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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Wednesday, November 1, 2017 11:02 AM  
**To:**  
**Subject:** ELPAC November Monthly Update



Dear LEA ELPAC Coordinator:

As we prepare to launch the operational administration for the English Language Proficiency Assessments for California (ELPAC) Summative Assessment, scheduled from February 1 through May 31, 2018, Educational Testing Service (ETS) wants to provide you with information that will help you and your local educational agency (LEA) get ready for a smooth administration.

### **ELPAC Communications**

Future ELPAC communications will be scheduled to come out at the beginning of each month from the ELPAC Project Team and the middle of each month from the California Department of Education. You may receive additional communications to provide you support and/or details about training opportunities.

### **Ordering Test Materials**

Remember to order your test materials for the ELPAC. There are two ordering windows and an additional window to order supplemental materials.

- Round 1: October 17–November 17, 2017
- Round 2: November 18–December 21, 2017
- Supplemental Materials: January 23–May 15, 2018

## Changes to the ELPAC Web Site

ETS has made some updates and added new resources to the [ELPAC Web Site](#). Be sure to visit this site throughout the month because we continuously update the site as more information and resources become available.

- Resources for LEAs and parents have been posted on the [Resources](#) Web page, which includes the “Parent Guide to Understanding the ELPAC” in eight languages. The General Resources section has also been updated for this year.
- ELPAC Coordinator e-mails are archived under the Resources menu on the [ELPAC Coordinator E-mails](#) Web page.

## Trainings

- Summative Assessment Administration and Scoring Training: Training locations and dates are available on the [Summative Assessment Administration and Scoring Trainings](#) Web page. Locations for the county office of education–hosted regional Summative Assessment Administration and Scoring Training locations are posted on the [2017–18 Summative Assessment Regional Training List](#) Web page. Both pages will be continuously updated. Summative Assessment Administration and Scoring Training continues through December 13, 2017, and the regional trainings will be offered through January 23, 2018. Registration is open, and seats are still available for some locations. Only the LEA ELPAC Coordinators have access to the registration passcode and can register trainers. Any LEA ELPAC Coordinator who does not have the registration passcode should contact the ELPAC Customer Support Center 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 Summative Assessments is now open. The LEA ELPAC Coordinators should log in to the [Administration and Scoring Trainings Registration Information](#) Web page to find their unique LEA Moodle enrollment keys. In the registration portal, the LEA ELPAC Coordinator may also identify the lead trainer(s) and request LEA Trainer Reporting Access, if the trainer needs to view reports in Moodle and monitor calibration completion of Test Examiners.
- Initial Assessment Administration and Scoring Trainings will be held April 10, 2018 through May 24, 2018. Additional trainings will be held in August 2018 and further details with the specific dates and locations will be published at a later date. The dates and locations for the spring trainings are now posted on the [Initial Assessment Administration and Scoring Trainings](#) Web page. Registration will open on Thursday, February 1, 2018. In December 2017, LEA ELPAC Coordinators will receive an e-mail containing registration information and seat allocations. The training will run from 8 a.m. to 4 p.m. for kindergarten through grade twelve. LEAs serving only grades six through twelve will

be dismissed at 1:30 p.m. This training series will focus primarily on the local scoring of the Initial Assessment Writing.

### **Reminders**

- The following Testing Operations Management System (TOMS) functionalities are available:
  - Add and edit users
  - Search and view student data that are imported from California Longitudinal Pupil Achievement Data System (CALPADS)
  - Request pre-identification labels
  - Order initial and supplemental materials
  - Access audio modules for the Listening and Speaking domains
- Did you miss the ELPAC TOMS Webcast or would you like to watch it again for reference? All Webcasts are archived on the [ELPAC Training Videos and Archived Webcasts](#) Web page, including the ELPAC TOMS Webcast that provides information on accessing and using the TOMS functionalities.

### **Educator Opportunities**

Apply now to participate in the ELPAC Alignment Meeting. The application is available through November 8, 2017, on the [ELPAC Event Opportunities](#) Web page. Participants will review ELPAC test items to ensure alignment to the California 2012 English Language Development Standards. The meeting is being held in Sacramento on March 6–7, 2018. All travel expenses and substitute reimbursement expenses will be paid. Your participation plays a significant role in the continued development of the ELPAC. Additionally, this opportunity provides you with an excellent opportunity to network with other California educators.

### **Coming Soon**

- Full, printable calendar of important dates posted on the ELPAC Web site

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

Sincerely,

ELPAC Project Team  
Educational Testing Service