

# Frequently Asked Questions (FAQ)

## Initial ELPAC Administration and Scoring Training

### **How will the virtual Computer-based Initial ELPAC training work?**

Everything you need for training is in the secure Moodle Training Site (Moodle). The LEA ELPAC coordinator, or their designee (lead ELPAC trainer), **MUST** complete one of two certification courses in Moodle, either the K–12 or the 6–12 course. Completion of the certification course verifies that person to plan and deliver their own regional or LEA Initial ELPAC training.

It will be up to the lead trainer and/or the LEA ELPAC coordinator to determine how their LEA training will be conducted. All resources needed for both a virtual or in-person training are located in the Trainer’s Resources and Examiner’s Resources in Moodle. Please follow the current state and national guidelines and regulations concerning gatherings of people when making decisions about training.

### **What should I do if I have questions about the LEA Course, training or test administration?**

There is a Comments and Questions Web Page link within the certification courses and the Trainer’s Resources course. There is also a QR code to this web page in the Introduction and Overview Video 1 presentation. Use this web page to submit questions.

### **How long will the LEA certification course take to complete?**

Depending on which course you take, the certification course will take between two and three hours to complete.

### **Do I have to complete the LEA certification course in one sitting?**

No. The certification course allows you to pause and continue your training at a later time.

### **By when do I need to complete the LEA certification course?**

The lead trainer must complete the LEA certification course before delivering training in their LEA. We recommend completing training by August 1, 2020.

### **Will I get a certificate to show I have completed the statewide Initial ELPAC training as I did at an in-person training?**

Yes. After finishing the certification course, the trainer will receive a certificate of completion and be qualified to train Initial ELPAC test examiners.

### **Do test examiners need to calibrate in Moodle?**

Test examiners who are administering Initial ELPAC Speaking and scoring Writing will need to calibrate in Moodle on the grades/grade spans for which they will be administering and scoring. It is the responsibility of the LEA coordinators to monitor the

calibration process of the test examiners and ensure that examiners are calibrated before they administer and score the Initial ELPAC.

**Should county offices still host a regional training?**

Deciding to host a regional training be up to the individual county offices of education. Because everything needed for training will be available to LEA coordinators and test examiners in Moodle, it may not be necessary to conduct a regional training. Regional trainings will be posted on the ELPAC website.

**Is registration required to get into Moodle?**

No, there is no required registration process. However, users will need an account in Moodle to gain access. LEA coordinators will receive five keys for Moodle access. LEA coordinators, trainers, and test examiners will use those keys to train and calibrate for test administration. Users must have a Moodle account to use the key(s) and access Moodle courses. The LEA ELPAC coordinator will receive an email with access to the registration site prior to the opening of Moodle. The LEA ELPAC coordinator should log on to the ELPAC Administration and Scoring Training registration site to find the five keys for the five Moodle courses (LEA Certification [Kindergarten through grade twelve], LEA Certification [grades six through twelve], Trainer's Resources, Examiner's Resources, and Downloads).

**If I already have a Moodle account, do I need to create a new one?**

No. If LEA ELPAC coordinators, trainers, and test examiners already have a Moodle account, they DO NOT need to create a new one.

**How long will the Initial ELPAC Training be available in Moodle?**

It is recommended that ELPAC trainers complete their LEA Certification Course by August 1, 2020, however, all the courses in the 2020-2021 Computer-based Initial ELPAC Training Resources will be available until March 2021.

**Can I still order a training binder?**

Yes. Binders are available for purchase through the Sacramento County Office of Education. [Order forms can be found at elpac.org](http://elpac.org). The binder is also available for download in Moodle.