Dear LEA ELPAC Coordinator:

This communication contains information that will help you and your local educational agency (LEA) with the administration of the Summative and Initial English Language Proficiency Assessments for California (ELPAC).

Summative ELPAC Information

ELPAC Summative Assessment 2017–18 Post-Test Feedback Survey

To help gather valuable information about your experience administering the Summative ELPAC, the California Department of Education would like to invite you to participate in an online survey. A subset of LEA ELPAC Coordinators and examiners were invited to participate in a survey to provide feedback about the administration of the 2018 Summative ELPAC. Users who received the survey invitation in March will receive a reminder in late April to compete the survey. If you were not invited to participate in the survey, but want to provide feedback about the assessment, you can access the survey by selecting this link: ELPAC Summative Assessment 2018. It will remain open until the end of the administration window on May 31, 2018.

Summative ELPAC Moodle Training Site

The Moodle Training Site (Moodle) for the Summative ELPAC will be closing on May 31, 2018, with the close of the testing window. The Summative ELPAC 2018–19 Moodle Training Site will open on October 12, 2018. Look for more information in the fall.

Ordering Pre-identification (Pre-ID) Labels

Have you ordered your Pre-ID labels? Pre-ID is the process of identifying student demographics electronically through a bar-coded label rather than marking the student demographic information manually on the Answer Book. **The order window for Round 2 ordering of Pre-ID labels closes on May 14, 2018.** For guidance on how to place an order for Pre-ID labels, please refer to the TOMS Pre-ID Labels Instructions Quick Start Guide.

Initial ELPAC Information

Initial ELPAC Materials Orders

The window for the primary Initial ELPAC Test Materials Order closes on Friday, May 11, 2018. To ensure the delivery of materials, sorted by school, is received by June 1, 2018, order during the Primary Order Window. The Special Test Versions (braille and large print) Order Window opens June 1, 2018, with delivery beginning July 2, 2018. A list of materials order windows can be found on ELPAC.org, on the Initial ELPAC Assessment Web page.

Educator Opportunities in 2018–19 Coming Soon!

Be on the lookout in May for information regarding 2018–19 educator opportunities. Information, including the application to participate in Item Writing Training, and Writing and Speaking Range Finding Meetings, will be posted soon on the **ELPAC Event Opportunities** link. Your participation plays a significant role in the continued development of the ELPAC, and it provides you with an excellent opportunity to network with other California educators.

Initial ELPAC Spring Administration and Scoring Training Regional Trainings

Initial ELPAC Administration and Scoring Trainings end on Thursday, May 24, 2018. Training dates and locations are listed on the ELPAC Initial ELPAC Administration and Scoring Trainings Web page.

Have you missed the spring Initial ELPAC Administration and Scoring Trainings? Do you have additional staff that need training? County offices of education statewide are hosting additional trainings for a small fee (to cover the cost of duplication of materials). More information is posted on the 2018–19 Initial Assessment Regional Trainings List Web page.

Initial ELPAC Makeup Trainings in August

The Initial ELPAC testing window opens on July 2, 2018. For new LEA ELPAC Coordinators, trainers and those who missed the spring trainings, there will be three, two-day Initial ELPAC Administration and Scoring Makeup Trainings held statewide. More information is posted on the Initial ELPAC Administration and Scoring Trainings Web page.

If you have questions, please contact the ELPAC Customer Support Center (CSC) by phone at 844-782-2714 or by e-mail at ELPAC@ets.org.

General ELPAC Information and Reminders

- The supplemental materials ordering window closes on Tuesday, May 15, 2018. Guidance for placing a supplemental order can be found on the Test Operations Management System (TOMS) Supplemental Materials Ordering Instructions Quick Start Guide.

- For summative ELPAC post-administration test materials return, all secure, scannable test materials in white return cartons must be returned via UPS using the return label with one purple stripe affixed to the white return cartons. Only use the

provided labels. Standard practice is to ensure all test materials are packed in cartons by school.

- An LEA may combine test materials from schools in a single carton, as long as the test materials are properly sorted and banded by school and grade, with the correct GIS on top of each grade.

- The last day to request a pickup of test materials for the April administration is May 9, 2018. If needed, LEAs with more than 5,000 English learners (ELs) have a second opportunity to return test materials each month; these dates are stated in the following table.

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

- Pre-ID labels are to be placed on the Answer Book in the space named "Place Student Barcode Label Here"; no other label should be used or placed on the Answer Book. Specific directions are located on page 9 in the "After Testing" subsection of the *Summative ELPAC Test Administration Manual*.

- The **Local Scoring Tool** will be available July 9, 2018.

  - For the Initial ELPAC, LEA designated staff entering student raw scores on the LST will only be able to enter scores for students whose English Language Acquisition Status (ELAS) is to be determined (TBD).

  - Raw scores cannot be entered on the LST for students whose ELAS is blank.

  - This is a reminder for LEAs to regularly update their CALPADS data which feeds into ELPAC TOMS LST.

- **The issues log** can be viewed on the Web site at the ELPAC Known Issue Log.

- **A survey for Test Examiners who administered the Summative ELPAC in braille and large-print** will be sent to your attention mid-May. Please plan to distribute to all Test Examiners who administered these versions in your LEA.

- LEA and Site ELPAC Coordinators should monitor and ensure that all Test Examiners have passed their calibration certification.

- **Newly enrolled English learners (ELs):** Staff should continue to monitor the California Longitudinal Pupil Achievement Data System for any newly enrolled students who are ELs and should place a supplemental test material order for those students, if needed. The Supplemental Test Materials Order Window is open through May 15, 2018.

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

Sincerely,

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