

## LEA ELPAC Coordinator Checklist for Successful Administration of the ELPAC Summative Assessment

Order #	Area	Task	Before	During	After	Ongoing	Notes
1	User Registration	Complete required Superintendent Designation Form identifying the local educational agency (LEA) English Language Proficiency Assessments for California (ELPAC) Coordinator. Save e-mail confirmation.	X	-	-	-	<p>The Superintendent Designation Form is usually available in February and can be found at <a href="https://www.elpac.org/">https://www.elpac.org/</a> by selecting Forms under the Test Administration tab. An e-mail is also sent to the current LEA ELPAC Coordinator and the district superintendent.</p> <p><b>The form must be submitted by April 1 annually.</b></p>
2	Test Security	Complete the online security agreement. Save e-mail confirmation.	X	-	-	-	<p>The Online Security Agreement can also be found at <a href="https://www.elpac.org/">https://www.elpac.org/</a> by selecting Forms under the Test Administration tab. An e-mail is also sent to the current LEA ELPAC Coordinator and the district superintendent.</p>
3	Information	Sign up for the California Department of Education (CDE) ELPAC Listserv.	X	-	-	X	<p>To join the CDE ELPAC e-mail list to receive the monthly ELPAC Update e-mail messages, send a blank e-mail to <a href="mailto:subscribe-elpac@mlist.cde.ca.gov">subscribe-elpac@mlist.cde.ca.gov</a></p>
4	Information	Review ELPAC Web pages and the ELPAC monthly updates for information about new training materials, manuals, ordering deadlines, and other test administration documents.	X	-	-	X	<p>Check out the CDE's ELPAC Web page at <a href="https://www.cde.ca.gov/ta/tg/ep/">https://www.cde.ca.gov/ta/tg/ep/</a> for information on all assessments in the ELPAC system.</p> <p>Also, check out <a href="https://www.elpac.org">https://www.elpac.org</a> for additional resources and information, including ELPAC Practice Tests.</p>

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5	Information	Review ELPAC Practice tests. Download or note location for Site ELPAC Coordinators.	X	-	-	-	ELPAC Practice Tests can be found on the ELPAC Web page at <a href="https://www.elpac.org">https://www.elpac.org</a> under the Resources tab.
6	Information	Attend the CDE Assessment and Accountability Information Meeting or view the Webcast.	X	-	-	-	These meetings are usually held in September or October at locations in northern and southern California. Go to the CDE's North-South Information Meeting Web page at <a href="http://www.cde.ca.gov/ta/tg/ai/infomeeting.asp">http://www.cde.ca.gov/ta/tg/ai/infomeeting.asp</a> for more information.
7	User Registration	Identify the Site ELPAC Coordinator for each school.	X	-	-	-	No additional notes.
8	User Registration	E-mail Site ELPAC Coordinators about their role and responsibilities; be sure to include a link to the online security agreement that they need to complete.	X	-	-	-	The Online Security Agreement can also be found at <a href="https://www.elpac.org/">https://www.elpac.org/</a> by selecting Forms under the Test Administration tab.
9	Test Security	Confirm that each Site ELPAC Coordinator has completed the online security agreement.	X	-	-	-	The LEA ELPAC Coordinator will automatically receive an e-mail notification when the Site ELPAC Coordinators complete the online security agreement.
10	User Registration	Register each Site ELPAC Coordinator as a user in Test Operations Management System (TOMS).	X	-	-	-	TOMS users can either be uploaded one-by-one or in bulk (i.e., batch uploading). Instructions for uploading users into TOMS can be found in the TOMS User Manual at <a href="https://www.elpac.org/">https://www.elpac.org/</a> under the Test Administration tab.

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11	Materials	View the Order/PreID/Adding Examiners Webcast.	X	-	-	-	An ELPAC TOMS Archived Webcast demonstrates how to add users, order materials, and pre-ID labels in TOMS. It is available at <a href="https://www.elpac.org/training/videos/">https://www.elpac.org/training/videos/</a> .
12	Materials	Order ELPAC Summative Assessment Materials.	X	-	-	-	In TOMS under Orders, go to Approve Orders. Enter primary shipping address and confirm if freight shipments can be received at the address listed. A Quick Start Guide is available at <a href="https://www.elpac.org/test-administration/instructions/">https://www.elpac.org/test-administration/instructions/</a> .  Download the materials count report template and make any revisions. Approve order counts according to the dates in your ELPAC e-mails.
13	Materials	Receive and inventory materials.	X	-	-	-	Contact the ELPAC Customer Support Center for additional/missing materials.
14	Technology	Collaborate with technology personnel to ensure that technology requirements are tested on each test examiner's computer.	X	-	-	-	Audio for the Listening items and one Speaking item are played through the secure online TOMS system for all students in grades 3–12.
15	Supports and Accommodations	View Matrix 4 prior to administration for information about the non-embedded resources available for students taking the ELPAC.	X	-	-	-	Visit the CDE's ELPAC Accessibility Resources Web page at <a href="https://www.cde.ca.gov/ta/tg/ai/index.asp">https://www.cde.ca.gov/ta/tg/ai/index.asp</a> for Matrix 4 that describes the available universal tools, designated supports, and accommodations by domain, as well as, to view other important resources.

