



ENGLISH LANGUAGE PROFICIENCY ASSESSMENTS FOR CALIFORNIA

2019–2020 ELPAC Data Entry Interface User Guide for Computer- based Testing



2019–2020 ELPAC Data Entry Interface User Guide for Computer-based Testing

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Acronyms and Initialisms Used in the ELPAC Data Entry Interface User Guide

Abbreviation	Term
DEI	Data Entry Interface
DFA	Directions for Administration
ELPAC	English Language Proficiency Assessments for California
LEA	local educational agency
SSID	Statewide Student Identifier
STAIRS	Security and Test Administration Incident Reporting System
TOMS	Test Operations Management System

1. Introduction

This manual provides instructions for English Language Proficiency Assessments for California (ELPAC) test examiners or designated staff to use when entering scores or student responses into the Data Entry Interface (DEI). This includes Speaking scores from the computer-based ELPAC Speaking domain and student responses from all domains of the Summative ELPAC paper-pencil test (administered upon approval).

[Table 1](#) indicates which domain scores or student responses need to be entered into the DEI.

Table 1. ELPAC Scores and Student Responses that Require DEI Entry

Grade Levels	Domain	Test Delivery	Score or Response Entry
K–12	Speaking	computer-based assessment	score
3–12	Listening	paper-pencil test	student response
3–12	Speaking	paper-pencil test	score
3–12	Reading	paper-pencil test	student response
3–12	Writing	paper-pencil test	student response

1.1. Computer-based Summative ELPAC

The test examiner-generated scores of the computer-based ELPAC Speaking domain may be entered directly into the DEI during the administration of the Speaking domain or they may be entered on the student score sheet—the back page of the *Directions for Administration (DFA)*—and then transferred into the DEI after the administration.

1.2. General Test Rules and Navigation

- ▶ Questions are reviewable before submitting the test.
- ▶ Selected responses for questions are changeable only if the test has not been submitted for scoring.
- ▶ A response or score entry may be left blank for any of the domains that must be entered into the DEI. If any of the responses have been skipped—indicated by a red triangle on the *Data Entry Summary* screen—return to those items where student scores were entered and verify whether the item was intentionally skipped by the student. If not, enter the missing information before the test is submitted.
- ▶ If an item response was skipped unintentionally and the test was mistakenly submitted for scoring, the local educational agency (LEA) ELPAC coordinator or site ELPAC coordinator should file a Security and Test Administration Incident Reporting System case to reopen the test in the DEI so the responses can be

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entered. Refer to the [ELPAC Security Incidents and Appeals Procedure Guide](#) for steps on submitting this appeal.

- ▶ Scores and responses must be entered and submitted within two days of when the student finished testing.
- ▶ All scores and responses must be entered before the end of the ELPAC testing window.
- ▶ If a student moves to a different school, all scores and responses must be entered within the testing window.

2. Logging On to the DEI

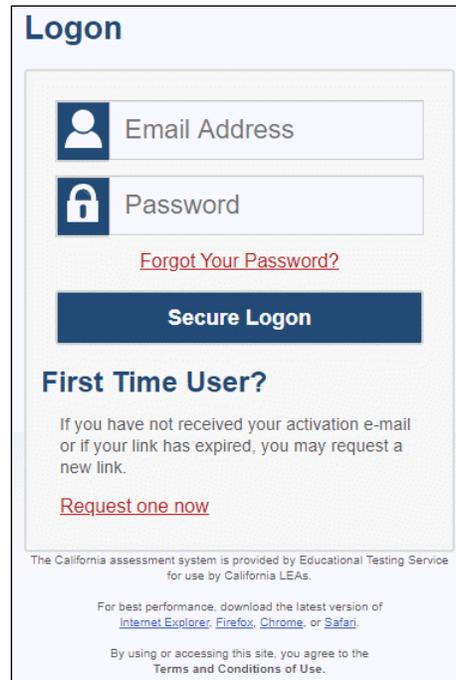
1. Use an internet browser to go to ELPAC.org and select the button for [Data Entry Interface] (DEI) (refer to [Figure 1](#)).



