**ELPA21 Field Test and Platform and System Trial
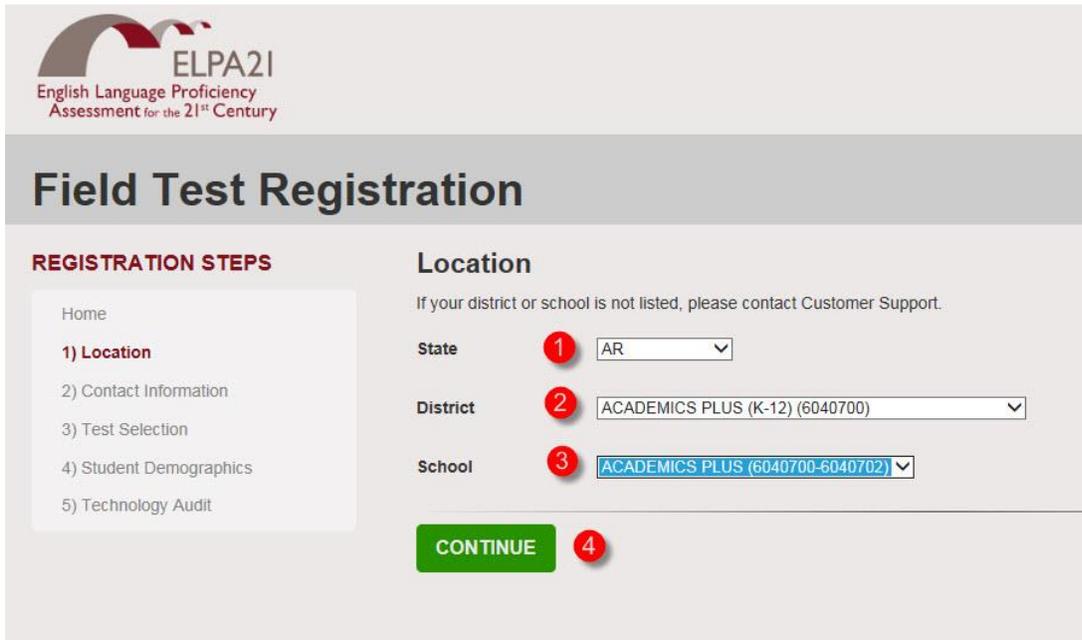Registration Walkthrough**

Registration for the ELPA21 Field Test and the Platform and System Trial is now open. Any school or district that wishes to participate in the Field test or the Platform and System Trial can indicate that interest by verifying school contact information and supplying information about student population counts and current hardware. This walk-through is intended as a guide to the registration process. The entire process should take 10-15 minutes; reading this walk through and having certain information on hand prior to beginning the registration process can help make the process more efficient.

Upon clicking https://elpa21ft.questarai.com/Registration/you will enter the registration portal. The home page contains basic information about the Field Test and the Platform and System Trial, such as dates of each event, desired participants, and purpose. When you are ready to move forward, click the green "Register Now" button toward the bottom of the page.

**PAGE ONE: LOCATION**

1) Start by selecting your state from the first dropdown list. Once you select your state, the Districts in your state will appear in the District Dropdown.
2) Select your district. Once you select your District, the schools in your district will appear in the Schools Dropdown.
3) Select your school.
4) Click the green "CONTINUE" button to save the information on this page to move forward.



If your school is not among those listed, please call Questar Assessment Customer Support at **800-574-5583**, Monday through Friday between the hours of 7:00am and 9:00pm ET.

**PAGE TWO: CONTACT INFORMATION**

Next you will be asked for contact information.  The Primary Contact should be the person who will be the main point of contact for field test or trial-related activities at your school or district. The Secondary Contact is an alternate contact in case the primary contact is not available.

1) Enter or verify your primary contact information, including name, title, work phone and work email. If the information is incorrect, you can simply delete and replace it.
2) Enter information for a secondary contact person, including name, title, work phone and work email.
3) Click the green "CONTINUE" button to save the information on this page to move forward.

# Field Test Registration

**REGISTRATION STEPS**

Home

1) Location

**2) Contact Information**

3) Test Selection

4) Student Demographics

5) Technology Audit

## Contact Information

Suggested school contacts include: ELL Educators and Administrators, Asses
Administrators.

