.m. to 7:00 p.m. CT (except holidays or as otherwise indicated on the Louisiana ELPT Portal).

```
Louisiana ELPT Help Desk
Toll-Free Phone Support: 1-866-758-0231
Email Support: laelpthelpdesk@air.org
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Please provide the Help Desk with a detailed description of your problem, as well as the following:

- **Name**
- If the issue pertains to a student, provide student’s SSID and associated school district. Do not provide any additional student information as doing so may violate FERPA policies.
- If the issue pertains to a TIDE user, provide the user’s full name and email address.
- Any error messages and codes that appeared, if applicable.
- Affected test Session ID and question number, if applicable.
- Operating system and browser version information, including version numbers (for example, Windows 7 and Firefox 13 or Mac OS 10.7 and Safari 5)
- Information about your network configuration, if known:
  - Secure browser installation (to individual devices or network)
  - Wired or wireless internet network setup
## Revision Log

<table>
<thead>
<tr>
<th>Pages</th>
<th>Section</th>
<th>Description of Update</th>
<th>Date of Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-22; 33-34</td>
<td>Sign In to Secure Browser Online Tools Training; Summative Test Directions–Student: Login Instructions</td>
<td>Updated screenshot and instructions for the Audio/Video Checks screen</td>
<td>1/3/2019</td>
</tr>
</tbody>
</table>