Figure 1. ELPAC.org website with the [Data Entry Interface] button

Logging On to the DEI

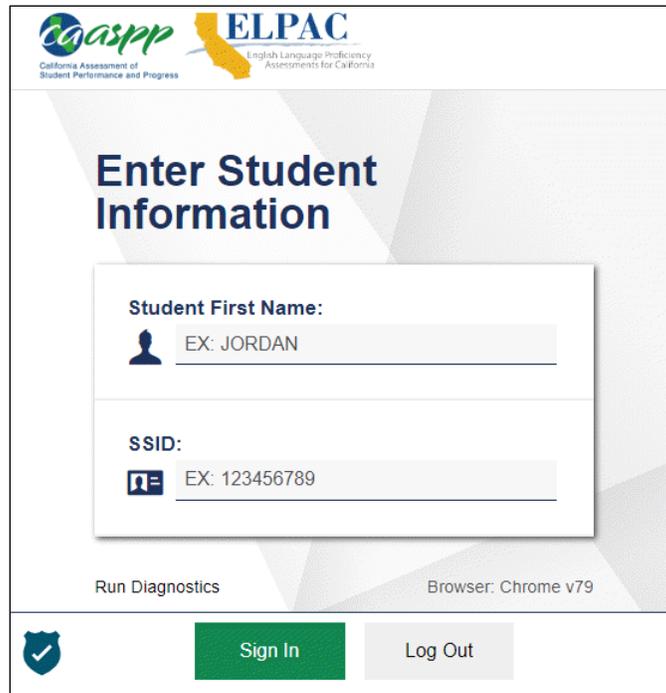
2. On the user *Logon* screen, enter the user's Test Operations Management System (TOMS) username, which is the user's email address and password, and then select the **[Secure Logon]** button (refer to [Figure 2](#)).



The screenshot shows a web page titled "Logon". It features two input fields: "Email Address" with a person icon and "Password" with a lock icon. Below the password field is a red link that says "Forgot Your Password?". A large blue button labeled "Secure Logon" is positioned below the links. Underneath the button is a section titled "First Time User?" with explanatory text and a red link "Request one now". At the bottom of the page, there is small text stating: "The California assessment system is provided by Educational Testing Service for use by California LEAs. For best performance, download the latest version of Internet Explorer, Firefox, Chrome, or Safari. By using or accessing this site, you agree to the Terms and Conditions of Use."

Figure 2. DEI Logon screen

3. When the *Enter Student Information* screen opens, enter the student's first name in the *Student First Name* field and the student's Statewide Student Identifier (SSID) in the *SSID* field ([Figure 3](#)). Then, select the **[Sign In]** button.

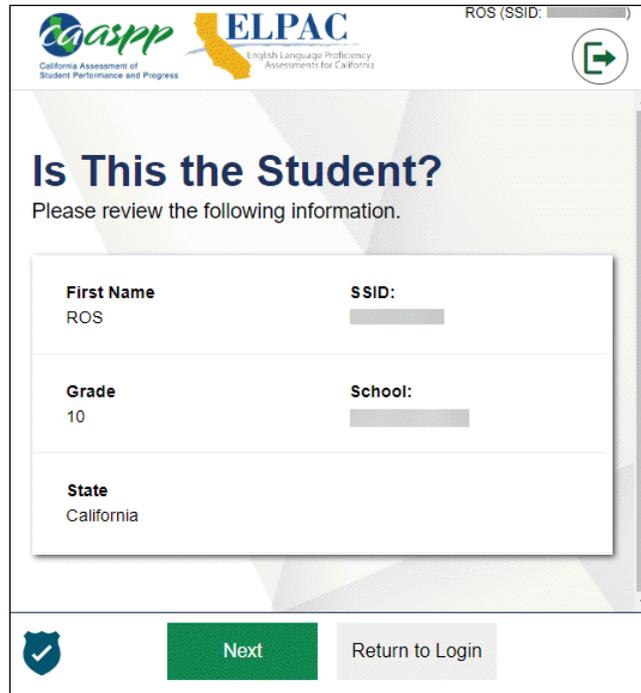


The screenshot shows the 'Enter Student Information' interface. At the top left, there are logos for 'caspp' (California Assessment of Student Performance and Progress) and 'ELPAC' (English Language Proficiency Assessments for California). The main heading is 'Enter Student Information'. Below this, there are two input fields. The first is labeled 'Student First Name:' and contains a person icon, the text 'EX: JORDAN', and a text input field. The second is labeled 'SSID:' and contains a document icon, the text 'EX: 123456789', and a text input field. At the bottom left, there is a 'Run Diagnostics' link. At the bottom right, it says 'Browser: Chrome v79'. At the very bottom, there is a shield icon with a checkmark, a green 'Sign In' button, and a grey 'Log Out' button.

Figure 3. *Enter Student Information* screen

Logging On to the DEI

4. Verify the student's personal information on the *Is This the Student?* screen (refer to [Figure 4](#)) and then select the **[Next]** button.



The screenshot shows the 'Is This the Student?' screen. At the top left are the logos for 'caaspp' (California Assessment of Student Performance and Progress) and 'ELPAC' (English Language Proficiency Assessments for California). The top right corner shows 'ROS (SSID: [redacted])' and a green arrow icon. The main heading is 'Is This the Student?' followed by the instruction 'Please review the following information.' Below this is a white box containing the following information:

First Name ROS	SSID: [redacted]
Grade 10	School: [redacted]
State California	

At the bottom of the screen, there is a shield icon with a checkmark, a green 'Next' button, and a grey 'Return to Login' button.

Figure 4. *Is This the Student?* screen

3. Entering Scores for the Computer-based Summative ELPAC Speaking Domain

1. On the *Available Tests* screen, select the gray [Start Summative ELPAC Grades XX Speaking – Online Data Entry Interface] button (refer to [Figure 5](#)).

