
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Thursday, December 19, 2019 4:53 PM
To:
Subject: ELPAC: 2020 Summative Forms Assignment Now Posted



Dear LEA ELPAC Coordinator:

Form assignments for the 2019–20 Summative English Language Proficiency Assessments for California (ELPAC) administration are now available on the [ELPAC Forms Assignments](#) web page. Use the lookup tool to search for a local educational agency (LEA) to see which form number the LEA has been assigned. In some cases, large LEAs will be assigned to multiple forms; these will be displayed accordingly.

Secure *Directions for Administration (DFAs)* that correspond to these form assignments **will be available for download from the Test Operations Management System (TOMS) on Thursday, January 16, 2020**. LEAs must download and use these *DFAs* to administer the computer-based ELPAC. Upon completion of the test administration, LEAs must also securely destroy all printed test materials.

What follows are possible approaches an LEA ELPAC coordinator may take to provide *DFAs* to test examiners:

1. Download the *DFAs* from TOMS, store them securely, and provide them electronically to test examiners through a secure file transfer protocol (SFTP) just prior to testing.
2. Download the *DFAs* from TOMS, print them, and distribute them **securely** to test examiners just prior to testing.
3. Provide test examiners the instructions for downloading *DFAs* to view electronically from TOMS just prior to testing and ensuring that the *DFAs* are handled securely.
4. Order printed *DFAs* from the contractor through the fee-based service, which will be available on January 10, 2020. LEAs can access the order form on the ELPAC website.

In TOMS, select the [**Resources**] button on the top navigation bar to access the list of secure materials. Then, select *Summative ELPAC Directions for Administration*

(DFAs) from the *Available Materials* list and download the *DFA(s)* that match the assigned form number.

Please note the following about Summative ELPAC *DFAs*:

Students in kindergarten, grade one, and grade two:

- LEAs should use the *DFA* document that matches the LEA's form number assignment.
- If the LEA was assigned to **Form 6**, please note that the LEA will receive K–2 Writing Answer Books that indicate "Form 1" on the cover.
- **Students with visual impairment in kindergarten through grade two** should test using the paper-based braille or large-print Summative ELPAC test materials, which can be ordered through the California Technical Assistance Center (CalTAC). Test examiners will receive paper *Test Examiner Manuals* for these tests with their orders.

Students in grades three through twelve:

- LEAs should use the *Grades 3–12 Listening, Reading, and Writing DFA* and the *Speaking DFA* for the student's corresponding grade span that match the LEA's form number assignment.
- For **students with visual impairment in grades three through twelve**, the test examiner will need to download the appropriate grade-level *DFA(s)* indicated for students with visual impairment requiring braille.

Questions about the ELPAC and all other topics regarding the 2019–20 Summative ELPAC administration should be directed to CalTAC by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

California Technical Assistance Center
Phone: 800-955-2954
Fax: 800-541-8455
E-mail: caltac@ets.org
Website: <http://www.elpac.org/>