



Updated August 2022

Checklist for Administering the ELPA21 Dynamic Screener

The ELPA21 Dynamic Screener is a K-12 online testing tool for determining if students are eligible for supplemental English Language programming. The technology requirements and systems are the same as what is used to administer the annual ELPA21 Summative Assessment. To implement the ELPA21 Dynamic Screener, follow the checklist below.

Prepare for Testing:

- Access the Iowa ELPA21 Assessment System located on the [Iowa Education Portal](#).
 - Ensure each user is assigned the correct role for the ELPA21 application and is associated with the correct building in your school district/school.
- Work with your technology coordinator to set up computers for ELPA21 testing.
 - The test administrator will need a device as well as the student.
 - A secure browser will need to be installed on the student's computer. Information regarding the secure browser may be found in the Iowa ELPA21 Assessment System under Resources on the [ELPA21 Portal](#).
 - Headsets with a microphone will be required for this assessment if students are working independently in Steps Two and Three. A list of supported headsets can be found in the *System Requirements for Online Testing Manual* under [Resources](#).
- Upload/Activate/Update student information in TIDE.
 - Enter or upload new potential English Learners into your student information system (Infinite Campus, PowerSchool, or JMC), assigning them the ELL Status of "Pending".
 - You can utilize the "ELL Extract" found in the State Reporting Options of your student information system. Create the extract and upload the Excel file directly to TIDE using the "Upload Students" menu.
 - At the beginning of the school year, include all students with an ELL Status of "Yes" (SRI Code 1 or 2) or "Pending" (SRI code 8).
 - As new students arrive throughout the year, the extract can be created to include just selected, additional students.
 - Refer to the [TIDE User Guide](#) found in the Resources section of the Iowa ELPA21 Assessment System for directions.
- Review the [ELPA21 Screener Test Administration Manual](#), also found in the Resources section of the Iowa ELPA21 Assessment System.
- Prepare all materials, including: headsets with a microphone, the [Step 2 Speaking Scoring Document](#), (rubric and note-taking sheet), and small enrichment task.
- If a braille, large print, or paper form is needed, contact Terri Schuster at terri.schuster@iowa.gov.

Administering Screening Tests:

- Set up the testing environment so each student can work one-on-one with a test administrator or screening administrator (TA or SA).
- Create a test session for the appropriate screener based on the student's grade level.

- In the Iowa ELPA21 Assessment System on the TA/SA device, first click the appropriate user role card.
- On the next page, click the system card used for Operational Test Administration.
- Once a screener test session has been started, the screener assessment will be available to access on the student's computer (as long as the secure browser has been installed).
- Session ID, students, and approvals will appear on the TA/SA computer screen. TA/SA must approve the testing session in order for a student to start.
- From this point, follow the directions for administration in the [ELPA21 Screener Test Administration Manual](#).

After Testing:

- Locate student screening results on the ELPA21 Portal under tab: Reporting System.
 - A [Reporting System Quick Guide](#) can be found in the Resources section of the Iowa ELPA21 Assessment System.
 - Results for students who ended after Step Two will be available later the same day that tests were submitted. Results for students completing Step Three may take up to 7 calendar days depending on the volume of screeners being processed.
- Adjust the student's official English Learner status based on the Proficiency Level reported in the Individual Student Report (ISR).
 - Edit the student's ELL Status in your student information system from a code of **8** (Pending) to either **1** (Student is in an English Language Instructional Program), **2** (Identified as ELL but parent waived LIEP services) or **5** (Tested and not identified as ELL).
 - Edit the student's demographic information in TIDE to change the EL Status from **"Pending"** to **"Yes"** or **"No"**. (If you upload a new file using the ELL Extract after making the change in your student information system, this will update automatically.)
 - Proceed with notifying parents if the student qualifies for services within the Title III 30-day timeline for Parent Notification.

See [Iowa EL Assessment Procedures](#) for more information.

For questions regarding students transferring from another district or state, review [Approved Transfer Procedures for Transfer Students](#).

For program and policy questions contact:
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For technical assistance, contact the Iowa ELPA21 Help Desk:
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