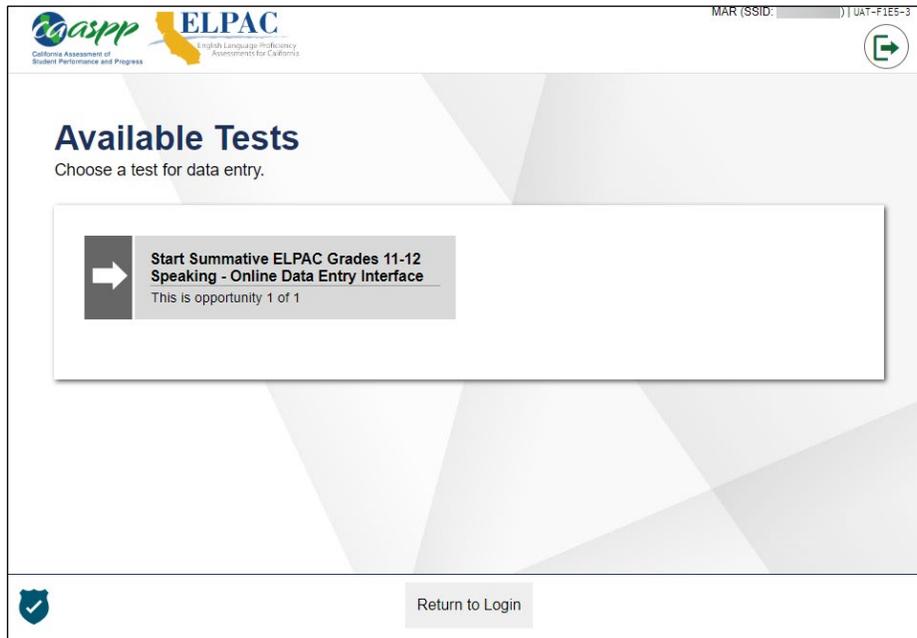


Figure 5. *Available Tests* screen—Speaking Domain, online data entry

Entering Scores for the Computer-based Summative ELPAC Speaking Domain

2. On the *Select Test Form* screen, select the applicable test form (the version that the student was assigned to should be the only form listed here) from the **[Select form]** drop-down list and then select the **[Next]** button ([Figure 6](#)).

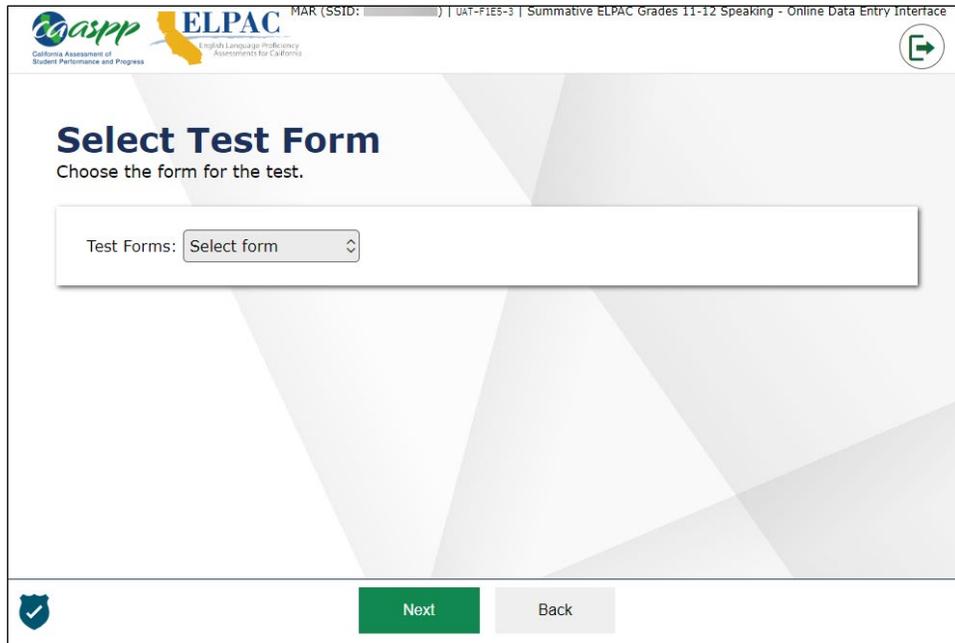


Figure 6. *Select Test Form* screen—Speaking Domain, online data entry

3. The *Instructions and Help* screen, shown in [Figure 7](#), is the same as that used by a student taking assessments online.
 - a. Select the **[View Test Settings]** button to review the test settings used by the student in the test delivery system and assigned in TOMS. Note that these cannot be changed in the DEI.
 - b. Select the **[View Help Guide]** button for an overview of the buttons the user will see in the DEI; these are the same buttons and tools a student sees in the test delivery system. The guide is available on all screens by selecting the **[Help]** question mark **[?]** button in the top-right corner of any screen.

