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To:
Subject: ELPAC March Monthly Update



English Language Proficiency Assessments for California Monthly Communication

Upcoming Dates and Deadlines for March 2020

Please mark your calendar!

March 1, 2020

Updates to *ELPAC Summative Test Administration Manual (TAM)*

Impropriety has been added as one of the three types of test security incidents. Impropriety is defined as an unusual circumstance that has a low impact on the individual or group of students who are testing, and has a low risk of potentially affecting student performance on the test or of impacting test security or test validity. These circumstances can be corrected and contained at the local level.

An impropriety should be reported to the LEA ELPAC coordinator and site ELPAC coordinator immediately. The coordinator will report the incident within 24 hours using the STAIRS/Appeals process.

The LEA ELPAC coordinator must immediately report the **security breach** by calling either the California Technical Assistance Center (CaTAC) if the breach is due to social media exposure on the part of a student or adult; or by sending an email to the California Department of Education at elpac@cde.ca.gov for all other breaches. In addition, the LEA ELPAC coordinator must report the incident in STAIRS within 24 hours.

These and other minor updates are documented on the change log located on the last page of the [ELPAC Summative TAM](#).

March 30, 2020

Pre-identification (Pre-ID) Labels

Pre-ID is the process of electronically identifying students through a bar-coded label rather than marking student demographic information on the kindergarten through grade two (K–2) Writing Answer Books. Local educational agencies (LEAs) can expect to receive the last round of Pre-ID labels—created on March 13—by March 30, 2020. Students enrolled after those dates will need to have their student

demographic information marked completely, as shown in the *Directions for Administration (DFAs)*.

March 13 and 27, 2020

Summative ELPAC Schedule to Return Answer Books for Scoring

K–2 Answer Books must be received by Educational Testing Service (ETS) for scoring. It is not necessary to complete all student testing prior to returning test materials for scoring; it is best practice to return materials twice a month. Please review and follow the [2019–20 Summative ELPAC Packing and Return Instructions](#) to help ensure timely scoring and reporting. LEAs can download and complete the [ELPAC School Group List](#) to serve as a reference when returning Answer Books, to show the LEA and ETS what is being returned in each shipment. LEAs should reach out to CalTAC to request additional white boxes, if needed.

March 15, 2020

Educator Opportunities to Get Involved

Opportunities to get involved in meetings such as the Alternate ELPAC Item Review Meeting and Summative ELPAC Data Review Meeting are posted and available on the [ELPAC and Alternate ELPAC Opportunities to Get Involved](#) web page. The application window closes on March 15, 2020.

April 22–May 21, 2020

ELPAC Results Are In—Now What? Workshop

Registration is now open for the [2019–2020 ELPAC Results Are In—Now What? Connecting Assessment to Instruction Workshop](#). This workshop demonstrate how to use data to advance English language proficiency through high-leverage instructional sequences. It is designed for teachers, coaches, and an administrator responsible for English language development. You may [register](#) your team online.

Available Now!

Manuals, Instructions, and Quick Reference Guides

- [Stopping Marker Guidance for 2019–2020 Summative ELPAC](#) guide
- [Technology Readiness Checker for Students Support Guidelines](#)
- [How to Submit a Security Incident](#) quick reference guide

Videos

- [Starting and Stopping a California Assessment of Student Performance and Progress \(CAASPP\) or ELPAC Test Session](#) video tutorial
- [Security and Test Administration Incident and Reporting System \(STAIRS\)](#) video tutorial
- [How to Designate LEA ELPAC coordinators in TOMS](#) video tutorial

Website Updates

- [Security and Test Administration Incident Reporting System \(STAIRS\)/Appeals Process for Summative Assessments](#) web page
- [Technology Resources](#) web page

Coming Soon!

Manuals, Instructions, and Quick Reference Guides

- [ELPAC Security Incidents and Appeals Procedure Guide](#)
- [ELPAC Data Entry Interface Score Entry Guide](#)
- Before, During, and After checklists
 - These checklists are useful resources for LEA ELPAC coordinators to share with site ELPAC coordinators, test examiners, and educators working with English learners (ELs).
- *How to Start a Test Session quick reference guide*

Videos

- Pausing and Stopping an ELPAC Test Session
- Using the Individual Student Assessment Accessibility Profile (ISAAPP) Tool
- Overview of the Computer-based ELPAC

Ongoing Reminders!

January 15–May 15, 2020

Summative Supplemental Test Materials Ordering Window

The supplemental test materials ordering window for K–2 Writing test materials is open through May 15, 2020. Materials will arrive 10–14 business days after the order is placed. Materials ordered through the supplemental window will be for grades at the LEA level, not for individual sites.

For instructions on how to place an order for K–2 Writing test materials, view the page instructions on the [**Place Primary Order**] action tab under the [**Orders**] navigation tab in the top navigation bar of the [Test Operations Management System \(TOMS\)](#).

February 3–May 31, 2020

Summative ELPAC Administration Window

The Summative ELPAC administration window is open until May 31, 2020. To properly administer the Summative ELPAC, test examiners will need the grade-level DFA PDF documents corresponding to the school's [forms assignment](#). DFAs are available for download from [TOMS](#) by selecting the [**Resources**] navigation tab on the top navigation bar.

February 3–April 1, 2020

Superintendent Designation Form of LEA ELPAC Coordinators

Similar to the 2019–2020 administration, the superintendent designation process for 2020–2021 ELPAC testing 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 a primary coordinator for the 2020–2021 administration year. Further instructions can be found in the [How to Designate LEA ELPAC coordinators in TOMS](#) video tutorial.

April 14–May 20, 2020

Initial ELPAC Administration and Scoring Training Registration Open

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 occur from April 14 through May 20, 2020. Visit the [Computer-based Initial ELPAC Administration and Scoring Trainings](#) web page for dates and information. This training is mandatory; each LEA must send a trainer. Makeup trainings will be held in August 2020; the specific dates will be announced in the spring. All trainings 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.

Additionally, to accommodate your LEA’s training needs, many regional workshops around the state will also be available. As training details are finalized, the regional workshops will be posted on the ELPAC website on the [Initial Assessment Regional Training List](#) web page.

Update Student English Language Acquisition Status (ELAS) in the California Longitudinal Pupil Achievement Data System (CALPADS)

Please update students’ ELAS in CALPADS prior to the administration of the Summative ELPAC. Only students with an ELAS of EL in CALPADS are eligible to be tested; therefore, it is critical that students’ ELAS are up-to-date in CALPADS. If the LEA has students who have an EL designation in the TOMS Local Scoring Tool after Initial ELPAC testing, but their ELAS in CALPADS is TBD (To Be Determined), the 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 an EL or initial fluent English proficient. 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

The [Completion Status System](#) is the means of viewing test status completion data and managing rosters for students taking part in both the CAASPP and ELPAC. 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 ELPAC coordinators can monitor the completion rates within the LEA and by school sites. To learn more about how to use this system, refer to the [2019–20 Guide to CAASPP and ELPAC Completion Status and Roster Management](#).

There are also two new reports in [TOMS](#): the Student Completion Status Report and Student Completion Status Summary Report. These reports allow LEA ELPAC coordinators and site ELPAC coordinators to track the number of tests started and completed at the school and student level for each test or domain. This report will

provide information on domain exemptions, domain completions, and could be useful for determining completion rates towards the end of the year.

Previous ELPAC Monthly Communications, as well as other email communications, can be found on the [ELPAC Coordinator Emails](#) web page. 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/>