



**ETHEL PHILLIPS
ELEMENTARY**

2930 21st Avenue Sacramento, CA 95820

(916) 395-4565 FAX (916) 277-6762

Daniel Hernandez, Principal

Dear Parent(s) and Guardian(s):

For the 2021 spring administration of the Summative English Language Proficiency Assessments for California (ELPAC), students will be able to take their assigned tests remotely. **Our priority is to keep our students and educators safe** by following state, county, and local health and safety requirements associated with the current pandemic.

This letter provides information about what students testing remotely need. Students will take the test from the safety of their homes. The test administrator or examiner will connect with each child by computer. To make sure that each student receives the most accurate score, we are providing the following guidelines for student testing:

1. You may assist your child with setting up the technology used to enter the test session.
2. To keep the test fair for all students, we ask that you do not talk about the questions on the test or any materials for the test with anyone before, during, or after the test.
3. No one may 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.
4. We need to know that the test is being completed by your child without any help. To verify compliance, a web camera and microphone will be used to observe your child while taking the test. The camera is only used to observe your child and the surroundings during the test and will not record the session.
5. 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.

If your child cannot use the computer's camera, microphone, and speaker or headphone during remote testing, you may contact me 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.

If you have questions or concerns, please reach out to our testing coordinator, Kass Craig for more information at katherine-craig@scusd.edu

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

Sincerely,

Daniel Hernandez, Principal

Daniel-Hernandez@scusd.edu

916-395-4565