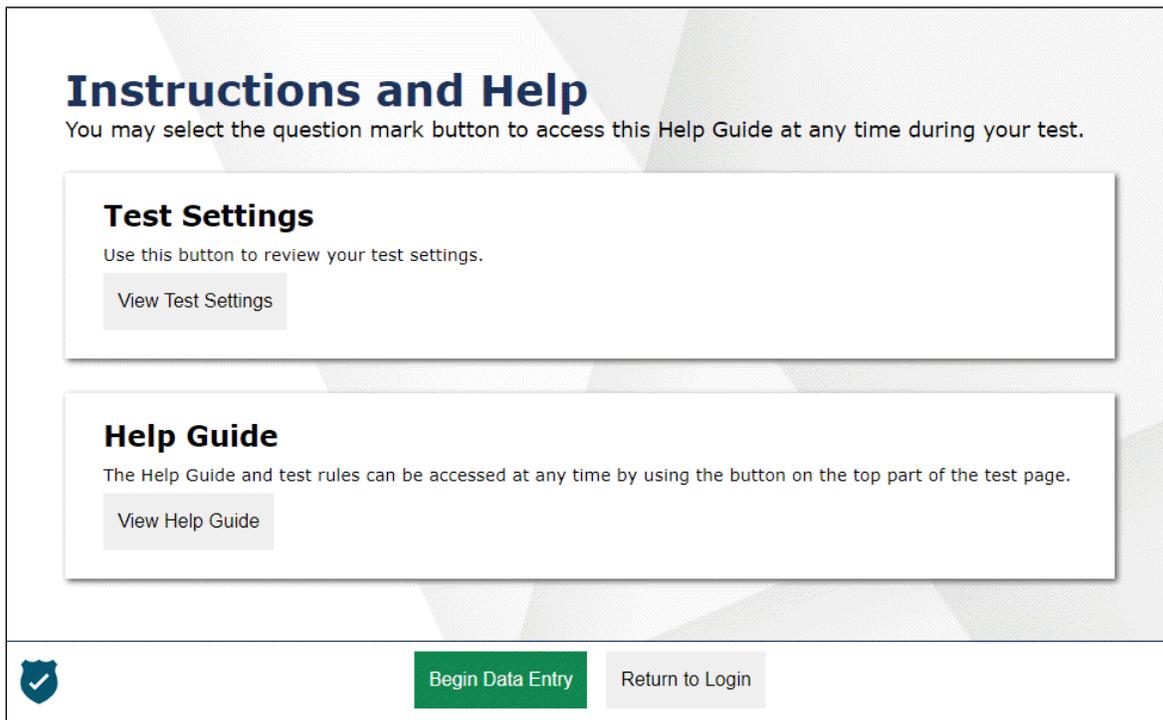


Figure 7. *Instructions and Help* screen

4. Select the [**Begin Data Entry**] button to enter the scores from the Speaking student score sheet or select [**Return to Login**] to exit.
5. The first item in the DEI will have the name of the task type of the first test question from the student secure browser of the ELPAC Speaking test. Follow the instructions and scripts in the *DFA* for the grade- and form-specific ELPAC Speaking test while administering the test.

Entering Scores for the Computer-based Summative ELPAC Speaking Domain

- If the Speaking test was administered offline—that is, student responses were not entered directly into the DEI but were entered on the student score sheet from the *DFA* instead—the first item for scoring in the DEI will match the same first test question that was on the student score sheet (refer to [Figure 8](#)).

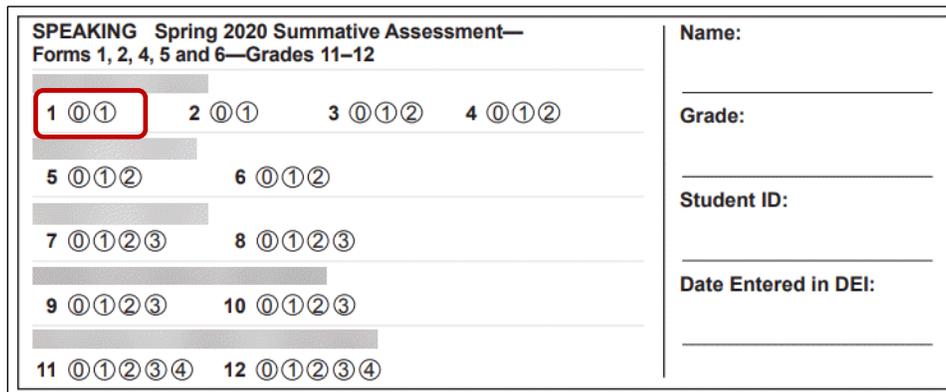


Figure 8. Speaking domain student score sheet

- After the student has provided a response to a question, or the score is identified on the student score sheet, refer to the DEI screen and select the appropriate score (“Score 0,” “Score 1,” “Score 2,” etc.) for that item (refer to [Figure 9](#)).

