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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Thursday, October 5, 2017 11:36 AM  
**To:**  
**Subject:** ELPAC October Monthly Update



Dear LEA ELPAC Coordinator:

We are quickly approaching the first operational administration of the English Language Proficiency Assessments for California (ELPAC) Summative Assessment, scheduled from February 1 through May 31, 2018. To support you in preparing for this year's administration, you will begin receiving monthly communications detailing important announcements and reminders for each month.

### **Getting Prepared**

Here are a few important announcements to help you begin preparing to administer the ELPAC Summative Assessment this spring:

- **Required Technology**—There will be streamed audio for the Listening domain as well as one task type in the Speaking domain. Test Examiners will need speakers, or the Test Examiners and students will need headphones with a splitter. We encourage you to prepare staff now to make sure the necessary equipment is available during testing.
- **Ordering Test Books for Grades Three through Twelve**—For grades three through twelve, you will need to order a Test Book and Answer Book for every student. Test Books will not be reused because students will be allowed to write, annotate, and take notes during the test administration.

- **Scoring**—Local educational agencies (LEAs) will not be able to score the Summative Assessment locally in the first administration of the ELPAC. The *Summative Assessment Examiner’s Manual* will not contain answer sheet overlays, score sheets, score conversion tables, or writing rubrics. LEAs will need to mail in completed Answer Books for scoring.
- **Practice for Students**—Practice tests for the ELPAC will be available beginning October 30, 2017. This is an excellent opportunity to prepare students for the upcoming assessment. The practice tests will be available on the [ELPAC Practice Tests Web page](#). Download the PDF practice tests and share with teachers, students, and parents/guardians.

In addition, we recommend you complete the following activities to ensure that you are prepared for testing:

- Please take advantage of the training opportunities mentioned below, including participating in the live Webcast on **October 10, 2017** (details below).
- Once you have access to the Test Operation Management System (TOMS), be sure to:
  - Verify your shipping address so that materials are mailed to the appropriate location. P.O. boxes cannot be used for shipping test materials.
  - Prepare to order your test materials by verifying California Longitudinal Pupil Achievement Data System (CALPADS) data against ordering reports and ensuring you will receive the correct amount of materials to test your students.
  - Submit your test material orders in TOMS.

### **TOMS Available October 17, 2017**

We are excited to announce that TOMS will be available on October 17, 2017. For LEA ELPAC Coordinators who are new to using TOMS, the following functionalities will be available:

- Add and edit users
- Search and view student data that is imported from CALPADS
- Request pre-identification services
- Order initial and supplemental materials
- Access audio modules for the Listening and Speaking domains

### **Live Webcast October 10, 2017**

To prepare you for accessing and using the TOMS functionalities, Educational Testing Service (ETS) will be providing a live Webcast on October 10, 2017, at 1 p.m. You can view the Webcast on the [ELPAC Webcast Web page](#). The Webcast is open to everyone and requires no preregistration. Materials and an archive of the Webcast will be available by October 17, 2017 on

the [ELPAC Training Videos Web page](#).

### **Summative Assessment Training Workshops**

Summative Assessment Administration and Scoring Training begins October 24, 2017, and continues through December 13, 2017. LEA ELPAC Coordinators are responsible for registering participants from their LEA. Registration is open, and seats are still available for some locations on the [ELPAC Trainings Web page](#). Only the LEA ELPAC Coordinators have access to the registration passcode and can register trainers. If you need support, please contact the ELPAC Customer Support Center by e-mail at [ELPAC@ets.org](mailto:ELPAC@ets.org), or by phone at 844-782-2714.

### **Moodle Training Site for the Summative Assessment**

The Moodle Training Site (Moodle) for the Summative Assessments opens Friday, October 27, 2017. You will receive e-mails later this month regarding training resources and your LEA-specific enrollment keys. Moodle contains resources for trainers and Speaking quizzes for Test Examiners. As the LEA ELPAC Coordinator, you are the only person with access to your LEA Moodle keys. Please distribute these keys to staff as appropriate.

### **ELPAC Overview Video**

In October, the “ELPAC Overview” video, in English and Spanish, will be available for download by LEAs! This video will be an excellent resource for LEAs to share with parent groups and staff. The video will showcase the new ELPAC and its importance for California. The downloadable file will be available on the [ELPAC Training Videos Web page](#).

Questions about the 2017–18 ELPAC administration 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