
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Monday, September 10, 2018 12:53 PM
To:
Subject: ELPAC September Monthly Update



Dear LEA ELPAC Coordinator:

As we administer the 2018–19 Initial English Language Proficiency Assessments for California (ELPAC) and prepare to launch the operational administration for the 2018–19 Summative 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 Initial and Summative ELPAC.

Initial ELPAC Test Administration

The Initial ELPAC is required to be administered to students enrolling in a California public school, whose home language survey indicates a language other than English. Per the ELPAC Regulations, parents/guardians must be notified that the ELPAC will be administered to their child; the Initial ELPAC must be administered and scored using the local scoring tool; and the results must be sent to parents/guardians within 30 days of enrollment.

Training

- Every LEA must complete California Department of Education (CDE) State-sponsored or Regional Initial ELPAC Administration and Scoring Trainings or enter into a Memorandum of Understanding with a neighboring LEA that is agreeing to administer the ELPAC.

Local Scoring Tool

The following resources are provided to assist you as you work in the Local Scoring Tool (LST):

- The ELPAC Test Operations Management System (TOMS) LST webcast archived video can be accessed on the [ELPAC Archived Webcasts](#) web page.
- An additional resource on navigating the LST, the [ELPAC TOMS LST Instructions Quick Start Guide](#), is also available.

IMPORTANT NOTE: Student scores must be confirmed for accuracy **prior to** locking the student's score within the LST. Once the student's score is locked, the score cannot be edited or changed within the LST.

Initial ELPAC Pre-ID Labels

- The alphabetical lists of LEAs selected for the school years 2018–19, 2019–20, 2020–21, and 2021–22 are posted on the [RSVP](#) web page on [elpac.org](#).
- Pre-identification (Pre-ID) labels are available for the **25 percent of LEAs participating in the Initial ELPAC Rotating Score Validation Process (RSVP)**, as determined by the CDE.
- Participating LEAs do not need to request or order Pre-ID labels. Those participating in the sampling plan will receive labels to return scorable materials once scores are entered in the LST.

IMPORTANT NOTE: LEAs not included in the RSVP should not return their materials to ETS. These LEAs are supposed to hold on to their test materials until the end of the administration year and then securely destroy all used test materials. **If LEAs inadvertently return the materials, ETS will charge the LEA for the cost of shipping them back.**

Summative ELPAC Information

Ordering Test Materials

The Summative ELPAC has the following two ordering windows and an additional window to order supplemental materials:

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

Trainings

- **2019 Summative ELPAC Administration and Scoring Training (AST)**
 - Registration for the 2019 Summative ELPAC ASTs is now open. There will be 24 2019 Summative ELPAC ASTs held statewide. These CDE-sponsored statewide trainings will take place from October 9 through November 29, 2018. Dates and locations are listed on the [2019 Summative ELPAC Administration and Scoring Trainings](#) page.
 - Every LEA is required to send a person to statewide training or a regional training, for the purpose of returning to the LEA to hold an in-person Summative ELPAC training for test examiners. Test examiners administering Speaking must attend an in-person training provided by the LEA and must pass the required calibration quizzes online.
- **The 2019 Summative ELPAC Moodle Training Site will be open on October 12, 2018.**

The 2019 Summative Moodle Training Site opens Monday, October 15, 2018. You will receive emails on September 18, 2018, regarding online training resources. The Moodle Training Site contains resources for trainers and Speaking calibration quizzes for test examiners. Using the Moodle Training Site requires users to set up individual user accounts and have enrollment keys. As the LEA ELPAC coordinator, you have access to the ELPAC Administration and Scoring Training registration site and are the only person with access to your LEA Moodle keys. You will need to distribute these keys to staff as appropriate.

General ELPAC Information and Reminders

- ***Student English Language Acquisition (SELA) records in California Longitudinal Pupil Achievement Data System (CALPADS)***
 - LEAs should update enrollments for the SELA record in CALPADS for a student when obtaining a new Statewide Student Identifier (SSID) or when their English Language Acquisition Status (ELAS) status changes.
- ***Improvements to ELPAC TOMS***
 - User logon and management process improvements for TOMS are in effect. An overview of the updates are provided in the [User Management Improvements for TOMS](#) document on elpac.org.
- ***Upcoming TOMS Downtime***

TOMS will experience downtime during the following dates:

 - **Saturday, September 29 through Sunday, September 30, 2018**

Note that systems may go offline the day prior to a scheduled downtime day (no earlier than 5 p.m.) and will resume by 8 a.m. the day following a scheduled downtime.
- ***Application Deadline for Educator Opportunities***
 - The window to apply for online educator opportunities for Speaking range finding meetings in January 2019 closes on September 14, 2018.
 - The window to apply for opportunities on the Content Review Panel and Bias and Sensitivity Review Panel in February 2019 closes on September 28, 2018.
 - The application for participation in such events is available for submission on the [ELPAC Event Opportunities](#) web page.

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

Sincerely,

ELPAC Project Team
Educational Testing Service

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