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16	Supports and Accommodations	Communicate with your LEA's special education teachers to review students with individualized education programs (IEPs) and Section 504 plans and identify accommodations and/or alternate assessments.	X	-	-	-	No additional notes.
17	Training	Attend a state-sponsored ELPAC Administration and Scoring Training.	X	-	-	-	This usually takes place annually in October through December at multiple locations throughout the state. More information can be found on the Training tab on the ELPAC Web site at <a href="https://www.elpac.org/">https://www.elpac.org/</a> .
18	Training	Review training materials in ELPAC Moodle and take the necessary quizzes to be certified.	x	-	-	-	<a href="https://moodle.ELPAC.org">https://moodle.ELPAC.org</a>
19	Training	Schedule local training dates and send them to your Site ELPAC Coordinators.	x	-	-	-	No additional notes.
20	Training	Develop training materials for Site ELPAC Coordinators and ELPAC Test Examiners.	X	-	-	-	Utilize existing training materials whenever possible adding information specific to your local context as needed.
21	Training	Conduct training for Site ELPAC Coordinators and ELPAC Test Examiners.	X	-	-	-	No additional notes.

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22	Test Security	Confirm that each ELPAC Test Examiner has completed the online security agreement.	X	-	-	-	The LEA ELPAC Coordinator will automatically receive an e-mail notification when the Site ELPAC Coordinators complete the online security agreement.
23	Results and Reporting	Review and verify the LEA ELPAC apportionment report for the previous administration year and submit it to the CDE by the deadline.	X	-	-	-	No additional notes.
24	Test Planning	Remind Site ELPAC Coordinators, Test Examiners, and teachers about the use of the Practice Tests.	X	-	-	-	Available on the ELPAC Web site at <a href="http://www.elpac.org/resources/practicetests/">http://www.elpac.org/resources/practicetests/</a>
25	Test Planning	Work with Site ELPAC Coordinators to set local ELPAC Summative Assessment testing schedules.	X	-	-	-	Any student that is enrolled as an English learner (EL) must be assessed February 1 through May 31.
26	Test Security	Review the ELPAC Testing Irregularities and Security Breach Report Form.	X	-	-	-	This form can be accessed at <a href="https://www.elpac.org/">https://www.elpac.org/</a> or within the Test Administration Manual (TAM).
27	Test Security	Establish procedures with all Site ELPAC Coordinators to maintain the security of all test materials.	X	-	-	-	No additional notes.

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28	Materials	Inventory testing materials received from Educational Testing Service (ETS).	X	-	-	-	No additional notes.
29	Materials	Distribute testing materials to schools.	X	-	-	-	Have Site ELPAC Coordinators inventory materials received and send back inventory sheet signed and dated.
30	Supports and Accommodations	Verify the need for any specialized equipment for students requiring accessibility resources.	X	-	-	-	No additional notes.
31	Supports and Accommodations	Request any necessary Unlisted Resources for students as documented in their IEPs or Section 504 plans at least two weeks prior to testing.	X	-	-	-	Submit your request to the CDE at <a href="mailto:ELPAC@cde.ca.gov">ELPAC@cde.ca.gov</a> .
32	Test Planning	Verify that each Site ELPAC Coordinator is developing a site test administration schedule.	X	-	-	-	No additional notes.

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33	Test Planning	Share the LEA and site ELPAC schedules with school administrators and the LEA leadership team, including parent notification and expectation of receipt of score reports in order to plan for when notification of results will be sent.	X	-	-	-	No additional notes.
34	Communication	Verify scheduled ELPAC system downtimes and ensure these are communicated to your Site ELPAC Coordinators and Test Examiners.	X	X	-	X	No additional notes.
35	Training	Confirm that the Site ELPAC Coordinators have conducted required site trainings for Test Examiners.	X	-	-	-	No additional notes.
36	Test Security	Confirm that all Site ELPAC Coordinators have collected required security affidavits from their Test Examiners.	X	-	-	-	No additional notes.
37	Communication	Notify parents about upcoming ELPAC testing.	X	-	-	-	The CDE provides letter templates to notify parents and guardians about the statewide assessments at <a href="https://www.cde.ca.gov/ta/tg/ep/index.asp">https://www.cde.ca.gov/ta/tg/ep/index.asp</a> .

