

## Nebraska ELPA21 2018-2019 Summative Assessment Guidance

The ELPA21 is the state-wide summative assessment that all English learners (K-12) take each spring. English learners must be identified on ADVISER, the state record system. The testing window for ELPA21 Spring 2019 is **February 4<sup>th</sup> – March 15<sup>th</sup>**. Important things to know about ELPA21 summative testing:

- The vendor for ELPA21 is AIR. All information, resources, manuals, training webinars, etc. can be found on the NE AIR portal at: <http://ne.portal.airast.org/>. Be sure to sign up for AIR email updates on the portal to receive updates from AIR.
- Review **ALL** user guides and systems before testing including the following:
  - *TIDE User Guide* (TIDE is the student and user management system)
  - *Nebraska ELPA21 TA User Guide* (Includes information about the Testing Delivery System)
  - *Nebraska ELPA21 Online Summative Test Administration Manual* (Includes directions for the practice and general test administration)
  - *ELPA21 Accessibility and Accommodations Manual*
- Prepare for testing:
  - **Secure browser:** 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. The secure browser can be found on the portal. There is a separate tab for technology coordinators on the AIR portal.
  - **Headsets** are required for this assessment. Supported headsets can be found in the *System Requirements for Online Testing* manual (under Technology Coordinators resources).
  - **Student Upload:**
    - AIR will conduct a student data upload of all **Grades 2-12** students who have been identified on ADVISOR as EL on January 9, 2019. These students are all in the TIDE system. All 2-12 students who arrive after January 9th, will need to be entered manually into TIDE. The TIDE user guide has directions on how to do this.
    - AIR completed a student upload for Grades K and 1 on November 2nd, 2018. Any K and 1 student who entered the district after this upload will need to be entered manually into TIDE. K and 1 also has an **additional paper writing supplement**. Districts will receive these supplemental materials before the testing window. If a district did not have a K and/or 1<sup>st</sup> grade student when the materials were ordered (in November), districts will need to order the writing supplement through TIDE in addition to entering these students in TIDE.
  - Students who took the ELPA21 screener and DID NOT qualify for EL services will still show up on your list of students. To ensure they don't take a summative assessment, be sure their "English Learner Status" under the student demographics page is NO.
  - All EL students are required to test on the ELPA21, however, if a student does not take the ELPA21 assessment for a variety of reasons, a "reason not tested" code will need to be assigned to that student in TIDE. This can be done when the testing

window opens. Any eligible student that does not test and is not assigned a reason code, will be counted as not making progress for accountability purposes.

- **Practice tests:** It is very important all students are given the opportunity to complete the practice tests before testing. Practice tests can be accessed in two ways:
  - Non-secure practice tests: The TA and student access the practice test on the homepage of the AIR portal. Credentials not required.
  - Secure-browser: This option mimics the secure testing environment. TA must create and manage tests. Students use the secure browser and enter their log-in information. Students must be in TIDE to use this practice option.

- Short **training webinars** for all aspects of testing are available on the AIR portal for the summative assessment and can be accessed here:

<https://ne.portal.airast.org/resources/summative-webinars-and-trainings-ta/>

For information and questions, please contact the NE ELPA21 Help Desk:

**Hours:** 7:00AM to 7:00PM Central Time, Monday – Friday (except holidays)

**Phone:** 1.866.287.5617

**Email:** [neelpa21helpdesk@air.org](mailto:neelpa21helpdesk@air.org)

**Chat:** <http://ne.portal.airast.org/chat/>