



**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**  
*Office of English Learner Multilingual Achievement*  
Registration, Assessment and Placement (RAP) Center  
1108 Bissell Avenue · Richmond, California 94801  
Telephone: (510) 307-4590

Kim Moses, Ed.D  
*Interim Superintendent of Schools*

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***English Language Proficiency Assessments for California (ELPAC)***  
***2024–25 Parent/Guardian Notification Letter For Summative Testing***

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Dear Parent(s) and Guardian(s):

For the 2025 spring administration of the English Language Proficiency Assessments for California (ELPAC), Virtual Academy students will be able to take their assigned tests remotely. Students will take the test from the safety of their homes. The test administrator or examiner will connect with each child by computer. The Summative ELPAC testing window is from **February 3rd, 2025 to May 31st, 2025**.

EL Achievement Services (RAP Center)	<ul style="list-style-type: none"><li>• Administers all grades 1 to 1 Speaking Domain of ELPAC</li><li>• Administers all K-2 ELPAC Domains</li></ul>
Virtual Academy	<ul style="list-style-type: none"><li>• Administers all grades 3-12 Listening, reading, and writing domains - in group testing.</li></ul>

We need to know that the test is being completed by your child without any help. **A microphone and web camera will be used to verify compliance. The camera is required only to observe your child and the surroundings during the test and will not record the session.**

- Video monitoring by the test administrator is required for remote administration for all ELPAC assessments
- Video and microphone are required to monitor and communicate with students during testing

To make sure that each student receives the most accurate score, we are providing the following guidelines for student testing. To keep the test fair for all students we ask that you:

- Assist your child with setting up the technology used to enter the test session.
  - Do not talk about the questions on the test or any materials for the test with anyone before, during, or after the test.
  - Do not record the test, or use a camera or another device to take pictures of the test questions or of your child taking the test. This helps to keep the questions confidential.
  - Please follow all instructions given by the test administrator or examiner to place the camera where your child and the child's immediate surroundings can be observed.
  - Whenever possible try to limit any other use of the internet while your child is testing.
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If your child cannot use the computer's camera, microphone, and speaker or headphones during remote testing, you may contact the school for another way to administer the test to your child—for example, in-person test administration—when it can be done safely following state, county, and local health and safety requirements.

Thank you for making sure your child is ready to test. With your help, we can ensure that your child, as well as all students in California, are provided with the best opportunity to succeed and show what they know.

**More about ELPAC Practice Test and Resources**

To learn more about the ELPAC, please read the *Parent Guide to Understanding the ELPAC*, which can be found on the CDE ELPAC Parent Guide to Understanding web page at:

<https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp>

The ELPAC practice tests are another good resource. They can be found on the ELPAC website at:

<https://www.caaspp-elpac.org/resources/preparation/practice-and-training-tests>

We also have the ELPAC Preparation K-12 (Parent Resources):

<https://bit.ly/3CETMyF>

And this list of practice videos shared with teachers and admins:

<https://bit.ly/3wbZFjk>

If you have any questions about your child taking the ELPAC, please contact your school or email us at [ELPACSummative@wccusd.net](mailto:ELPACSummative@wccusd.net).

Sincerely,

Esaúl S. Orozco

*Director of English Learner Multilingual Achievement*