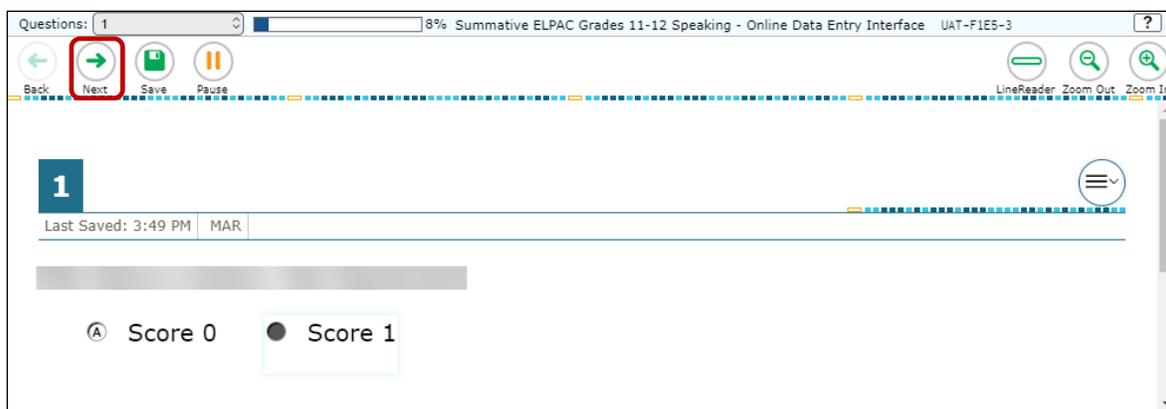


Figure 9. DEI Score Entry screen—Speaking Domain, online data entry

- After selecting the appropriate radio button, select the **[Next]** button at the top left of the DEI screen (indicated in [Figure 9](#)) to continue to the next question. Remember to select the **[Next]** button on the student’s testing interface to advance the screen to the next question as well.
- Continue following the instructions and scripts in the *DFA* through the rest of the ELPAC Speaking test and marking the scores in the DEI or on the student score sheet. If the student has not responded to any questions or answered any questions correctly up to the stopping marker in the Speaking domain *DFA*, the test examiner may stop administering the Speaking test. The test examiner should

Entering Scores for the Computer-based Summative ELPAC Speaking Domain

select the **[Next]** button at the top of the screen in the DEI and on the student's interface until the last question, and then select **[End Test]**. No more score entry is necessary at this point.

- When the user selects the **[Next]** button after entering a score for the last question in the Speaking test, the *Attention* message will pop up to advise the user to select the **[End Test]** button (refer to [Figure 10](#)). Select the **[OK]** button.

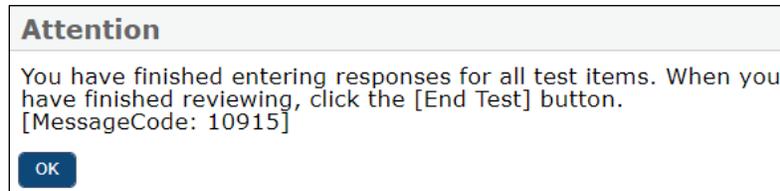


Figure 10. Attention message box (finished entering responses)

- On the screen for the last question, select the **[End Test]** button in the top left of the screen (refer to [Figure 11](#)).

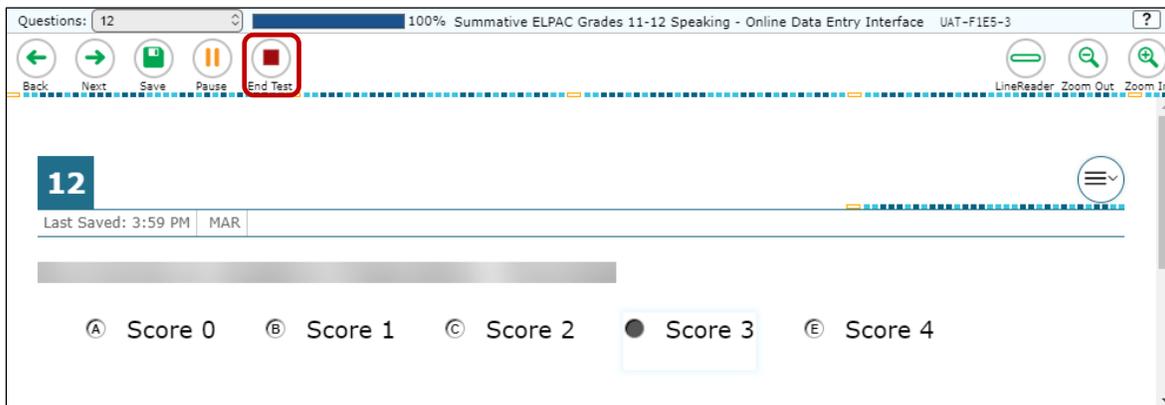


Figure 11. [End Test] button—Speaking Domain, online data entry

- After selecting the **[End Test]** button, another *Attention* message will pop up to advise the user that the end of the test has been reached and to select **[Yes]** to continue to the next page or select **[No]** to keep working on the test (refer to [Figure 12](#)). Select the **[Yes]** button if all score entries have been completed.

