

As local educational agencies (LEAs) prepare for the administration of the Initial and Summative English Language Proficiency Assessments for California (ELPAC) in the 2018–19 school year, the California Department of Education offers this guide to roles and responsibilities in and access to the Test Operations Management System (TOMS), including the Local Scoring Tool (LST).

Responsibility	LEA ELPAC Coordinator	Site ELPAC Coordinator	ELPAC Test Examiner	LST Correspondence Administrator	LST Data Entry
Manage overall testing process at LEA level	Yes	No	No	No	No
Manage overall testing process at school level	No	Yes	No	No	No
Ensure that proper test administration procedures have been followed	Yes	Yes	Yes	No	No
Maintain the security of all testing materials	Yes	Yes	Yes	Yes	Yes
Ensure that all test examiners are trained and certified to administer the ELPAC	Yes	No	No	No	No
Manage access and certification of test examiners in the Moodle Training Site	Yes	No	No	No	No
Order test materials, pre-identification labels, and supplemental test materials and ensure that adequate materials are distributed throughout the LEA during the testing window	Yes	No	No	No	No
Access the Initial ELPAC LST and perform data entry to produce official scores	Yes	Yes	Yes	Yes	Yes
Manage the processing of Initial ELPAC Answer Books at school site	No	Yes	No	No	No
Ensure the proper packing and return of test materials to the LEA ELPAC coordinator	No	Yes	No	No	No
Administer the ELPAC	Yes	Yes	Yes	No	No
Score Speaking and Writing sections	Yes	Yes	Yes	No	No
Print Individual Student Score Reports	No	No	Yes	Yes	Yes
Export test results for parent/guardian letters	Yes	No	No	Yes	No

TOMS Access	LEA ELPAC Coordinator	Site ELPAC Coordinator	ELPAC Test Examiner	LST Correspondence Administrator	LST Data Entry
Audio for the Initial and Summative ELPAC	Yes	Yes	Yes	No	No
Eligibility Reports	Yes	Yes	Yes	Yes	Yes
Student Score Reports	Yes	Yes	Yes	Yes	Yes
Parent/Guardian letter template and data results files	Yes	No	No	Yes	No
Test material order forms	Yes	No	No	No	No