



Matrix Four: Universal Tools, Designated Supports, and Accommodations for the English Language Proficiency Assessments for California

This document should be used in conjunction with the *California Code of Regulations*, Title 5 (5 CCR), sections 11517.6 through 11519.5 of the English Language Proficiency Assessments for California (ELPAC) regulations, to determine the use of resources for individual students. The appropriate use of universal tools, designated supports, and accommodations on the ELPAC test is restricted to only those identified in this document.

Matrix Four displays the universal tools, designated supports, and accommodations (non-embedded) allowed as part of the ELPAC system beginning August 3, 2018.

- **Universal tools** are available to *all* students on the basis of student preference and selection.
- **Designated supports** are available to *all* students when determined for use by an educator or team of educators (with parent/guardian and student input, as appropriate) or specified in the student's individualized education program (IEP) or Section 504 plan.
- **Accommodations** must be permitted on ELPAC tests to all eligible students if specified in the student's IEP or Section 504 plan.

* Refer to the 5 CCR, Education, sections 11517.6–11519.5 for specific assessment information.

Part 1. Embedded Resources

Embedded resources are digitally delivered universal tools (U), designated supports (D), or accommodations (A) available as part of the technology platform for the computer administered tests. Embedded resources do not change or alter the construct being measured. The ELPAC is a paper-pencil test and embedded resources do not apply to the ELPAC at this time.

Part 2. Non-Embedded Resources

Non-Embedded resources are universal tools (U), designated supports (D), or accommodations (A) available, when provided by the local educational agency (LEA), for the ELPAC paper-pencil administered tests. These supports are not part of the technology platform for computer-administered tests and do not change or alter the construct being measured. The table below shows the available non-embedded resources for the ELPAC tests:

Non-Embedded Resources	Listening Domain	Speaking Domain	Reading Domain	Writing Domain
Breaks, including testing over more than one day, between the test contractor-identified test sections	U	U	U	U
Oral clarification of test directions by the test examiner in English	U	U	U	U
Pupil use of highlighter(s) in the test book for grades two through twelve	U	U	U	U
Pupil use of marking in the test book for grades three through twelve (non-highlighter)	U	U	U	U
Scratch paper	U	U	U	U
Sufficient time to complete the test	U	U	U	U

Non-Embedded Resources	Listening Domain	Speaking Domain	Reading Domain	Writing Domain
Adjustments to setting, including: <ul style="list-style-type: none"> ○ audio amplification equipment ○ most beneficial time of day ○ special lighting or acoustics ○ special or adaptive furniture ○ testing the student in a separate room provided that the student is directly supervised by an employee of the school district or nonpublic school who has signed the ELPAC Test Security Affidavit 	D	D	D	D
Audio or oral presentation of test directions in English, which may be repeated as requested by the student	D	D	D	D
Color overlay	D	D	D	D
Covered overlay, masks, or other means to maintain visual attention to the test consistent with the test contractor's test directions	D	D	D	D
Magnification	D	D	D	D
Manually Coded English or American Sign Language (ASL) to present test directions for administration (does not apply to test questions)	D	D	D	D
Noise buffers	D	D	D	D
Braille test materials provided by the test contractor	A	A	A	A

Non-Embedded Resources	Listening Domain	Speaking Domain	Reading Domain	Writing Domain
For test questions which assess the domain of writing: <ul style="list-style-type: none"> ○ dictation by the student of responses including all spelling and language conventions, to a scribe, audio recorder, or speech-to-text converter ○ use of word processing software with the spell and grammar check tools turned off 	Not Applicable	Not Applicable	Not Applicable	A
Large print versions reformatted from regular print version	A	A	A	A
Pause or replay the audio during the administration of test questions for the listening domain	A	Not Applicable	Not Applicable	Not Applicable
Pause or replay the audio during the administration of test questions for the speaking domain—summarize an academic presentation	Not Applicable	A	Not Applicable	Not Applicable
Presentation of, and responses to, test questions using Manually Coded English or ASL—pupil responses must be transcribed into the answer book by the ELPAC test examiner or scribe	A	A	Not Applicable	A
Responses dictated to a scribe for selected response items, including multiple-choice items	A	Not Applicable	A	A
Supervised breaks within a section of the test	A	A	A	A
Test questions enlarged through electronic means	A	A	A	A
Testing at home or in the hospital by a test examiner	A	A	A	A

Non-Embedded Resources	Listening Domain	Speaking Domain	Reading Domain	Writing Domain
Transfer of student responses marked in the test booklet to the answer book by a scribe who has signed an ELPAC Test Security Affidavit	A	Not Applicable	A	A
Use of an assistive device that does not interfere with the independent work of the student—pupil responses must be transcribed into the answer book by the ELPAC test examiner or scribe	A	A	Not Applicable	A
Use of written scripts by the test examiner for pupils for whom streamed audio is not accessible	A	Not Applicable	Not Applicable	Not Applicable
To obtain approval to use an unlisted resource, an LEA may submit a request to the California Department of Education (CDE) on behalf of a student with a disability, prior to administering an initial or summative assessment.	Check with ELPAC Office prior to use	Check with ELPAC Office prior to use	Check with ELPAC Office prior to use	Check with ELPAC Office prior to use

Part 3. Instructional Supports and Resources on Alternate Assessment(s)

Most students taking the ELPAC will be able to access the assessment with the universal tools, designated supports, and accommodations listed in Part 2. If a student is unable to access the ELPAC with the supports listed in Part 2, an alternate assessment will be decided upon by the IEP team for the domain(s) for which an alternate assessment should be used.

Part 4. Unlisted Resources

Unlisted resources are not universal tools, designated supports, or accommodations. Unlisted resources shall be made available if specified in the eligible student's IEP or Section 504 plan and **only on approval by the California Department of Education.**

To request the use of an unlisted resource, the LEA ELPAC coordinator or site ELPAC coordinator may submit a request to the CDE a minimum of ten business days before the student's first day of testing. The CDE will reply to the request within four business days.

Approval of an unlisted resource that has not been previously identified will be granted by the CDE on the basis of the IEP team's or Section 504 plan's designation and if the unlisted resource does not compromise the test's security. The CDE shall make a determination of whether the requested unlisted resource changes the construct being measured after the testing has been completed.

The CDE has identified, on the following page, non-embedded unlisted resources for the ELPAC that change the construct being tested. The LEA may contact the ELPAC Office at elpac@cde.ca.gov or at 916-319-0784 to request the use of the identified and other unlisted resources required by a student's IEP or Section 504 plan. In the request include: LEA name and school name; LEA ELPAC coordinator name, phone number, and e-mail address; and a description of the unlisted resource being requested for an ELPAC domain.

Identified Non-Embedded Unlisted Resources That Change the Construct Being Measured

Non-Embedded Resources	Listening Domain	Speaking Domain	Reading Domain	Writing Domain
Bilingual dictionary	X	X	X	X
English dictionary	X	X	X	X
Signed Exact English	X	X	X	X
Thesaurus	X	X	X	X
Translations	X	X	X	X
Translated word lists	X	X	X	X

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