



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



TO: English Learner Assessment Coordinators (ELACs), District Administrators in TIDE (DAs), Special Education Directors, Title III Coordinators

FROM: Abe Kristt, Bureau Chief, Performance Office

DATE: November 21, 2022

SUBJECT: Collaborative for the Alternate Assessment of English Language Proficiency (CAAELP) Test Administration Training for the 2022-23 School Year

This communication describes test administration training for the new *Collaborative for the Alternate Assessment of English Language Proficiency (CAAELP)* also known as *Alt ELPA*. This assessment has been developed for students in Grades K-12 who are dually identified as English learners/multilingual learners (ELs/MLs) and who receive services under the Individuals with Disabilities Education Act (IDEA). Students identified in PSIS as ELs/MLs, who also have evidence of a significant cognitive disability, may be considered for CAAELP during their Planning and Placement Team (PPT) meeting. The CAAELP testing window is from **February 1 - March 31, 2023**. The following information will assist educators to ensure these eligible students are tested appropriately.

Information related to CAAELP can be found on the [CAAELP Resources](#) Page. Associated resources are also accessible on the [Connecticut Comprehensive Assessment Portal](#).

Student Eligibility for CAAELP

The PPTs should determine if ELs/MLs with a significant cognitive disability qualify for the CAAELP based on criteria in the [Connecticut Alternate Assessment System Eligibility Form](#). This form is also included in the Connecticut Special Education Data System (CT-SEDS). Please note all Alternate Assessment System Eligibility Forms, even if completed in CT-SEDS, must be submitted into the Data Entry interface (DEI) by a Trained TEA. The submission window specific to ELs/MLs extends until **December 23, 2022**.

Training for Educators Administering the CAAELP

The [CAAELP Module Alt ELPA Test Administrator Training \(2022-2023\)](#) for educators responsible for administering the CAAELP is available. The CAAELP can only be administered by individuals who undergo this training. These educators may be those already established as Trained TEAs because they administer the CTAA and CTAS. Other educators, familiar with the student through other service areas such as English language development may also administer the CAAELP to eligible students. CAAELP Training will take approximately 90 minutes, is self-paced, and may be paused as needed. Any educator administering the CAAELP must have a TEA user role in TIDE assigned by the District Administrator for testing in TIDE. For educators administering **only** the CAAELP, it is not necessary to participate in the academic Alternate Assessment System Training for the CTAA and CTAS.

CAAELP Practice Test

The Connecticut State Department of Education (CSDE) encourages educators responsible for administering the CAAELP to access the [CAAELP \(Alt ELPA\) Practice Tests](#) with eligible students. [The Alt ELPA Practice Test: Test Administrator Directions and Scoring Rubrics Booklets](#) should be used for the administration of the CAAELP Practice Test and are available for Grades Kindergarten, 1, 2-3, 4-5, 6-8, and 9-12. The domain and grade specific practice tests may be accessed on the [Connecticut Comprehensive Assessment Program Portal](#). Sign in as Guest User/Guest Session. Educators can set accommodations while signing onto the practice site.

Preparation Sequence for Administering the CAAELP:

1. PPT determines student is eligible to participate in CAAELP based on the [Connecticut Alternate Assessment System Eligibility Form](#).
2. Trained TEA (for CTAA/CTAS) submits Alternate Assessment System Eligibility Form into the Data Entry Interface (DEI) before December 23, 2022.
3. District determines the educator responsible for administering the CAAELP to each eligible EL/ML student.
4. DA in TIDE creates TEA user role for the educator responsible for administering the CAAELP. Please use a district email address when setting this user role. This user role designation will provide access to secure testing materials, the CAAELP assessments in TIDE, and the test delivery system.
5. Educators responsible for administering the CAAELP participate in [CAAELP Test Administration Training](#).
 - Register in the [CAAELP Training System](#) using a district email address.
 - Use “elpa21” as the district password when requested during registration.
 - Complete the CAAELP Module Alt ELPA Test Administrator Training (2022-2023).
 - Complete each associated quiz. They maybe repeated as needed.
 - Print and maintain a copy of the CAAELP Training Certificate.
7. Access the [Test Administration Interface](#) from the [Connecticut Comprehensive Assessment Program Portal](#). Select the appropriate grade, then select CAAELP from the dropdown menu.
8. Test administration requires two devices: one for the test administrator (Test Administration Interface); and one for student (with the Secure Browser).
9. Plan for and provide test accommodations for eligible students. Reference the [Connecticut CAAELP Accessibility and Accommodations Manual](#) for details.
10. Refer to the [Connecticut CAAELP Test Administration Manual](#) for administration details.

CAAELP Contact Information

Contact Information	Email	Phone
Ada Kovaci-Kume CT-SEDS and CAAELP	Ada.Kovaci-Kume@ct.gov	860-713-6855
Deirdre Ducharme Special Populations and Accommodations (Smarter Balanced, NGSS, Connecticut SAT School Day, Alternate Assessments)	Deirdre.Ducharme@ct.gov	860-713-6859
Performance Office - Student Assessment	Ctstudentassessment@ct.gov	860-713-6860
Cambium Assessment Incorporated (CAI) Connecticut Help Desk (Smarter Balanced, NGSS, CTAA/CTAS, CAAELP)	cthelpdesk@cambiumassessment.com	844-202-7583