**Primary Contact** ①

| Name | First Last |
| Title | Testing Coordinator |
| Work | 1111111111 |
| Work Email | first.last@elpa21.org |

**Secondary Contact** ②

| Name | |
| Title | |
| Work Phone | |
| Work Email | |

CONTINUE ③

**PAGE THREE: TEST SELECTION**

This page presents a chart comparing the Field Test and the Platform and System Trial.

1) At the bottom of the page, select from three options:
   - Field Test Only
   - Platform and System Trial Only
   - Both
2) Click Continue

| | students |
|---|---|
| **Students:** Use generic pre-ID files provided by Questar | **Students:** States provide pre-ID files |

We will participate in the following event:

Field Test Only  ⓵

CONTINUE  ②

**PAGE FOUR: STUDENT DEMOGRAPHICS**

On this page, schools or districts will be asked to supply the following information:

A. Subgroup populations (n-counts), by grade, for
   a. Current ELLs
   b. Prior ELLs
   c. Screened but English Proficient ELLs
   *These n-counts should reflect students who are potential candidates for the field test.*
B. Whether "English Only" students at the school are available for inclusion in the field test sample. (Yes/No)
C. Whether one or more ELLs who are in the potential field test sample have an IEP requiring Braille accommodation (Yes/No)
D. How many of the ELLs who are in the potential field test sample have IEPs or 504 plans. Schools will be asked for a count; an estimate is acceptable.

It may speed up the registration process for schools and/or districts to gather information on their students ahead of time. You can use the chart included at the end of this Walk-Through to record the counts of each subgroup by grade. Additional information describing these subgroups is available at the end of this document.

1) Enter the number of students who will participate in the Field Test into each subgroup and grade on the chart. If there are no students meeting the description of a particular subgroup at your school or district, you can enter "0".
2) Indicate whether you have English-Only students who can participate in the Field Test. (Yes/No)
3) Indicate whether any of the ELLs included in the chart requires Braille accommodation. (Yes/No). If you answer Yes, the ELPA21 Task Management Team for Accessibility, Accommodations and Administration will contact your school to learn more about these students.
4) Indicate roughly how many of the ELLs included in the chart have IEP or 504 plans.
5) Click the green "CONTINUE" button to save the information on this page to move forward.

*Disclaimer: The contents of this document were developed under a grant from the U.S. Department of Education. However, those contents do not necessarily represent the policy of the U.S. Department of Education and you should not assume endorsement by the Federal Government.*

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# Registration

## Student Demographics

Key enter the number of students expected to participate in the field test by grade, by population. If you have specific questions about the subgroup populations, please reach out to your ELPA21 Representative or send an email to info@elpa21.org.

| Population | Current ELLs | Prior ELLs | Students classified as Initially Fluent | |
|---|---|---|---|---|
| | Students who are currently receiving ELL services and who have not yet reached Profiency sufficient for program exit. | Students who have tested proficient in the past two academic years and who are being monitored. | Students who were administered an ELL screener and were deemed proficient as a result of the screener. The Home Language may have indicated a language other than English, but the student is proficient. These students might be called initially Fluent (IFEP). | |
| K | 0 | 0 | 0 | ① |
| 1 | 0 | 0 | 0 | |
| 2 | 0 | 0 | 0 | |
| 3 | 0 | 0 | 0 | |
| 4 | 0 | 0 | 0 | |
| 5 | 0 | 0 | 0 | |
| 6 | 0 | 0 | 0 | |
| 7 | 0 | 0 | 0 | |
| 8 | 0 | 0 | 0 | |
| 9 | 0 | 0 | 0 | |
| 10 | 0 | 0 | 0 | |
| 11 | 0 | 0 | 0 | |
| 12 | 0 | 0 | 0 | |

In addition to the ELLs, we are interested in having English-only students participate in the field test. Would you be able to provide a sample of students (approximately 10% of your total sample) whose home language survey results indicated they are not potential ELL, or students whose only language is English? Participation of English proficient non-ELL students in the field test is essential to ensuring that ELPA21 assessments hold ELLs and non-ELLs to equally rigorous standards.

