ELPA Test Administrator User Guide

In the 2009-10 school year, ODE will offer the English Language Proficiency Assessment (ELPA) through the OAKS Online System. The ELPA Test Administrator User Guide is intended to supplement the existing OAKS Online Test Administrator User Guide, which provides test administrators with a detailed tutorial for the Student and Test Administrator (TA) interfaces. The OAKS Online Test Administrator User Guide can be accessed at any time by clicking the [Help] button in the top-right corner of the TA Interface, or via the Oregon Department of Education’s website at http://www.ode.state.or.us/search/page/?=391.

Important Information for Test Administrators

Before administering ELPA, TAs must familiarize themselves with the updated test administration procedures specific to this online test.

Please note the following information specific to ELPA:

ELPA is administered as two sub-tests:
   1. ELPA (includes the Listening, Reading, and Writing domains)
   2. ELPA Speaking (includes the Speaking domain)

Students will have one opportunity for each ELPA sub-test, and may take the sub-tests in any order.

Mac OS 10.6 (Snow Leopard) users must install a new secure browser designed for use with ELPA. The secure browsers can be downloaded from the OAKS Online Portal (http://www.oaks.k12.or.us/).

ELPA requires the use of audio headsets with microphone capabilities. Districts can purchase headsets that have been approved for use with ELPA using AIR’s e-commerce site http://www.airelpa.org/.

Note: While headsets with microphones are required for ELPA, districts are not required to use this specific model.

Tests are available in English only.

Because certain ELPA items cannot be machine-scored, students will not receive an immediate score. a. Both ELPA sub-tests must be completed before a student can receive a final score in the OAKS Online Reporting System or in Student Centered Staging.

Prior to ELPA test administration, Test Administrators or IT staff will need to accept a Java applet certificate on every computer used for ELPA. Refer to the Appendix for more information on this requirement.
TABLE OF CONTENTS

Table of Contents ........................................................................................................................................ 2

The Test Administrator (TA) Interface ........................................................................................................ 3
  Approved Web Browsers (OAKS Online Applications) ........................................................................... 3
  Creating a Test Session for ELPA ............................................................................................................ 5
  Acknowledging Student Print Requests ..................................................................................................... 6

The Student Interface .................................................................................................................................. 7
  Secure Browser .......................................................................................................................................... 7
  Audio and Headset Requirements ............................................................................................................. 7
  Sound Check ........................................................................................................................................... 8

Student Login and Test Selection ............................................................................................................... 10
  Test Tools and Buttons ............................................................................................................................ 11
  Item Tutorials .......................................................................................................................................... 11
  Context Menu .......................................................................................................................................... 11
  ELPA Speaking - Recorder Time Limits .................................................................................................... 13

Appendix ....................................................................................................................................................... 15
  Java Applet Certificate Requirement ......................................................................................................... 15
THE TEST ADMINISTRATOR (TA) INTERFACE

It is important that TAs carefully review this section before administering the ELPA. This will help avoid potential issues that may arise during testing and ensure that students can focus on their tests without interruption. The TA Interface used to create and manage ELPA test sessions is the same as that used for OAKS Online. This means that the process for creating and managing ELPA test sessions will be the familiar to TAs with experience administering OAKS Online. TAs that are new to the OAKS Online System should also review the OAKS Online Test Administrator User Guide available by clicking the [Help] button in the top-right corner of the TA Interface, or via ODE’s website at http://www.ode.state.or.us/search/page/?=391.

For assistance with the TA Interface, click the button in the top-right corner of the screen to access the user guides for OAKS Online and ELPA.