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38	Communication	Forward CDE's monthly ELPAC Update e-mail to Site ELPAC Coordinators and Test Examiners as appropriate.	X	-	-	-	No additional notes.
39	User Registration	Confirm that Site ELPAC Coordinators have created user accounts in TOMS for their Test Examiners.	X	-	-	-	No additional notes.
40	Data Integrity	Evaluate student demographic data from TOMS to ensure that all ELs are listed in TOMS in the correct grade level.	X	-	-	X	No additional notes.
41	Test Security	Monitor sites during testing to ensure that all ELPAC testing and security procedures are being followed.	-	X	-	-	No additional notes.
42	Communication	Regularly communicate with Site ELPAC Coordinators to ensure any issues are resolved promptly.	-	X	-	X	No additional notes.
43	Materials	Schedule test materials pickup dates from sites for processing.	-	X	X	-	No additional notes.



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44	Materials	Collect test materials from Site ELPAC Coordinators.	-	-	X	-	Review answer books and make sure all demographic information is correctly bubbled and returned with proper GIS/SGL forms. Follow instructions located in the Test Administration Manual.
45	Materials	Package and ship test materials to ETS for scoring.	-	-	X	-	Follow packaging and shipping instructions located in the Test Administration Manual.
46	Test planning	Verify any students new to your LEA who may need testing.	-	X	-	-	No additional notes.
47	Materials	Order supplemental materials as needed in TOMS or through the ELPAC Customer Support Center.	-	X	-	-	No additional notes.
48	Materials	Collect all non-scorables for destruction from sites at the end of the school year.	-	-	X	-	Contact ETS for pick up.
49	Test Planning	Ensure that all ELs have been tested.	-	X	-	-	No additional notes.
50	Test Planning	Document any trends, issues, and ideas for suggested changes to your local ELPAC administration for next year.	-	X	-	X	It is recommended that the LEA ELPAC Coordinator share these at the county office of education level.

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51	Test Planning	Solicit feedback about the ELPAC test administration from Site ELPAC Coordinators, and Test Examiners to identify changes for next year.	-	X	X	-	No additional notes.
52	Results and Reporting	Attend the ETS "Post-Test Webcast."	-	X	-	-	This Webcast is under development.
53	Results and Reporting	During the LEA preview of the ELPAC results, verify the preview data against local data, including demographic information, to ensure that student group assignments are accurate.	-	-	X	-	The CDE notifies LEA ELPAC Coordinators and district superintendents via e-mail of the opportunity to review ELPAC data prior to the public release.
54	Communication	Notify Site ELPAC Coordinators about your local ELPAC results communication plan and the timeline to mail student score reports to parents.	-	X	X	-	No additional notes.
55	Communication	Coordinate with local communications staff on briefing the district leadership team, the school board, and others, and any possible news releases about the ELPAC results.	-	-	X	-	No additional notes.

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56	Communication	Prepare principals/Site ELPAC Coordinators to communicate ELPAC results with school staff and parents.	-	-	X	-	No additional notes.
57	Communication	Communicate the availability of ELPAC results and reports to parents, administrators, and teachers, including the timeline for the delivery of the individual student score reports.	-	-	X	-	No additional notes.
58	Communication	Prepare or collaborate with others to prepare the letter that will accompany the student score reports.	-	-	X	-	The CDE plans to provide letter templates to notify parents and guardians about the statewide assessments. More information will follow.
59	Results and Reporting	Download the individual student results data file from TOMS for local uses including uploading into the local Student Information System or other customized data analyses.	-	-	X	-	See student data file layout.

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60	Results and Reporting	Mail student score reports.	-	-	X	-	<p>The CDE makes letter templates available for LEAs to use to communicate with parents and guardians. See the CDE's Parent and Guardian Score Report Letter Templates Web page at <a href="https://www.cde.ca.gov/ta/tg/ep/index.asp">https://www.cde.ca.gov/ta/tg/ep/index.asp</a> for more information.</p> <p>Consider including the Understanding the Student Score Report flyer (coming soon). The Understanding the Student Score Report flyers will be translated into multiple languages.</p>