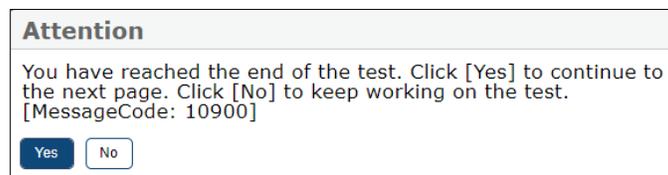
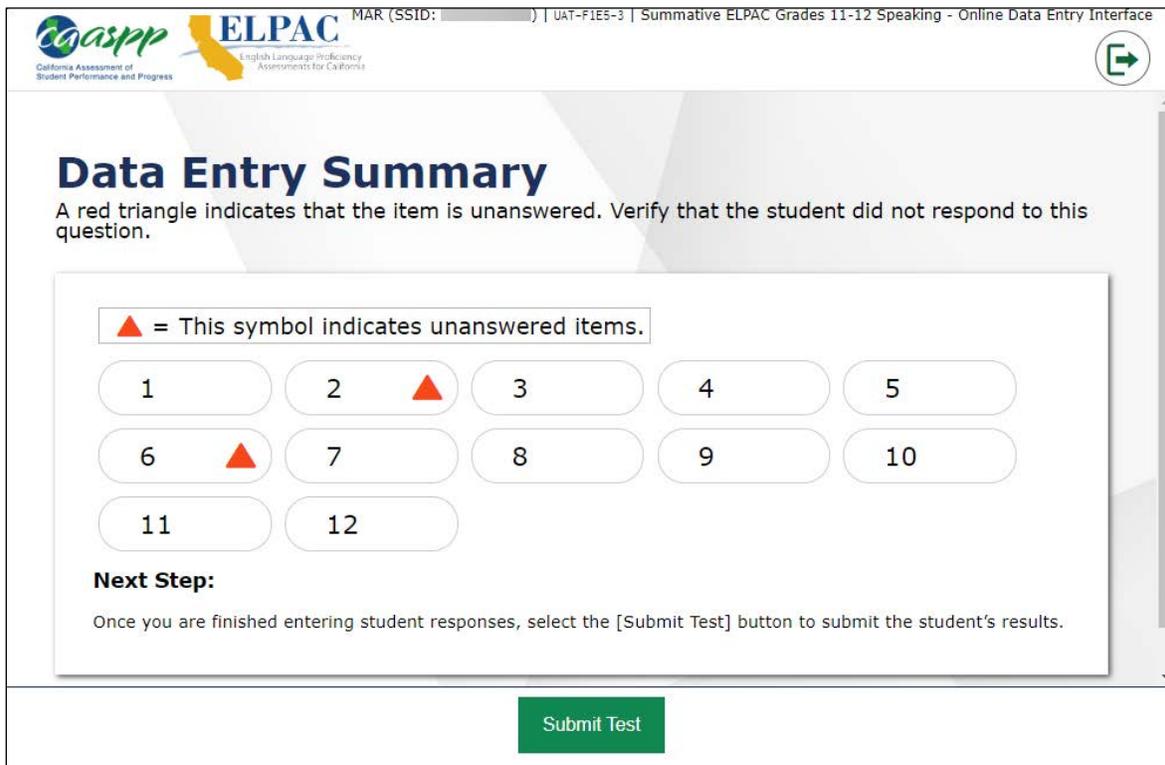


Figure 12. Attention message box (reached the end of the test)

Entering Scores for the Computer-based Summative ELPAC Speaking Domain

13. After selecting [Yes], the *Data Entry Summary* screen will show any questions that did not have a score assigned (refer to [Figure 13](#)). Select a question number with the triangle icon to go back to that question to assign a score. Do not readminister or rerecord the response for any questions that did not have a score assigned. If all entries have been completed, select the [Submit Test] button.



MAR (SSID:) | UAT-F1E5-3 | Summative ELPAC Grades 11-12 Speaking - Online Data Entry Interface

Data Entry Summary
A red triangle indicates that the item is unanswered. Verify that the student did not respond to this question.

▲ = This symbol indicates unanswered items.