○ Yes    ● No  ②

## Accomodations

For the field test only, does one or more of your ELL students require Braille accommodations?

○ Yes    ● No  ③

Of your ELL population in your school, what approximate percentage have IEP or 504 plans? 0 %  ④

[ CONTINUE ]  ⑤

**PAGE FIVE: TECHNOLOGY AUDIT**

On this page, you'll be asked about the hardware in your school's computer lab. It may be helpful to gather this information before you begin the registration process.

1) Indicate the hardware and operating systems for your school's testing lab tablets, laptops or desktop computers.
2) Indicate any hardware not listed. (optional)
3) Indicate whether your school's lab has headsets with integrated microphones.
4) Indicate the approximate number of headsets (If the answer to the previous question was "no", then put "0" (zero) here.)
5) Click the green "Submit" button to complete your registration.

## PAGE SIX: CONFIRMATION

This completes your Registration for the Field Test and/or the Platform and System Trial. Shortly after completing the registration process, you will receive an email confirming your registration. That email will be sent to the address you provided as the primary contact.

***WHAT IF I CANNOT COMPLETE REGISTRATION IN ONE SESSION? DO I LOSE ALL OF MY WORK?***
No. Your information is saved as each page is completed. So it is best to complete the page you are working on to avoid reentering that information. If you have not fully completed a page and need to step away, we recommend you take a screen shot of your work so far, as any partially completed pages will not be saved.

When you return, you'll be asked to select your state, district and school. Once you do that, the information you have already entered will appear and you will be able to pick up where you left off.

***WHAT IF I HAVE A QUESTION THAT'S NOT ANSWERED BY THIS WALK-THROUGH?***
If you have a question that has not been addressed by this registration walk-through, help is available in a number of ways:

- Contact the Questar Assessment Customer Support desk at **800-574-5583**, Monday through Friday between the hours of 7:00am and 9:00pm ET.
- Go to elpa21.org to find more information and resources related to ELPA21. Take a look at our Field Test FAQ for answers to questions specific to the ELPA21 Field Test.
- Contact your state ELPA21 representative. If you do not know who your state's ELPA21 representative is contact the consortium at info@elpa21.org and we will direct you to the appropriate person.

**Student Demographics: Student Subgroups**

| Population | Current ELLs | Prior ELLs | Screened but English Proficient |
|---|---|---|---|
| **Subgroup Definition** | Students who are currently receiving ELL services and who have not yet reached proficiency sufficient for program exit. | Students who have tested proficient in the past two academic years and who are being monitored. | Students who were administered an ELL screener and were deemed proficient as a result of the screener. Home Language Survey may have indicated a home language other than English, but the student is proficient. These students might be called Initially Fluent (IFEP). |

In addition to ELLs we are interested in having English Only students participate in the Field Test. Participation of English proficient non-ELL students in the Field Test is essential to ensuring that ELPA21 assessments hold ELLs and non-ELLs to equally rigorous standards.

| **English Only** | Students whose Home Language Survey results indicated they were not potential ELLS; students who were never ELLs; students whose only language is English. |
|---|---|

**Subgroup Parameters**

| Subgroup | Took ELP Screener? | Proficient? | Exited (School Year) | Desired % of Total FT Sample |
|---|---|---|---|---|
| **Current ELLs** | Yes | No | NA | 50% |
| **Prior ELLS** | Yes | Yes | SY 2012-13 or 2013-14 | 25%* |
| **Screened but English Proficient** | Yes | Yes | NA | 15% |
| **English Only** | No | Yes | NA | 10% |

**\***Since no Kindergarten or First Grade students are considered Prior ELLs, the field test sample at these grades will contain a higher proportion of students categorized as Current ELLs and Screened but English Proficient.

## Students with Disabilities

ELPA21 items have been constructed to be maximally accessible to ELLs with disabilities. To help generate data about how these items are performing for these students, we encourage schools to include students with disabilities (both ELLs with disabilities and non-ELLs with disabilities) in the population taking the field test and trial.

Schools may use the chart below to compile the subgroup counts prior to beginning the registration process.

| ELPA21 Subgroup/Grade | Current ELLs | Prior ELLs | Screened but English Proficient |
|---|---|---|---|
| K | | NA | |
| 1 | | NA | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |