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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Thursday, March 1, 2018 2:25 PM  
**To:**  
**Subject:** ELPAC March Monthly Update



Dear LEA ELPAC Coordinator:

The first operational administration of the Summative English Language Proficiency Assessments for California (ELPAC) commenced on February 1, 2018. This communication contains information that will help you and your local educational agency (LEA) with the administration of the ELPAC.

### **Summative Assessment Information**

#### ***Ordering ELPAC Test Materials***

The Supplemental Materials Ordering Window opened on Tuesday, January 23, 2018, and continues through May 15, 2018. For assistance with this process, a [Test Operations Management System \(TOMS\) Supplemental Materials Ordering Instructions Quick Start Guide](#) is posted on ELPAC.org.

- **Supplemental Ordering Window:** January 23–May 15, 2018 (Materials to arrive 10–14 days after placing an order)

#### ***Pre-identification Label Orders***

Have you ordered your pre-identification (Pre-ID) labels? Pre-ID is the process of electronically identifying students through a bar-coded label rather than marking the student demographic information manually on the Answer Book. For guidance on how to order Pre-ID labels, please refer to the [Pre-ID Labels Instructions Quick Start Guide](#).

#### ***Ungraded Students***

For 2017–18, ungraded students will not be pulled for ordering as the system is restricted to students enrolled in kindergarten through grade twelve (K–12). LEAs need to determine what grade level to administer based on the student's birthdate.

#### ***Summative ELPAC Post Administration Test Materials Return***

**We need your assistance!** LEAs can return secure, scannable test materials to Educational Testing Service (ETS) once per month and do not have to wait until all testing is complete. Sending in your scannable materials as early as possible assists with the quality control process before the scores are released. Scannable materials must be returned in the white cartons that have affixed, two-day, UPS labels. All non-scannable materials are returned in the brown carton at the end of the testing window. If additional white and/or brown return cartons and/or UPS labels are needed, please contact the ELPAC Customer Support Center (CSC) by e-mail at [ELPAC@ets.org](mailto:ELPAC@ets.org) or by phone at 844-782-2714.

The last day to request pickup of materials for the February Administration is March 9, 2018. If needed, **LEAs with over 5,000 English learners (ELs)** have a second opportunity to return test materials each month (dates stated in the following table).

<b>ELPAC Administration Month</b>	<b>LEA ELPAC Coordinators Secure, Scannable Test Materials Pickup Request No Later Than</b>	<b>LEA ELPAC Coordinators Request Secure, Scannable Test Materials Pickup Request No Later Than Second Return Window for LEAs with Over 5,000 English Learners</b>
February 2018	March 9, 2018	March 23, 2018
March 2018	April 9, 2018	April 23, 2018
April 2018	May 9, 2018	May 23, 2018
May 2018	June 15, 2018	Not Applicable

### **2018–19 Superintendent Designation of LEA ELPAC Coordinator**

Each LEA is required to designate an LEA ELPAC Coordinator for the 2018–19 ELPAC from among LEA employees by April 1, 2018. This task is the responsibility of the LEA superintendent or direct funded charter school administrator. The person designated as the LEA ELPAC Coordinator is responsible for handling administrative and security responsibilities for all components of the ELPAC through June 30, 2019. The LEAs should receive access to the Superintendent Designation Form within the next few days.

ETS must receive the 2018–2019 Superintendent Designation of LEA ELPAC Coordinator Form (coming soon) and the [ELPAC Test Security Agreement](#) forms in order for the designated LEA ELPAC Coordinator to be granted access to TOMS for the 2018–19 ELPAC Administration. TOMS is the online system that coordinators will use to manage all aspects of ELPAC testing, including assigning user roles and ordering test materials.

### **Initial ELPAC Information**

#### ***Initial ELPAC Material Orders***

The Primary Initial ELPAC Material Orders Window will open on April 24, 2018, and continue through May 11, 2018. To ensure delivery of materials, sorted by school, are received by June 1, 2018, order during the Primary Order Window. The Special Test Versions (braille and large print) Ordering Window begins on June 1, 2018, and the earliest delivery date is July 2, 2018.

