
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Friday, November 2, 2018 7:51 AM
To:
Subject: ELPAC November Monthly Update



Dear LEA ELPAC Coordinator:

As you administer the 2018–19 English Language Proficiency Assessments for California (ELPAC), Educational Testing Service (ETS) is providing you with information that will help you and your local educational agency (LEA) with the administration of the Summative and Initial ELPAC.

Summative ELPAC Information

Ordering Test Materials

A round of applause for **Redding STEM Academy**, which was the first LEA to place a Summative ELPAC materials order in the Round 1 ordering window on October 1, 2018!

Have you ordered your materials yet? The Summative ELPAC Round 1 Test Materials Ordering Window closes in two weeks.

- **Round 1: October 1–November 16, 2018**
- Round 2: November 19–December 20, 2018
- Supplemental Materials: January 14–May 14, 2019

Test Materials Ordering Information

Only students with an English Language Acquisition Status (ELAS) of English learner (EL) in the California Longitudinal Pupil Achievement Data System (CALPADS) are included when ordering in the Test Operations Management System (TOMS).

1. Make sure to upload the new ELAS records into CALPADS for those students who recently took the Initial ELPAC, so your numbers are accurate.
2. LEAs should always check the enrollments in TOMS against their local student information system's counts to ensure they are accurate. If discrepancies exist, LEAs need to update their CALPADS records and then wait 48 hours to rerun the order counts in TOMS. If discrepancies continue,

LEAS should verify that the Exit dates are accurate. Because the CALPADS file is cumulative, the condition for exiting a student requires that the Enrollment Effective Date in the exit file matches the Enrollment Start Date received for that student in the active student file from CALPADS. If the dates do not match, TOMS does not exit the student.

3. Reminder: LEAs can download the **Summative ELPAC Electronic Summary Report**, which captures all students who were administered the 2017–18 Summative ELPAC in their LEA during the testing window. This summary report can be downloaded from TOMS.
4. Please check that your shipping address in TOMS is correct **prior to ordering** to ensure that your materials are delivered to the appropriate location. Shipping addresses must be a physical location such as a warehouse or an office building and cannot be a post office box.

Training Reminders

The California Department of Education (CDE)–sponsored [2018–19 Summative ELPAC Administration and Scoring Trainings](#) conclude at the end of the month, on November 29, 2018.

- Every LEA is required to send a person to statewide or [2018–19 Summative ELPAC Regional Training](#) for the purpose of returning to the LEA to hold an in-person Summative ELPAC training for test examiners.
- Test examiners administering the Speaking domain must attend an in-person training provided by the LEA and must pass the required calibration quizzes online.

Initial ELPAC Information

The Initial ELPAC Student Eligibility Report generates the list of students whose home language survey indicates a language other than English and whose ELAS is “To Be Determined.” Any student with a locked score should not appear in the report.

Reminder: For LEAs participating in the Rotating Score Validation Process, raw scores need to be entered and locked in the Local Scoring Tool prior to shipping the Initial ELPAC Answer Books to ETS for scoring.

Coming Soon!

- An updated *Summative ELPAC Test Administration Manual* will be posted soon on ELPAC.org. Please note the updates to the return materials instructions. LEAs will now be able to securely destroy ancillary materials.
- The CDE-sponsored [2019–20 Initial ELPAC Administration and Scoring Trainings](#) registration will open on February 1, 2019.

General questions about ELPAC should be directed to the ELPAC Customer Support Center by phone at 844-782-2714 or by email at ELPAC@ets.org.

Sincerely,

ELPAC Project Team

Educational Testing Service

Phone: 844-782-2714

Email: ELPAC@ets.org

Website: <https://www.elpac.org/>