

## Field Test Administration and Technical Manuals

*ELPA21 has developed Field Test administration and technical manuals to prepare examiners, coordinators, and IT specialists for the administration of the Field Test. Visit the ELPA21 Test Administration Site on the Questar Testing Platform to find the Test Administrator Manuals, Test Coordinator Manual, Setup and Installation Guide, and Accessibility and Accommodations Manual. Descriptions of the manuals can be found below.*

**ELPA21 Field Test Administrator Manual.** Guides administrators in pre-test preparations for students, such as how to log into and deliver the interactive demos, how to log students in to the testing platform, directions for administration and instructions on testing tools and features, and what assistance an administrator may give to students during the Field Test.

**ELPA21 Field Test Coordinator Manual.** Guides administrators on how to log into the administrative platform, upload preID files, print student login tickets, and add or edit test administrators and student records.

**ELPA21 Field Test Accessibility and Accommodations Manual.** Explains the ELPA21 accessibility and accommodations framework as well as the selection and administration of universal and designated features, and accommodations for individual students to produce valid assessment results.

**ELPA21 Field Test Setup and Installation Guide.** Offers instructions to set up and configure workstations and tablets for Questar’s student test delivery system.

### Interactive Demos (Available January 5)

The Interactive Demos provide students with the opportunity to familiarize themselves with the test environment, question format, tools, and to practice responding. Each demo takes approximately fifteen minutes to complete and includes a lesson plan and teacher script. The demos cover reading, writing, listening, and speaking for each grade band.

*Who Should Participate: Students, teachers, and administrators participating in the Field Test.*