
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Tuesday, June 4, 2019 9:16 AM
To:
Subject: ELPAC June Monthly Update



English Language Proficiency Assessments for California (ELPAC) Monthly Communication

Dear LEA ELPAC Coordinator:

As you administer the 2018–19 and 2019–20 Initial and Summative ELPAC, Educational Testing Service (ETS) is helping to support you and your local educational agency (LEA) by providing key information.

Summative ELPAC Administration

URGENT—Action Required: Please Return 2018–19 Post-Test—Summative ELPAC Test Materials

All Answer Books must arrive at ETS no later than June 21, 2019. If you have not sent in your Answer Books to ETS for scoring, please be aware that in order to ensure that your test materials arrive in time for scoring, all Answer Books **must be picked up by United Parcel Service (UPS) from your location by June 14, 2019.** Consider this date when planning to return test materials, and allow enough time to account for shipping so that test materials arrive at ETS no later than June 21, 2019. **Any Answer Books received by ETS after June 21, 2019, will not be processed.** This will result in students not receiving Student Score Reports (SSRs), potential excessive materials charges, and impact to participation rates for accountability. Therefore, it is critical that the materials be returned on time.

Please note: LEAs that miss the June 14, 2019, pickup date and wish to return their materials via express shipment at their own expense should ship them following the packing instructions in the [2018–19 Summative ELPAC Packing and Return Instructions](#) AND send to:

ETS
ELPAC Processing

2018–19 Summative ELPAC Non-English Learner (EL) Score Report Hold

Student scores will be placed on “hold” if their **English Language Acquisition Status (ELAS) was not “EL”** in TOMS at **any time during the testing window**.

The *Non-EL Score Hold Report* displays SSRs on hold that have a non-EL ELAS in the California Longitudinal Pupil Achievement Data System (CALPADS). The report is in ELPAC TOMS; select the **[Report]** button and then the **[LEA Reports]** button to access. Please update the students’ ELAS to “EL” in CALPADS by **June 30**; otherwise, these scores will be purged.

2018–19 Student Score Report Options

Starting with the 2018–19 school year, the Summative ELPAC SSRs are available electronically. The [Student Score Report Options](#) web page provides the four options for accessing and providing ELPAC SSRs to parents or guardians. To learn about the benefits of electronic SSRs, view the [Electronic Student Score Reports Benefits Flyer](#) web document.

General ELPAC Information

We Need You!

Is your LEA participating in the field test? A **statewide field test** for the new computer-based ELPAC will occur **October 1–25, 2019**. More than 1,200 LEAs, that have more than 20 English learners enrolled in a grade, have been invited to participate, but we need the involvement of as many LEAs as possible. If you have further questions regarding participation in the field test, please contact the ELPAC Field Test Coordinator at the Sacramento County Office of Education (SCOE), Salina Donek, by phone at 916-228-3301 or by email at elpac@scoe.net.

The 2019–20 Summative ELPAC and the 2020–21 Initial ELPAC will be computer-based assessments. When operational, they will include the following features:

- Kindergarten through grade twelve Speaking will continue one-on-one administration for all grades or grade spans using the computer-based platform. The test examiner will point to pictures on the student’s electronic device and continue to score “in the moment.” A new feature in the computer-based administration of the Speaking domain is the functionality to capture a student’s audio responses through the test delivery system used for scoring calibration.
- Kindergarten and grade one (K–1) will continue one-on-one administration, with the test examiner navigating the test items through the online test

delivery system. However, the K–1 Writing domain will continue to be paper-based.

- Grade two Listening and Reading will be computer-based and administered one-on-one. However, the Writing domain in grade two will continue to be paper-based and delivered in small groups.
- Grades three through twelve Listening, Reading, and Writing will be computer-based and may be administered in groups. Students will be required to enter their responses to the Writing items using a keyboard or other adaptive means.

Computer-based ELPAC training tests will launch in September 2019 on elpac.org. All LEAs are invited to begin using the new computer-based ELPAC training tests, which can be used by LEAs to familiarize students with the new online format, functionality, and accessibility offered to students with disabilities.

