

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 16, 2021

To: All Principals

Subject: 2022 COMPUTER-BASED SUMMATIVE ELPAC TRAINING

Due date: Immediate Distribution - **Training available now**

References: State and federal law require that sites administer a state test of English Language Proficiency (ELP) to eligible students in kindergarten through grade twelve.

Action Required: Mandatory Annual Training for Summative ELPAC Examiners

Attachments/Links:

- A – [Accessing Moodle for the 2022 Summative ELPAC slide deck](#)
- B – [Side Letter – Use of Visiting Teachers to Conduct ELPAC Testing \(7/30/2018\)](#)

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 English Language Proficiency Assessments for California (ELPAC) is the state’s designated test of ELP.

Planning process for the computer-based Summative ELPAC:

1. The state testing window for the computer-based Summative ELPAC opens February 1, 2022 and ends May 31, 2022. The SDUSD recommended time frame is from February 1, 2022 to March 11, 2022.
2. All Summative ELPAC Text Examiners must complete **required annual training**. Instructions on how to complete the online Moodle training are provided in **Attachment A** (see the links at the top of page).
 - a. All Test Examiners must **email** their certificate of completion to OLA@sandi.net prior to administering the Summative ELPAC.
 - b. Visiting and retired teachers who wish to be certified in SAMS, must also **email** their certificate of completion to Klaudia Williams (kwilliams5@sandi.net).
3. All English learners must complete all four domains (Listening, Speaking, Reading, and Writing) of the computer-based Summative ELPAC.
 - a. All four domains are administered online.

ADMINISTRATIVE CIRCULAR NO. 212

Leadership and Learning | Office of Language Acquisition

Page 2

- b. Speaking domain must be administered **one-on-one** for grades TK-12 and scored locally.
- c. **All** domains for grades TK-2 must be administered **one-on-one**
 - i. With the exception of Grade 2 Writing, which *may* be administered in groups of up to 10 students.
 - ii. TK-2 Writing is paper-based. (Materials from Assessment Services).

Summative ELPAC Staffing Considerations:

[Payment for, and Staffing of, Summative ELPAC Test Examiners](#)

[Side Letter – Use of Visiting Teachers to Conduct ELPAC Testing \(7/30/2018\)](#)

QUESTIONS?

- Test Administration and scoring speaking: contact Bonnie Doherty at bdoherty@sandi.net, Nevada Allen at nallen@sandi.net, or Kathleen Ramirez at kflynn1@sandi.net.
- Testing materials, Test Operations Management System (TOMS) and technology requirements: contact Assessment Services Department at (619) 725-7065 or Ann Runge at arunge@sandi.net.
- Visiting and retired test examiners contact Klaudia Williams in Human Resources at kwilliams5@sandi.net.

Kelly Schorzman
Interim Instructional Support Officer
Leadership and Learning

APPROVED:

Tavga Bustani
Chief, Leadership and Learning