

Superintendent Designation Form of LEA ELPAC Coordinators

Similar to the 2019–2020 administration, the superintendent designation process will be completed in TOMS. The deadline to designate the LEA ELPAC coordinator is **April 1, 2020** (*California Code of Regulations*, Title 5, Section 11518.40[a]). Superintendents must assign either an existing or a new coordinator as the primary coordinator for the 2020–2021 administration year. Further instructions on how to designate the LEA ELPAC coordinator for the upcoming 2020–2021 administration is forthcoming.

February 3, 2020

Pre-Identification (Pre-ID) Labels

Pre-ID is the process of electronically identifying students through a barcoded label rather than filling in student demographic information on the K–2 Writing Answer Books. LEAs can expect to receive the Pre-ID labels—created on January 17—by February 3, 2020. To assist in early scoring and reporting, LEAs should return any completed, scannable K–2 Writing Answer Books as early as possible.

Initial ELPAC Administration and Scoring Training Registration Opens

The 2020–2021 computer-based Initial ELPAC testing window will begin on July 1, 2020. There will be 16 California Department of Education-sponsored Initial ELPAC Administration and Scoring Trainings held statewide. The statewide trainings will take place from April 14 through May 20, 2020. Visit the [Initial ELPAC Administration and Scoring Trainings](#) web page for dates and information. This is a mandatory training; each LEA must send a trainer. Makeup trainings will be held in August 2020; the specific dates will be announced in spring. The training will run from 8 a.m. to 3:30 p.m. This training series will focus primarily on the local scoring of the computer-based Initial ELPAC Writing domain.

Registration for the Initial ELPAC Administration and Scoring Trainings opened on **Monday, February 3, 2020**. LEA ELPAC coordinators will receive an email containing LEA registration information. Please note that each LEA will have **only one seat**; only the LEA ELPAC coordinator will be allowed to register this participant for training. LEAs may register additional staff to be placed on a waiting list. Wait-listed participants will be notified as to whether they will take the training approximately one week before the training.

Update Student ELAS in CALPADS

Please update the student English Language Acquisition Status (ELAS) in the California Longitudinal Pupil Achievement Data System (CALPADS) prior to the administration of the Summative ELPAC. All English learners (ELs) must be assessed annually with the Summative ELPAC. Only students with an ELAS of EL in CALPADS are tested. Therefore, it is critical that students' ELAS are up-to-date in CALPADS. If your LEA has students who have an EL designation in TOMS but their ELAS in CALPADS is TBD (To Be Determined), your LEA has not updated the students' ELAS from TBD to EL in CALPADS.

It is best practice to update CALPADS immediately after a student is tested with the Initial ELPAC and identified as EL. This is particularly important for students who enroll in a school and take the Initial ELPAC during the summative testing window, as these students must also take the Summative ELPAC before May 31.

Using Completion Status Reports

Another benefit of the computer-based ELPAC is the ability to plan and manage testing and monitor test completion in real time. The [Completion Status System](#) is the means of viewing

test status and completion data and managing rosters for students taking part in both the CAASPP and ELPAC. ELPAC users would use their TOMS log on information to access this the Completion Status and Roster Management system. The Completion Status System used in CAASPP testing is available for ELPAC users to plan and manage testing of each domain by date, school, grade, and student. Using these reports, LEA coordinators can also monitor the completion rates. To learn more about how to use this system, refer to the [2019–20 Guide to CAASPP and ELPAC Completion Status and Roster Management](#).

Within [TOMS](#) exists two new reports: Student Completion Status Report and Student Completion Status Summary Report. These reports allow LEA coordinators and test site coordinators the ability to track the number of tests started and completed at the school and student level for each test or domain.

ELPAC—Fee-based Services

The 2019–20 Summative ELPAC fee-based services is available on the [ELPAC website](#). [Fee-based services](#) include the following:

- Rescoring student responses
- Scoring Answer Books returned late
- Paper Student Score Reports
- Special handling of electronic Student Score Report files
- Printing and shipping of *Directions for Administration (DFAs)*

Available Now!

Manuals, Instructions, and Quick Reference Guides

- [Test Operations Management System \(TOMS\) User Guide](#)
- [2019–20 Summative ELPAC Packing and Return Instructions](#)
- [How to Start Practice and Training Tests Quick Reference Guides](#)
- [Online Summative ELPAC Test Administration Manual](#)

Videos

- [Test Security Guidelines](#) video
- [Using the Online Practice and Training Tests](#) video
- [Entering Student Responses into the Data Entry Interface](#) video

Web Site Updates

- [Completion Status Button](#) on ELPAC.org home page
- [Computer-based Initial Administration and Scoring Trainings](#) web page
- [Summative ELPAC Estimated Testing Times](#) web page
- [Forms Assignment for the 2019–20 Summative ELPAC Administration](#) web page

Coming Soon!

- Before, During, and After checklist one-pagers
 - These one-pagers are useful resources for LEA ELPAC coordinators to give to their test site coordinators, test examiners, and educators working with ELs.
- *How to Start a Test Session Quick Reference Guide*
- *ELPAC Security Incidents and Appeals Procedure Guide*
- Starting and Stopping a CAASPP or ELPAC Test Session video
- Security and Test Administration Incident and Reporting System (STAIRS) video
- *How to Submit a STAIRS Case Quick Reference Guide*

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

Sincerely,

California Technical Assistance Center
Educational Testing Service
Phone: 800-955-2954
Email: caltac@ets.org
Website: <https://www.elpac.org/>