Approved Web Browsers (OAKS Online Applications)

As with OAKS Online, while students take tests using AIR’s secure browser, the TA Interface (and related OAKS systems) are designed to work using the following browsers for the corresponding operation systems:

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Version</th>
<th>Supported Browser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 98</td>
<td></td>
<td>Firefox 1.5 and 2.0; Internet Explorer 5.5</td>
</tr>
<tr>
<td></td>
<td>2000</td>
<td>Firefox 2.0 and higher; Internet Explorer 6;</td>
</tr>
<tr>
<td></td>
<td>XP</td>
<td>Firefox 2.0 and higher; Internet Explorer 6, 7 or 8</td>
</tr>
<tr>
<td></td>
<td>Vista</td>
<td>Firefox 2.0 and higher; Internet Explorer 7 or 8</td>
</tr>
<tr>
<td>Mac OS 9</td>
<td>9.2 +</td>
<td>Mozilla 1.3</td>
</tr>
<tr>
<td>Mac OS X</td>
<td>10.2</td>
<td>Firefox 1.5 and 2.0</td>
</tr>
<tr>
<td></td>
<td>10.3.9</td>
<td>Firefox 2.0 and 3.0</td>
</tr>
<tr>
<td></td>
<td>10.4</td>
<td>Firefox 2.0 and higher; Safari 2 and 3</td>
</tr>
<tr>
<td></td>
<td>10.5</td>
<td>Firefox 2.0 and higher; Safari 3</td>
</tr>
<tr>
<td>Linux</td>
<td>K12 LTSP</td>
<td>Firefox 2.0 and higher</td>
</tr>
</tbody>
</table>

Note: Operating systems indicated as supporting “Firefox 2.0 and higher” have been tested and approved up to Firefox 3.5.

Disable Pop-Up Blockers (All OAKS Online Applications)

Pop-up blockers must be fully disabled while using any OAKS Online application, regardless of the browser you are using.

Refer to the following for help disabling your browser’s pop-up blocker:
- Firefox: Tools > Options > Content
- Internet Explorer: Tools > Pop-up Blocker
- Safari: Edit > Block Pop-up Windows
Creating a Test Session for ELPA

When creating sessions for ELPA, TAs will follow the same process used to create OAKS Online test sessions. However, ELPA test sessions should be limited to ELPA tests; OAKS test subjects such as Reading or Math should not be included in the test session.

![Figure 1
Creating a Test Session for ELPA](image)

The ELPA is available in the following grade bands: K-1, 2-3, 4-5, 6-8, and 9-12 and is required for all ELL students enrolled in these grades, regardless of whether the students are receiving ELL services. Monitored students who have been exited prior the beginning of the school year should not test on ELPA. ELPA consists of two sub-tests for each grade band:

1. ELPA (includes the Listening, Reading, and Writing domains); and,
2. ELPA Speaking (includes the ELPA Speaking domain)

Because ELPA is administered in two parts, it is critical that you include both sub-tests when creating your test session. For example, if you are administering ELPA to students in the Grade 2-3 band, both the Grades 2-3 ELPA and the Grades 2-3 ELPA Speaking tests must be selected from the list of Available Tests (as illustrated above).

The following ELPA sub-tests can be selected for your session from the list of Available Tests:

<table>
<thead>
<tr>
<th>Listening, Reading, and Writing (ELPA)</th>
<th>Speaking (ELPA Speaking)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades K-1 ELPA</td>
<td>Grades K-1 ELPA Speaking</td>
</tr>
<tr>
<td>Grades 2-3 ELPA</td>
<td>Grades 2-3 ELPA Speaking</td>
</tr>
<tr>
<td>Grades 4-5 ELPA</td>
<td>Grades 4-5 ELPA Speaking</td>
</tr>
<tr>
<td>Grades 6-8 ELPA</td>
<td>Grades 6-8 ELPA Speaking</td>
</tr>
<tr>
<td>High School ELPA</td>
<td>High School ELPA Speaking</td>
</tr>
</tbody>
</table>
Acknowledging Student Print Requests

The Print Request feature available to students taking the OAKS Online Reading tests is also available for students taking the ELPA; however, the ability to request printouts on ELPA is determined by test item. Students will only see the print request button for those specific test items for which printing is an option. Printouts for ELPA are not limited to reading passages and may contain other secure test content such as answer choices or student constructed responses. As with OAKS Online Reading, when a student requests a printout of an ELPA test item, the print request will appear on the TA session management screen for TA approval.

