ELPA21 2022-2023 Screener Guidance for New Users

Updated June 30, 2022

The ELPA21 Dynamic Screener is a K-12 online testing tool for determining if students are English Learners (ELs). If you have administered the ELPA21 Summative, the technology requirements and systems are the same. Review the *Nebraska ELPA21 Online Screener Test Administration Manual (TAM)* for administering this assessment. You can find this in the Resources section of the NE ELPA21 portal. If you are new to screening potential ELs and your district has not administered the summative ELPA21 follow, these step-by-step instructions:

1. Access the Nebraska ELPA21 portal with materials, resources, and online systems at http://ne.portal.cambiumast.com/. **Note:** Cambium Assessments (CAI) is the vendor for the ELPA21 Screener. Be sure to sign up for CAI email updates on the portal.

2. Contact your District Assessment Coordinator (DAC) for permissions for the NE ELPA21 portal. If you are a <u>new</u> DAC, you may need to contact the NDE English Learner office if you cannot access TIDE. Once you have access, you will be able to enter students and conduct assessments. DACs may always add additional users.
   - State Contacts: Allyson DenBeste, 402-405-5212, allyson.denbeste@nebraska.gov
     Anne Hubbell, 402-405-7017, anne.hubbell@nebraska.gov

3. Before testing:

   a. Work with your Technology Coordinator to set up computers for ELPA21 testing. The test administrator will need a computer as well as the student. A secure browser will need to be installed on the student's computer. There is a separate page for Technology Coordinators on the NE ELPA21 portal where you can find guides for setting up your technology for ELPA21 testing.

   b. Enter new potential English Learners into TIDE (found on the NE ELPA21 portal under Test Administrators). TIDE is the student management system for ELPA21. It is also the system for adding new user accounts. If someone else is delivering the assessment, you will need to create a user account for them. The *ELPA21 TIDE User Guide* can be found in the Resources section of the NE ELPA21 portal.

   c. Review the *Nebraska ELPA21 Online Screener Test Administration Manual (TAM)*, also found in the Resources section of the NE ELPA21 portal.

   d. Prepare all materials. Headsets are required for this assessment. Supported headset information can be found in the *Quick Guide for Setting Up Your Online Testing Technology* (in the Resources section of the NE ELPA21 portal). Students testing in a separate setting, away from other students and adults may use internal/external speakers and microphones instead of headsets.

e. **Note:** There are two training options for the ELPA21 Screener:

    i. Comprehensive online modules are available through the Iowa ELPA21 LMS. If you are new to the ELPA21 LMS, you will need to create an account in order to access the system. Instructions for doing so are provided below.

- If you are able to sign up with a google account, find directions [here](#).
- If you do not have a google account, find instructions to create an account in the system [here](#).

Once you have created an account, you will be able to enroll in the ELPA21 Screener Assessment training. Log into your account and click on the "catalog" button and you will see the registration button to start the ELPA21 Screener Assessment training. Click "Register" and you are ready to go!

If you run into any issues creating an account or enrolling in the training (after you have reviewed the instructions linked in this message), please click on the help button in the LMS and create a help ticket or email mailto:elpa21training@aealearningonline.org.

    ii. Short training modules for Screener administration can be found in the Resources sections of the [NE ELPA21 portal](#) (under Training Modules). Filter for the Screener Assessment and Training Modules.

4. During testing: Setting up the student in the Test Delivery System (TDS)

a. Once a student has been entered into TIDE, create a test session for the Screener based on their grade level. You can create a test session in the *Operational Test Administration,* found in the dropdown on the top left in TIDE or through the NE ELPA21 portal. Passwords for TIDE, the Operational Test Administration, and the Reporting System are the same.

Screening Kindergarteners: There are two versions of the ELPA21 Screener for Kindergarten students. The versions are the same assessments but have different cuts based on the literacy levels of incoming Kindergartners. NDE recommends the following:

- For all Kindergarten round-ups (spring) and Kindergartners entering in the fall semester use the Future KG Screener.
- For current Kindergartners entering in the spring semester, use the KG Screener.

b. Once a screener has been assigned, the screener assessment will be ready on the student's computer (as long as the Secure Browser has been downloaded).

c. A Test Administrator (TA) will see a Session ID, the list of students, and approvals on their screen. In order for a student to start, a TA will need to approve the testing session.

5. During testing: Student begins testing

   a. The TA should follow the general directions for administration in the *NE ELPA21 Online Screener Test Administration Manual*.

   b. There are three segments of the screener:

      i. Practice STEP 1: The first segment of the test is practice in which the TA will sit with the student one-on-one to determine the student's comfort with the technology and format of the test. These items are not scored. At the end of the practice segment, the TA will help the student complete two speaking items.

- When all Practice Step 1 questions are complete, the TA will answer a question that triggers whether or not the screener continues and another question about whether or not the student requires technological assistance for the test. If the student is comfortable with the technology, he or she may proceed on their own. If the student is struggling with the technology, the TA may stay with the student to help with the technology (the TA may not provide help with any answers at this point).

      ii. STEP 2: The second segment of the test is scored. It begins with four speaking items similar to the ones the student has just practiced. The TA will go through the speaking items with the student and score the items *immediately* in the student's computer using the *Step Two Speaking Scoring Document* (see the *ELPA21 Screener Test Delivery System [TDS] Training Module* on the NE ELPA21 portal for more detailed information).

- If it is determined that the student is eligible for EL services at the end of Step 2, the student test will be complete. The TA can see the student's score in the Reporting System that same day.

      iii. STEP 3: Students who move on to the third segment will continue answering questions. When they are finished, the testing session will end. For these students, scores for secondary students will be reported within 48 hours and scores for elementary students will be reported within 7 days in the Reporting System.

6. After testing:

   a. Results for the screener can be found in the Reporting System. A *Reporting System Quick Guide* can be found under resources. **Please note: The test vendor does not send out a notification when score reports are ready.** The test administrator must check the Reporting System for scores.

For technical assistance, contact the NE ELPA21 Help Desk:

Phone: 866-287-5617

Email: neelpa21helpdesk@cambiumassessment.com

Chat: https://ne.portal.cambiumast.com/contact.html.