Accessibility Pilot and Cognitive Lab

While the field test for computer-based ELPAC is going on in October, there are other opportunities for LEAs to try out the new accessibility and accommodations available on the computer-based ELPAC. The **voluntary Accessibility Pilot** will be available for all LEAs that want their **English learner (EL) students with disabilities** to try out the new accessibility and accommodations resources built into the test delivery system. ETS will also be conducting select site visits to meet with students who have visual impairments and students who are deaf/hard of hearing and their ELPAC test examiners. If your LEA is interested in participating, please contact the California Technical Assistance Center (CaTAC) by phone at 800-955-2954 or by email at caltac@ets.org.

Upcoming TOMS Systems Downtime

As part of the transition to the 2019–20 school year, ELPAC TOMS will experience downtime from 5 p.m. Sunday, June 30 through 8 a.m. Monday, July 8, 2019. Additional details about impacted systems are available on the [ELPAC Planned System Downtime](#) web page.

What's New? MyTOMS Is Coming!

The new Test Operations Management System (TOMS) interface, MyTOMS, will be available on July 8, 2019, for the 2019–20 ELPAC administration. A few of the new and improved features of MyTOMS will include the following:

- User-friendly dashboard display
- Notification center with easy access to important announcements
- Flexible access to testing programs and user roles for users with multiple roles

The single instance of MyTOMS will be available for California Assessment of Student Performance and Progress in September 2019. Additional information about MyTOMS is forthcoming.

2019–20 TOMS User Transition

Once the 2019–20 LEA ELPAC coordinators are designated in TOMS, they will be responsible for adding users from their LEA and providing the necessary access to TOMS.

LEA ELPAC coordinators, whose LEA intends to administer the Initial ELPAC in early July, should complete the following steps:

1. Prior to the downtime beginning on July 1, download the LEA User List Report in TOMS by selecting the **[Reports]** button in the left navigation bar, selecting the [Select Organization] link to find the LEA, selecting *Current School Year* in the *School Year* drop-down list, and then selecting the **[DOWNLOAD REPORT]** button.
2. During the downtime, use the LEA User List Report to determine which users to modify:
 - a. Remove users who are no longer associated with the LEA.
 - b. Add new users who will need access to TOMS for 2019–20 testing and have been trained by LEA.

ELPAC Results Are In—Now What? Workshop

The ELPAC Results Are In—Now What? Workshop is designed for site-level teams of teachers and coaches responsible for English language development. Visit the [ELPAC Results Are In—Connecting Assessment to Instruction](#) web page for more information; select the **[Register]** button to sign up for a workshop. Note that workshops are quickly reaching capacity, so we recommend you reserve a spot at your preferred location soon. This workshop is designed for site-level teams including, but not limited to, teachers, coaches, and administrators responsible for English language development. Information is available on elpac.org.

Educator Opportunities to Get Involved

Opportunities to get involved in meetings such as the ELPAC Item Writer Workshop in October and Alternate ELPAC Item Writing Training in February, are posted. Application qualifications, deadlines, and instructions are available on the [ELPAC and Alternate ELPAC Opportunities to Get Involved](#) web page.

Please note that the application window closes June 21, 2019, for ELPAC Writing Range Finding held this October.

Questions about the educator opportunities should be directed to the ELPAC Project Team at SCOE, by phone at [916-228-2682](tel:916-228-2682), or by email at edopportunities@scoe.net.

Initial ELPAC Information

2018–19 Initial ELPAC Supplemental Materials Ordering

The Initial ELPAC supplemental materials ordering window closes on **June 14, 2019**. To place an Initial ELPAC materials order for the 2018–19 administration, contact CalTAC by phone at 800-955-2954 or by email at caltac@ets.org.

2019–20 Initial ELPAC Administration

The 2019–20 Initial ELPAC administration window opens on July 1, 2019. Pursuant to *California Code of Regulations*, Title 5, Section 11518.5(d), the LEA is required to administer the Initial ELPAC to newly enrolled students whose primary language is not English, within 30 calendar days of enrollment.

The ELPAC TOMS system will experience downtime from 5 p.m. Sunday, June 30 through 8 a.m. Monday, July 8, 2019. Beginning July 1, LEAs may administer all domains of the Initial ELPAC except Listening in grades three through twelve. LEAs can administer Speaking—Summarize an Academic Presentation by reading aloud the recorded audio script provided in the *Examiner’s Manual*, if necessary. The Local Scoring Tool and all audio recorded files will be available in MyTOMS on Monday, July 8, 2019.

General questions about the ELPAC should be directed to 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/>