
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Thursday, August 23, 2018 11:05 AM
To:
Subject: ELPAC RSVP for Initial ELPAC Reminder Email



Dear LEA ELPAC Coordinator:

Your local educational agency (LEA) has been identified by the California Department of Education (CDE) as part of the 25 percent of LEAs participating in the Rotating Score Validation Process (RSVP) for the Initial English Language Proficiency Assessments for California (ELPAC). Per the original [RSVP Process for the Initial ELPAC](#) email sent May 10, 2018, identified LEAs will return their scannable Answer Books to Educational Testing Service (ETS) after local scoring, Local Scoring Tool (LST) data entry, and parent notification of results have been completed.

Every year, new LEAs are identified on the [RSVP for the Initial ELPAC](#) lists. This process will assist in producing item statistics, validating scores, and providing technical assistance for scoring. This communication contains a few reminders to assist your LEA with the RSVP process.

Reminders:

- Did you order materials?
 - You may order materials in the Supplemental Order Window if you did not order during the Primary Test Materials Order Window. [Initial ELPAC Test Materials](#) ordering windows dates are listed on elpac.org.
 - Supplemental materials ordering is ongoing during the window. Delivery of the materials will occur within 10–14 business days after you place your order.
 - You can order test materials through the Test Operations Management System or by calling the Customer Support Center (CSC) at 844-782-2714.
- We recommend that you photocopy the score sheet found on the last page of the Answer Book before you prepare the Answer Books for shipment to ETS.
 - The photocopy can be used as reference once your LEA's LST comparison report is available.

- Because LEAs participating in RSVP return Answer Books for scoring, copying may be a good practice to adopt so that once your LEA's comparison report is released in November, December, and January, LEAs have a point of reference for the student raw scores entered in the LST.
- Returning materials
 - LEAs will receive the batch of pre-identification (Pre-ID) labels and precoded Group Identification Sheets on or before August 24, 2018, for students with scores locked in the LST between July 9 and August 5. Pre-ID labels for students with scores locked after August 5 will be sent in the next batch in September.
 - Prior to sending the Answer Books to ETS for scoring, ensure that you have attached the appropriate Pre-ID label for the student. Do not send Answer Books without a Pre-ID label.
 - The schedule for returning materials is included on the return instructions sent to LEAs with their test materials orders.
 - The *Initial ELPAC Return Instructions for LEAs Participating in the Rotating Score Validation Process (RSVP)* web document is posted in the Help section of TOMS under the Initial and Summative Assessments tab.

If you have questions about the RSVP process, please contact the ELPAC CSC by phone at 844-782-2714 or by email at ELPAC@ets.org.

Sincerely,

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