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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Tuesday, October 1, 2019 8:42 AM  
**To:**  
**Subject:** ELPAC October Monthly Update



Dear LEA ELPAC Coordinator:

As the 2019–20 Initial and Summative ELPAC is administered, Educational Testing Service (ETS) is helping to support ELPAC coordinators and local educational agencies (LEAs) by providing key information.

## **General ELPAC Information**

### ***The ELPAC Communications Toolkit***

The [ELPAC Communications Toolkit](#) is available to help LEAs with outreach efforts to parents and guardians about the transition to the computer-based ELPAC and the Alternate ELPAC.

### ***Summative ELPAC Post-Test Webcast***

**Reminder:** The ELPAC Post-Test Webcast will occur on October 2<sup>nd</sup> from 12pm – 1pm. Educational Testing Service (ETS) will present a live webcast with information on accessing and interpreting English Language Proficiency Assessments for California (ELPAC) scores and reports, as well as information about using ELPAC resources and tools. Access the webcast from the [ELPAC Webcast](#) web page.

## **Help Wanted!**

### ***Accessibility Cognitive Lab Study***

The Accessibility Cognitive Lab Study is starting October 21, 2019. Open to selected participants, who would be classified as visually impaired, deaf or hard of hearing, this research study investigates the accessibility resources that may be included on the new computer based ELPAC. Different from the field test and accessibility pilot, schools invite researchers to interview and test teachers and students. The data is then used to help formulate recommendations.

Sign up for participation is almost full! LEAs that are interested in participating in the Accessibility Cognitive Lab study are invited to complete the online [Interest Form](#) by Friday, October 4, 2019.

## **Let's Get Ready for the Computer-based ELPAC**

### ***Computer-based ELPAC Training Tests and Directions for Administration (DFAs) Are Here!***

The [Practice and Training Test Resources](#) web page on the [ELPAC website](#) contains links to the training tests and *Training Test Directions for Administration (DFAs)* that will help LEAs, test examiners, and students become familiar with the new computer-based platform for the Summative ELPAC that launches in February 2020. In preparation for the Summative ELPAC Administration and Scoring Training, we recommend you become familiar with the training tests as they will be utilized during the training.

### ***Are your site ELPAC coordinators and test examiners created as users in the Test Operations Management System (TOMS)?***

ETS suggests your local educational agency (LEA) English Language Proficiency Assessments of California (ELPAC) coordinators add site and test ELPAC coordinators and test examiners to TOMS. It is important that both site ELPAC coordinators and test examiners be assigned so they can have access to the online ELPAC training tests. This will allow them to practice creating test sessions and become familiar with the Test Administrator Interface. The [TOMS: Adding Users One By One](#) and the [How to Add Users by Batch Upload In TOMS](#) training videos are available to assist with the process of adding site ELPAC coordinators.

**Please note:** It is not a requirement to be a TOMS user to have access to the Training Tests. Access to the *Student Interface Practice and Training Tests* on the [Practice and Training Tests](#) web page can be selected to sign in as a Guest User.

### ***Preparing for the Computer-based ELPAC Administration Technology Requirements***

If you missed the Preparing Technology Webcast on Tuesday, September 24, 2019, please review the [Preparing for the Computer-based ELPAC Administration Technology Requirements](#) web document on the resources web page on ELPAC Resources web page. The webinar will be available on the [Archived Webcasts](#) web page very soon. The webinar covered the new and updated online testing technology requirements for the computer-based ELPAC including:

- Important Reminders and Updates
- Preparing for Online Testing
- Internet and Network Requirements
- Hardware Requirements

- Software Requirements
- Secure Browser Installation
- Remote Testing

**NOTE:** The Initial ELPAC will become a computer-based assessment for the 2020–21 administration.

### ***Technology Readiness Checker for Students Is Coming!***

The optional Technology Readiness Checker for Students (TRCS) helps educators gather useful information regarding students' technological familiarity with online interactions. The TRCS is an optional interactive online tool that can be used to evaluate whether a student may need technological support in taking the online assessment, such as through a technology navigation assistant—a universal tool—or designated interface assistance—a designated support. Access to the TRCS tool will be available on the [ELPAC](#) website home page very soon.

### ***Computer-based ELPAC Practice Tests Are Coming!***

Computer-based practice tests to help LEAs and students become familiar with the test-delivery platform will be available in November. The practice tests are full-length comparable tests to the Summative ELPAC blueprint but can be used for preparing for both the 2019-20 Summative ELPAC and 2020-21 Initial ELPAC.

## **Summative ELPAC Administration**

### ***2019–20 Summative ELPAC Administration and Scoring Trainings***

The 2019–20 computer-based Summative ELPAC testing window is February 1 through May 31, 2020. Registration for the California Department of Education–sponsored statewide trainings opened on August 12, 2019. The trainings will occur from September 30 through November 14, 2019, and LEAs can enroll in any training that has open seats. Registration by the LEA ELPAC coordinator will occur on a first-come, first-served basis, until each training site is full. The [2019–20 Computer-based Summative English Language Proficiency Assessments for California \(ELPAC\) Administration and Scoring Trainings](#) web page has the complete list of training dates and information on registration.

### ***Summative ELPAC Test Materials***

Due to the ongoing administration of the ELPAC field test in October, there will be a single Summative ELPAC Primary Test Materials Ordering Window for the kindergarten through grade two Writing domain and it will open on Tuesday, November 1, 2019.

- Primary Materials Ordering Window: November 1–December 20, 2019  
(Materials to arrive the week of January 6, 2020)

- Supplemental Materials Ordering Window: January 15–May 15, 2020

(Materials to arrive 10 to 14 business days after order has been placed)

Please check that the shipping address in TOMS is correct prior to ordering to ensure that materials are delivered to the appropriate location. The shipping address must be a physical location; materials cannot be shipped to a post office box.

## Initial ELPAC Information

### **2019–20 Initial ELPAC Administration**

**Reminder:** The 2019–20 Initial ELPAC administration window opened on July 1! Pursuant to *California Code of Regulations*, Title 5, Section 11518.5(d), LEAs are required to administer the Initial ELPAC to newly enrolled students whose primary language is not English within 30 calendar days of enrollment.

After the students have been administered the Initial ELPAC, their ELAS **must be updated in CALPADS** immediately so that they will be eligible to take the computer-based Summative ELPAC beginning in February 2020, if identified as an English learner. The Initial ELPAC Student Results Report provides the test results of students whose scores for the Initial ELPAC have been locked in the LST for the selected organization.

## Get Involved!

The application deadline for the new **Alternate ELPAC Item Writer Workshop** will close on October 11, 2019, and the workshop will be held February 25–27, 2020.

Applications will be selected through the [Educator Opportunities Portal](#) so be certain all information and applications are up to date. If an account has not already been set up, select the [request an account](#) link to submit the account holder's name, email address, and phone number.

General questions about the ELPAC should be directed to the California Technical Assistance Center by phone at 800-955-2954 or by email at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

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Educational Testing Service  
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