English Language Proficiency Assessments for California (ELPAC) Monthly Communication

Dear LEA ELPAC Coordinator:

As you administer the 2018–19 and 2019–20 Initial and Summative ELPAC, Educational Testing Service (ETS) is helping to support you and your local educational agency (LEA) by providing key information.

URGENT: Actions Required

2018–19 Post-Test—Summative ELPAC Test Materials Return Instructions

In order to ensure that your test materials arrive in time for scoring, **all Answer Books must be picked up by United Parcel Service (UPS)** from your location **by June 14, 2019;** therefore, requests for pick up must be made prior to that day. Consider this date when planning to return your test materials, and allow enough time to account for shipping so that test materials arrive at ETS no later than June 21, 2019. **Any Answer Books received by ETS after June 21, 2019, will not be processed.**

All secure, scannable test materials should be returned in the white return cartons and shipped using the UPS shipping return labels only. Please note that, for the 2018–19 administration, each LEA must create its own UPS return labels. Packing and shipping errors could delay the processing of test materials and receipt of ELPAC Student Score Reports. The *2018–19 Summative ELPAC Packing and Return Instructions* web document, which is available on elpac.org, provides details on returning test materials. Store test materials awaiting pick up in a secure and protected location.

It is imperative that you and your staff follow the instructions for the use of Pre-ID labels and a Group Identification Sheet (GIS) outlined in the *2018–19 Summative ELPAC Test Administration Manual* to facilitate the processing of test materials and receipt of students' scores and to prevent results from being reported under an incorrect LEA.

Pre-ID Labels

Pre-ID is the process of electronically identifying a student through a bar-coded label that is placed on the student's Answer Book to facilitate accurate reporting of scores to the LEA. Pre-ID labels identify students based on information from the California Longitudinal Pupil Achievement Data System. **LEAs should not share or use Pre-ID labels not associated with their school codes.**

Precoded GIS

Precoded GISs are scannable documents containing unique information for the county, LEA, school, and grade. The GIS determines which school and LEA the results are assigned to for accountability. **Do not share or use a photocopy of the GIS. Do not share or use precoded GISs not associated with the LEA's school codes.**

2019–20 LEA ELPAC Coordinator Designations

If your superintendent has not yet designated an LEA ELPAC coordinator, please assist him or her to access the ELPAC Test Operations Management System (TOMS) for the 2019–20 administration to designate one.

The [ELPAC: How to Add a New User as an LEA Coordinator in TOMS](#) and the [ELPAC: How to Designate an LEA Coordinator in TOMS](#) videos on the ELPAC YouTube channel provide step-by-step directions on how to submit an LEA coordinator designation.

If you have any questions about the designation process, please contact the California Technical Assistance Center (CalTAC) by phone at 800-955-2954 or by email at caltac@ets.org.

ELPAC Information

What's New?

- **2019–20 Computer-based Summative ELPAC Training**

  The [Summative ELPAC Administration and Scoring Trainings](#) web page lists the dates and locations for the 2019–20 trainings. To prepare for the 2019–20 test administration, there will be 22 Administration and Scoring Trainings held statewide. LEAs participating in the field test will be registered to attend one of the first 10 trainings, held from September 30 through October 10, 2019, because these LEAs must complete statewide training and subsequent field testing by October 25, 2019. Non-field-testing LEA training will be held from October 23 through November 14, 2019. Dates and locations have been posted on [elpac.org](#) to help LEAs plan for staff attendance. Registration for non-field-testing LEAs will open Monday, August 12, 2019. If you have questions regarding participation in the field test, please contact the ELPAC Field Test Coordinator at the Sacramento County Office of Education by email at elpac@scoe.net.

- The [ELPAC: How to Add a New User as an LEA Coordinator in TOMS](#) and the [ELPAC: How to Designate an LEA Coordinator in TOMS](#) videos are posted on the ELPAC YouTube channel and provide step-by-step directions on how to submit an LEA coordinator designation.

- The new [ELPAC and Alternate ELPAC Opportunities to Get Involved](#) web page is available on [elpac.org](#), where educators can link to the [Educator Opportunities Portal](#) to apply to participate in ELPAC and Alternate ELPAC educator opportunities. The announcement of the portal launch will be in the *News and Tips for the ELPAC Administration* section on the [elpac.org](#) landing page.

- Registration is open for "The Results Are In" workshops that will take place in the fall of 2019. For more information, refer to the [Additional Training](#) web page. There will be eight, statewide, in-person workshops. The workshops are designed for site-level teams, comprised at a minimum of the site administrator and lead teacher or coaches responsible for English language development. The team will be limited to five members. A registration fee of $50 per person will help defray the costs of breakfast, lunch, and materials.

- There is a new [ELPAC Test Security Guidelines](#) video on [elpac.org](#). View the video to learn about the test security procedures required for the ELPAC.

- The [Frequently Asked Questions (FAQs)](#) web page is listed as part of the *Resources* menu on [elpac.org](#).

Initial ELPAC Information

2018–19 Initial ELPAC Supplemental Materials Ordering

The Initial ELPAC supplemental materials ordering window closes on June 14, 2019. To place an Initial ELPAC materials order for the 2018–19 administration, contact CalTAC by phone at 800-955-2954 or by email at [caltac@ets.org](#).

2018–19 Initial ELPAC Test Administration

The **Initial ELPAC test administration window ends on Friday, June 28, 2019.** Examiners should score the operational assessments locally and use the local scoring tool (LST) to input raw, hand scored results. Please note that **all hand score results MUST be entered into the LST, student score reports produced, and the data downloaded and merged into the parent template by 5 p.m. on Sunday, June 30, 2019,** because of a scheduled system downtime.

2019–20 Initial ELPAC Administration and Scoring Training

Initial ELPAC Administration and Scoring Trainings will end on May 21, 2019. Please note that every LEA is required to attend training at either a statewide training or a regional training. **All ELPAC test examiners are required to attend training** to administer the Initial ELPAC. To accommodate your LEA's training needs, regional trainings will be held throughout the state. These trainings are posted on [elpac.org](#) under the *Training* menu. The list will be updated as more trainings become available.

2019–20 Initial ELPAC Moodle Site

The 2019–20 Initial ELPAC Moodle Training Site launched on April 19, 2019. All current and new Moodle users need to establish a new user account for this site. Accounts for the Summative ELPAC Moodle Training Site will not work for the [ELPAC Administration and Scoring Moodle Training Site](#).

2019–20 Initial ELPAC Administration and Scoring Makeup Trainings

The Initial ELPAC testing window opens on July 2, 2019. For new LEA ELPAC coordinators and trainers who missed the spring trainings, there will be four [Initial ELPAC Administration and Scoring Makeup Trainings](#) held in August 2019. Registration for these make-up training session opened on Monday, May 13, 2019.

General questions about the ELPAC should be directed to CalTAC by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

California Technical Assistance Center
Educational Testing Service
Phone: 800-955-2954
Email: caltac@ets.org
Website: https://www.elpac.org/