- **Primary Order Window (Standard Material):** April 24–May 11, 2018 (Materials to arrive 10–14 days after placing an order)
- **Special Test Versions Order Window:** June 1, 2018–June 14, 2019 (Materials to arrive July 2, 2018–June 28, 2019 and will be prepared at the LEA level)
- **Supplemental Order Window:** June 1, 2018–June 14, 2019 (\*Materials to arrive June 15, 2018–June 28, 2019 and will be prepared at the LEA level)

<b>Order Round</b>	<b>Ordering Window Opens</b>	<b>Ordering Window Closes</b>	<b>Earliest Delivery Date</b>	<b>Latest Delivery Date</b>
<b>Primary Order Window</b>	April 24, 2018	May 11, 2018	May 16, 2018	June 1, 2018
<b>Special Test Versions Order Window</b>	June 1, 2018	June 14, 2019	July 2, 2018	June 28, 2019
<b>Supplemental Order Window</b>	June 1, 2018	June 14, 2019	*June 15, 2018	*June 28, 2019

\* This delivery date window is for standard materials ordered during the Supplemental Order Window only. The earliest delivery date for special test version orders is July 2, 2018, whether ordered during the Special Test Version or Supplemental Order window.

### ***Initial ELPAC Spring Administration and Scoring Training Registration***

The Initial ELPAC spring Administration and Scoring Training begins on April 10, 2018, and continues through May 24, 2018. Registration opened on February 1, 2018, and information on training dates and locations is listed on the ELPAC [Initial ELPAC Administration and Scoring Trainings](#) Web page. LEA ELPAC Coordinators are responsible for registering participants from their LEA and will receive an e-mail containing registration information for their LEA. Only the LEA ELPAC Coordinators have access to the registration passcode and can register trainers. If you need support, please contact the ELPAC CSC by e-mail at [ELPAC@ets.org](mailto:ELPAC@ets.org) or by phone at 844-782-2714.

The **Moodle Training Site (Moodle)** for the Initial ELPAC opens April 13, 2018. LEA ELPAC Coordinators should log on to the [Administration and Scoring Trainings Registration Information](#) Web page by entering their access code in the *Submit code* field. Select the **[Initial ELPAC Moodle Training Site]** button, which will take you to the Web page to find your enrollment keys. In Moodle, the LEA ELPAC Coordinator also may identify the Initial ELPAC trainer(s) and request LEA Trainer Reporting Access, if the trainer needs to view reports in Moodle and monitor calibration completion of Test Examiners. Please note that your LEA enrollment keys are different for the Initial ELPAC. Therefore, Test Examiners will need to be issued a new enrollment key by the LEA ELPAC Coordinator. However, individual user accounts from the Summative ELPAC will remain active.

#### Reminders:

- **Organization Billing Address**—Do you have a billing address in TOMS? A billing address is required for general services invoicing, for example, Pre-ID labels. Information on how to update the billing address in TOMS is located on page 26 under the “[Addresses] Tab” subsection of the [TOMS Guide for the ELPAC](#). You will update the billing address section.
- **Organization Reporting Shipping Address**—Student Score Reports (SSRs) will be shipped to the reporting shipping address, if provided in TOMS, and not your mailing or primary shipping address. All shipping addresses must be a physical address; materials cannot be shipped to a post office box. In the event an LEA primary and/or report shipping address is not present in TOMS at the time of reporting, it will cause a delay or nonshipment of the SSRs. You can ensure you have an organization reporting shipping address in TOMS by navigating to the **[Organizations]** tab; selecting the **[View & Edit]** tab; and then selecting the **[Addresses]** tab.
- **LEAs without English Learners (ELs)**—LEAs that do not have EL students enrolled do not need to place a test material order during the Round 1 and Round 2 Test Material Ordering windows, which closed November 17, 2017, and December 21, 2017, respectively. However, staff should continue to monitor California Longitudinal Pupil Achievement Data System for any newly enrolled EL students and should place a supplemental test material order for those students, if needed. The Supplemental Test Material Order window opened on January 23, 2018, and closes on May 16, 2018.

General questions about the 2017–18 ELPAC should be directed to the ELPAC CSC by e-mail at [ELPAC@ets.org](mailto:ELPAC@ets.org) or by phone at 844-782-2714.

Sincerely,

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