1	2 ▲	3	4	5
6 ▲	7	8	9	10
11	12			

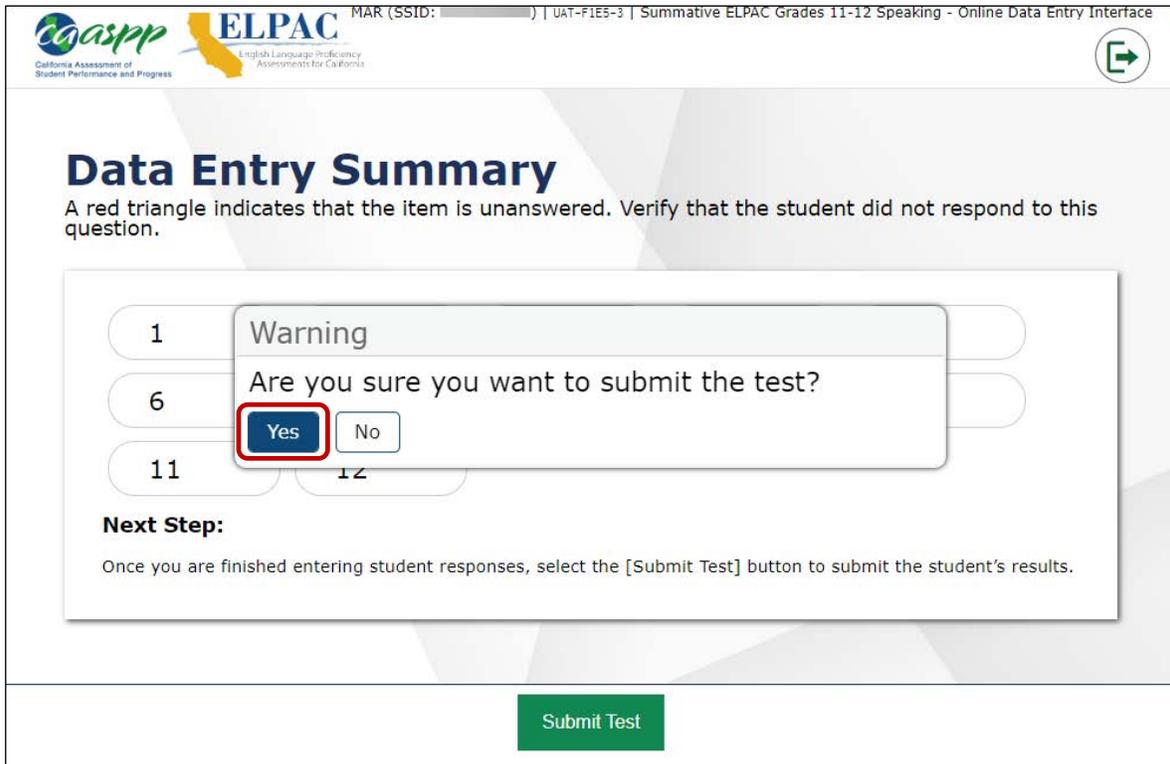
Next Step:
Once you are finished entering student responses, select the [Submit Test] button to submit the student's results.

Submit Test

Figure 13. Top of the *Data Entry Summary* screen—Speaking Domain, online data entry

Entering Scores for the Computer-based Summative ELPAC Speaking Domain

14. After selecting the [**Submit Test**] button, a *Warning* message will ask the user to verify test submission (refer to [Figure 14](#)). Select the [**Yes**] button if all score entries have been completed.

