

Before the test: Preparing yourself and testing materials

- Review ELPA21 testing materials:
 - *Test Administrator Manual*
 - *Critical ELPA21 Information booklet*
- Email the Building Test Coordinator your training certificate when you have completed the AEA Professional Learning Online training-*ELPA21 Test Administrator Training* module.
- It may be helpful to “highlight or underline” the parts you will read aloud in the *Test Administrator Manual*.
- Keep all testing materials SECURE. No portion of the test may be documented, discussed, or duplicated in any way.
- Ensure students take the four Practice Test domains prior to taking the assessment. Students will learn technology skills needed to take the test.
- Create a “Testing – Do Not Disturb” sign to post on the door when students are testing.
- Verify that the secure browser is available on testing computers and headphones with microphone are working properly.
- Computers and testing devices should be fully charged or plugged in.
- Verify all ELL students currently enrolled at DMPS are in the TIDE system.
- Assign accommodations and designated supports (for students with IEP accommodations and 504 Plan accommodations) in TIDE.
- Print test tickets and store them securely between testing sessions.
- Students should not have access to any device (cell phones, tablets, etc.) that can access the internet during testing.
- Cover any posted materials that would provide students an advantage while testing.
- Make sure you have the information needed to contact the ELPA21 Help Desk:
 - **For support, please contact the Iowa ELPA21 Help Desk**
 - Email: iowaelpa21helpdesk@air.org
 - Phone: 1-855-873-5710
 - Chat: [Join Chat](#)

Before the test: Preparing your students

- Talk with students about the tests they will be taking and the importance of doing their best.
- Model a relaxed and positive attitude towards testing for students.
- Set student expectations and post them in the room:
 - Do your best
 - If you have a question, raise your hand
 - Respect your classmates: do not distract others who are testing
- Share results from last year and discuss how the 4 domains are different and how they are combined to determine a proficiency level.
- Discuss how the ELPA21 is not the only criteria used for exiting the ELL program-Iowa Assessment and FAST are used as well.
- Provide students with simple test taking strategies
 - Read the whole question carefully and try to decide what the answer is before reading any of the answer choices
 - Read all the answer choices, then select the one that most closely matches your answer
 - When unsure, eliminate answers that are clearly incorrect
 - Try reading the question stem with each answer choice
 - Chose the answer that appears to be the most true

You may allow students to read after they are finished testing. However, this may be an incentive for some students to rush through the test. Do what's best for your group of students.

- Review your test to make sure that you answered all questions and did not make simple mistakes
- Remember to write more than a sentence or two for the writing test
- Remember to think through what you are going to say before you begin recording. You may listen to the prompt again. Don't push record until you are ready to give the answer. Listen to your answer to make sure the test grader will be able to hear what you recorded.

During testing: Best practices

- Ensure students have no devices that may access the internet (such as cell phones) with them in the testing room
- Post a "Testing – Do Not Disturb" sign on the door
- Distribute Testing Tickets to students
- Disable any Universal Features that will be distracting to students in the Test Administrator system
- Ensure students are receiving the appropriate Designated Supports and Accommodations
- Follow the BOLD PRINT in the Directions for Administration manual-you may not coach students on questions
- Ensure students do not leave open test screens unattended at any time
- Circulate the room
- Students should be allowed multiple days to test so they don't become exhausted
- Notify Building Test Coordinator if an Appeal is needed

After testing: Preparing Materials

- Verify that all required tests (4 domains) have been completed by each student.
- Destroy all scratch paper and Test Tickets used during testing.
- Return all secure test materials after testing-it is a testing violation to shred or keep any testing items. *Test Administrator Manuals* are not secure materials and should be kept for possible use next year.
- Affix the pre-ID label to Kindergarten and 1st Grade Writing Supplemental materials and return them to your test coordinator. Please return the *Test Administrator Manual* that was sent with these materials as this is considered a secure testing item.
- Notify the Building Test Coordinator when your testing is completed