Review Part IV – Test Security of the 2009-2010 Test Administration Manual prior to administering any assessments. When printing requested test content, be sure to follow all security procedures related to printing and secure disposal immediately following the testing event. Do NOT keep printouts for future test sessions.
THE STUDENT INTERFACE

This portion of the guide examines the Student Interface, which is the application used by students to take the ELPA. As with the TA Interface, ELPA uses the same Student Interface used for OAKS Online. While the ELPA Student Interface shares design and functionality with the Student Interface for OAKS Online, ELPA introduces additional test item formats that require audio capabilities (playing/recording) on the computers used for testing.

Secure Browser

As with OAKS Online, students must log in through one of the OAKS secure browsers. The OAKS Portal (http://www.oaks.k12.or.us/) contains instructions for downloading and installing the secure browsers. The secure browsers are designed to ensure test security by prohibiting access to external applications or navigation away from the test. Please note that there are different browsers depending on the operating system of each student’s computer. With the exception of Mac OS 10.6 and Mac OS 9, students may access the ELPA using the same secure browser as is used for OAKS Online.

Students will use the secure browser noted for the applicable operating systems listed below:

- Windows 98, 2000, XP, Vista: Secure Browser v3.0
- Linux K12LTSP: Secure Browser v3.0
- Mac OS 10.3.9, 10.4, 10.5: Secure Browser v3.0
- Mac OS 10.6: Secure Browser v4.0

Note: AIR has released a new secure browser for Snow Leopard (OS 10.6) and is available through the OAKS Online portal.

Audio and Headset Requirements

Students must have the ability to both play and record audio when taking the ELPA. To ensure a smooth testing experience for students, it is imperative that schools ensure that computers are properly configured and that headsets with microphone capabilities are properly installed prior to administering ELPA.

Note: Districts can purchase headsets that have been approved for use with ELPA using AIR’s e-commerce site http://www.airelpa.org/. While headsets with microphones are required for ELPA, districts are not required to use this specific model (Abeier AU930). Refer to the OAKS Online portal for assistance with this headset model.

In addition to following the student login steps described in the OAKS Online Test Administrator User Guide, the ELPA student approval process includes additional steps to verify that audio capabilities are functioning correctly before the student begins or resumes the ELPA. This is discussed in detail in the next section.
Sound Check

Upon TA approval, the student must perform a sound check to verify that audio is working correctly on the computer. The first sound check tests the audio *playing* capabilities.

**Figure 2**
*Sound Check: Verify Audio Playing*

With the appropriate audio device attached and enabled, the student will click the button to play the sound. An audio voice will instruct the student to “listen and respond.” The icon will switch to a stop button to indicate that audio is currently playing. When the audio has finished playing the icon will revert and the [Yes] button will be enabled.

If the audio voice plays (at the desired volume level), click [Yes] to continue. If the sound does not play, or plays at an undesirable level, click [No]. A screen will display advising the student to alert the Test Administrator.

**Figure 3**
*Sound Check: Alert TA to Problem*

In order to change the audio settings on the computer, the student may need to log out of the Student Interface and close the secure browser. Upon adjusting the necessary audio settings, the student will need to log in and be approved before attempting the sound check again.

An additional sound check step is necessary for the ELPA Speaking test, which verifies recording capabilities.
To begin the sound check, students will click the round green button to start recording. The green button will automatically change to a red stop button to indicate that recording is in progress. Speaking into the audio recording device (eg. headset microphone), the student must clearly say his or her name. When the student is finished saying his or her name, the student must click the red button to stop recording. The icon will automatically revert to the green button, and play and stop buttons will appear at the bottom of the graphic. Students may use these buttons to play back the recording.

The [Yes] button will be enabled when the audio has finished playing. If the recording successfully plays (and is clear and audible), the student must click [Yes] to continue. If the recording does not play or sounds distorted, the student can try recording again or click [Problem]. A screen will display advising the student to alert the Test Administrator.
Student Login and Test Selection

ELPA uses the same login and approval process as all OAKS Online tests. After confirming his or her identity, the student clicks [Start Test] for the appropriate section of the ELPA test (ELPA or ELPA Speaking).