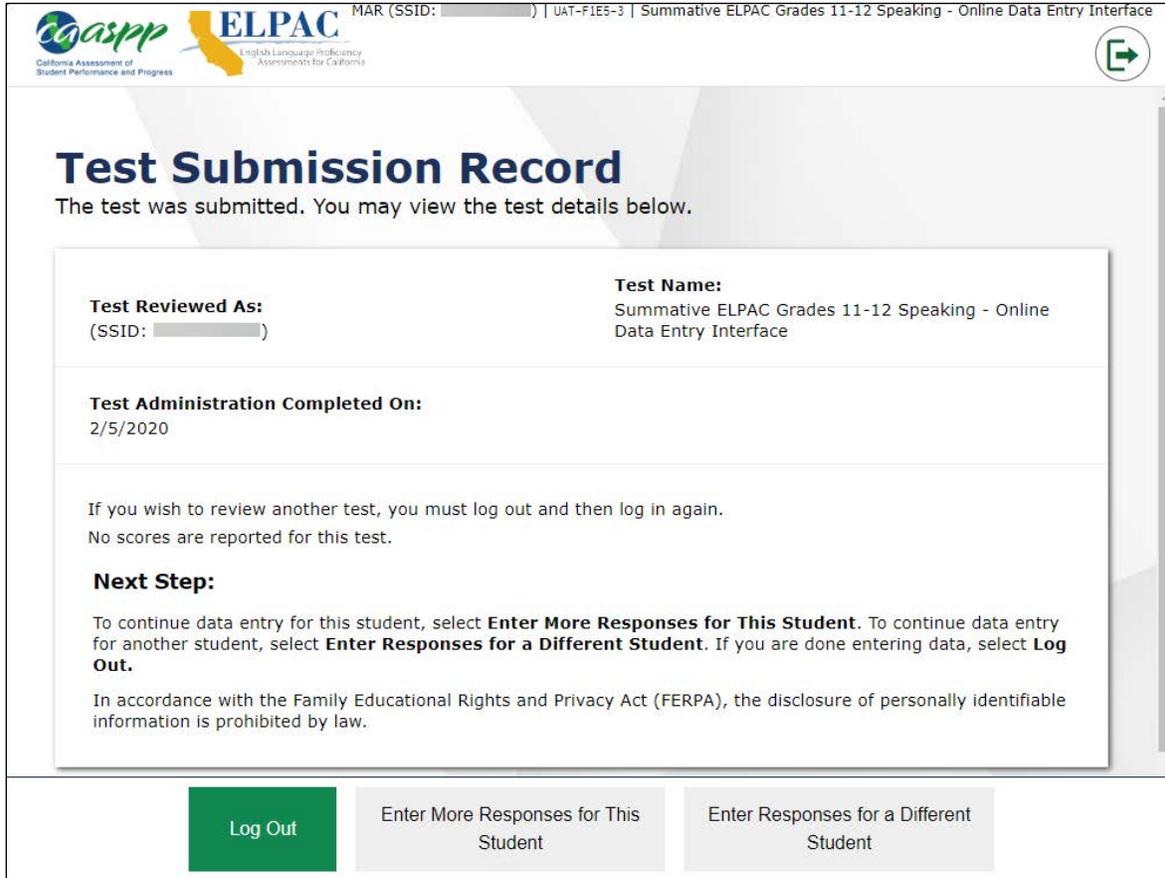


The screenshot shows the 'Data Entry Summary' screen in the ELPAC online data entry interface. At the top, there are logos for 'caaspp' and 'ELPAC', and a navigation arrow icon. The main heading is 'Data Entry Summary' with a subtext: 'A red triangle indicates that the item is unanswered. Verify that the student did not respond to this question.' Below this, there is a list of items with scores: '1', '6', '11', and '12'. A warning message box is overlaid on the list, containing the text 'Warning' and 'Are you sure you want to submit the test?'. The 'Yes' button in the message box is highlighted with a red border. Below the message box, there is a 'Next Step:' section with the text: 'Once you are finished entering student responses, select the [Submit Test] button to submit the student's results.' At the bottom of the screen, there is a green 'Submit Test' button.

Figure 14. Warning message box, Data Entry Summary screen for online data entry

Entering Scores for the Computer-based Summative ELPAC Speaking Domain

15. After the [Yes] button has been selected, the *Test Submission Record* screen will indicate that the test has been submitted (refer to [Figure 15](#)).



MAR (SSID:) | UAT-FIES-3 | Summative ELPAC Grades 11-12 Speaking - Online Data Entry Interface

Test Submission Record
The test was submitted. You may view the test details below.

Test Reviewed As: (SSID:)	Test Name: Summative ELPAC Grades 11-12 Speaking - Online Data Entry Interface
Test Administration Completed On: 2/5/2020	

If you wish to review another test, you must log out and then log in again.
No scores are reported for this test.

Next Step:
To continue data entry for this student, select **Enter More Responses for This Student**. To continue data entry for another student, select **Enter Responses for a Different Student**. If you are done entering data, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

Log Out Enter More Responses for This Student Enter Responses for a Different Student

Figure 15. Test Submission Record screen for a completed assessment

16. The user can then select one of the following buttons at the bottom of the screen:
- [Log Out] button—Exit the DEI.
 - [Enter More Responses for This Student] button—Enter responses for a different domain (if there were more associated domains for the student).
 - [Enter Responses for a Different Student] button—Return to the *Logon* screen to start the process over for a new student.
17. Securely destroy all student score sheets after scores have been entered in the DEI.

4. Correcting Scores or Responses Entered Incorrectly in the DEI

If a student's score(s) or response(s) has been entered incorrectly and submitted in the DEI, the user will need to request to have the DEI for the test reopened or reset by entering an incident in the Security and Test Administration Incident Reporting System (STAIRS).

The LEA ELPAC coordinator or site ELPAC coordinator is responsible for entering incidents in STAIRS. The STAIRS incident form must be completed in TOMS and the testing issue, "An error was made entering information into the Data Entry Interface (by the test examiner) or the test delivery system (by the test examiner in the student interface) (**Data Entry Issue**)," should be selected. The LEA ELPAC coordinator or the site ELPAC coordinator can then choose between two options depending on the situation:

1. Reopen the test in the DEI, if only one or a few of the student's scores or responses need to be corrected and resubmitted; or
2. Reset the test in the DEI, if all of the student's scores or responses need to be reentered in the DEI. Please note, however, that this option will remove all of the previously entered scores.

Once the test has been reset or reopened, the user can log on to the DEI and correct the score(s) or response(s) that were entered incorrectly and submit the test.

For the complete instructions for submitting an incident form in STAIRS, please refer to the [ELPAC Security Incidents and Appeals Procedure Guide](#).