*Note: Students have one test opportunity for each ELPA sub-test.

Upon selecting his or her test, the student moves through the remainder of the approval process. After being approved, the student will perform the sound check.
Test Tools and Buttons

In addition to the standard tools and buttons used for OAKS Online, the ELPA Student Interface contains several new features specific to the ELPA. Many of the tools and buttons covered in this section are displayed only on certain types of questions.

Item Tutorials

To assist English Language Learners with the various types of questions encountered on ELPA, a context-specific tutorial is available on each test page containing test items. Each tutorial provides guidance specific to the type of test item on the student’s screen.

The item tutorials can be accessed by clicking the icon associated with that question. The tutorial will open as a pop-up window on the student’s screen. Each tutorial contains audio/visual guidance and is accompanied with instructional text.

Figure 6
Item Tutorial Example

Context Menu

A context menu can be accessed using the <Control> + T keyboard command. The context menu provides accessibility to the Recorder options or tutorials. Every context menu will contain a Tutorial option, which can be used to access the Item Tutorial for that type of question. After opening the context menu, users can navigate through the menu options using the <Shift> + Down/Up arrow keys. The <Control> + T keyboard command is also used to close the menu.
Note: Context specific menu options will display based on what item type appears. For example, the following context menu is displayed for a multiple choice item where both the question and answer options contain audio.

The following table describes buttons and tools students will see on ELPA. Students can access this information (as well as descriptions for buttons shared with standard OAKS Online tests) at any time by clicking [Help] from the top corner of their test screen.

<table>
<thead>
<tr>
<th><strong>Test Buttons and Tool Features for Students</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUTTON / ICON</strong></td>
</tr>
</tbody>
</table>
| Ctrl + T | **Context Menu**  
Activates the context menu, providing keyboard access to controls needed to answer the question. Use the <Shift> Down/Up arrow keys to navigate the menu. |
| | **Item Tutorials**  
Opens tutorial that provides guidance on how to answer that specific type of question. Item Tutorials can also be accessed by selecting Tutorial in the context menu. |
| | **Save**  
Click the Save button to save your response to that question. This button is displayed only on questions where the feature is available.  
**Important** – You must click [Save] for a recording to be saved. |
| | **Keyboard**  
Students may either click each letter with the mouse or enter each letter by using the corresponding letter on the keyboard. |
### Recorder Icon

The Recorder icon indicates that it is a speaking question and requires an oral response. The icon has varied appearance depending on the current state.

<table>
<thead>
<tr>
<th>State</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ready for Recording</td>
<td>(nothing yet recorded)</td>
</tr>
<tr>
<td>Recording Completed (stopped)</td>
<td>– Playback is not in progress</td>
</tr>
<tr>
<td>Recording Completed (stopped)</td>
<td>– Playback is currently in progress</td>
</tr>
<tr>
<td>Recording in Progress</td>
<td></td>
</tr>
<tr>
<td>Recorder Unavailable</td>
<td>– Indicates that another audio file is playing on the same page. The Recorder will become available when the other audio stops playing.</td>
</tr>
</tbody>
</table>

The audio file is currently **playing**.

The audio file is cannot be played (at the moment) because another audio file on the page is currently playing.

### ELPA Speaking - Recorder Time Limits

ELPA Speaking tests

- Grades K–1 and Grades 2–3 have a **30-second** limit per recording for every item on the Speaking test.
- Grades 4–5 have a mix of Speaking Short Answer and Speaking Extended Responses. Short Answer items have a **30-second** limit, whereas Extended Response items have a **2-minute** limit.
• Grades 6–8 and High School have a **2-minute** limit for all Speaking items (all items are Extended Response).
APPENDIX

Java Applet Certificate Requirement

ELPA requires that each computer have a specific Java applet security certificate, which allows the system to access necessary audio capabilities. Test Administrators or IT staff will need to accept a Java applet certificate on every computer used for ELPA. Refer to the OAKS Online portal for detailed instructions on accepting the certificate.