
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Wednesday, September 2, 2020 1:31 PM
To:
Subject: Initial ELPAC: RSVP LEAs



Dear LEA ELPAC Coordinator:

Your local educational agency (LEA) has been identified by the California Department of Education (CDE) as one of the LEAs participating in the Rotating Score Validation Process (RSVP) for the 2020–2021 Initial ELPAC. As part of the 10 percent of LEAs identified annually to participate in the [RSVP for the Initial ELPAC](#), your LEA is required to return all of the Initial ELPAC Form 1 Writing Answer Books completed by students in kindergarten through grade two (K–2) between August 20 and October 30, 2020, to Educational Testing Service (ETS). Tests administered to students in grades three through twelve are all accessed via the test delivery system (TDS) and results will automatically be sent to the Test Operations Management System (TOMS) once administration and scoring have been completed.

The 2020–2021 computer-based Initial ELPAC administration begins on August 20, 2020. Similar to the Summative ELPAC, the Writing domain for students in K–2 will remain as a paper-based test.

The following should be noted for students who are administered the Initial ELPAC Edition 1 paper–pencil assessment:

- RSVP and non-RSVP LEAs follow the same process of entering scores and responses into the Data Entry Interface (DEI). Enter scores for the Writing and Speaking domains and responses for the Listening and Reading domains into the DEI for each student.
- Securely store **used Answer Books** administered until June 30, 2021.
- LEAs will not return 2019–2020 Edition 1 Initial ELPAC materials to ETS.

The following should be noted for students who are administered the computer-based Initial ELPAC from August 20 to October 30, 2020:

- RSVP LEAs will administer the Writing domain to students in K–2 using the scannable 2020–2021 Form 1 Writing Answer Books. Non-RSVP LEAs received nonscannable Form 1 Writing Answer Books.
- RSVP and non-RSVP LEAs will administer all other domains to students in kindergarten through grade twelve using the TDS. The Listening and Reading domains will be scored through the TDS. Speaking scores for all grades must

be entered in the DEI. Writing scores for K–2 must be entered in the DEI and Writing scores for grades three through twelve must be entered in the Teacher Hand Scoring System (THSS). Student responses in the TDS will automatically be received by ETS for back scoring as part of the RSVP process.

- Official Student Score Reports will be available in TOMS after all domains have been administered and scored, within less than 24 hours.
- LEAs must return their scannable K–2 Writing Answer Books to ETS after parent/guardian notification of the results has been completed and a pre-identification (Pre-ID) label has been received for the student. Only Answer Books completed by students should be collected and sent to ETS. If students were administered the Initial ELPAC remotely and did not complete or return the Answer Book to the LEA, LEAs do not need to return these Answer Books to ETS.
- The audio capture during the Speaking domain is not mandatory if students are administered the Initial ELPAC remotely.

The following are mandatory steps to be completed:

- Pre-ID labels and Group Identification Sheets (GIS) are generated monthly based on when an official Student Score Report has been generated in TOMS. A schedule is provided in the Material Return Dates table in the next section.
- Pre-ID labels are to be attached to the Answer Books prior to shipping to ETS; do not send Answer Books without the Pre-ID label attached. You must confirm that the student name on the Pre-ID label matches the student name on the Answer Book. Pre-ID labels will be shipped to the LEA automatically based on the schedule in the Materials Return Dates table in the next section.
- Follow the instructions in the [2020–2021 Initial ELPAC Rotating Score Validation Process User Instructions for Test Materials Handling After Testing](#) web document.

Materials Return Dates

Initial ELPAC Administration	Pre-ID and GIS to Arrive at LEA by	Answer Books to Ship to ETS by
August 20 to September 18, 2020	10/5/2020	10/26/2020
September 21 to October 16, 2020	11/2/2020	11/20/2020
October 19 to October 30, 2020	11/20/2020	12/14/2020

Reminder: Order testing materials.

- Order testing materials within the supplemental order window if they were not ordered during the primary order window. Initial ELPAC test materials order dates are listed on the [Initial ELPAC Test Administration](#) web page.
- Supplemental materials ordering is ongoing during the order window. Delivery of the materials will occur within 10–14 business days after the order is placed.

- Order testing materials through [TOMS](#) or by calling the California Technical Assistance Center (CalTAC) at 800-955-2954.

Reminder: Keep records at the LEA level.

- Photocopy score sheets on the back page of the student's Answer Book for your records before preparing to ship materials to ETS.
- To serve as a reference for both the LEA and ETS as to what is being returned in each shipment, an LEA ELPAC coordinator has the option to download the [ELPAC School Group List](#) web document to use for tracking.

Comparison Report

- With the computer-based Initial ELPAC, ETS raters will only score the Writing domain to compare the local scores entered in the DEI (for K–2) or the THSS (for grades three through twelve).
- Comparison reports will be posted by mid-November and mid-December, and a final file will be posted by the end of January 2021.
- An email notification will be sent to the LEA ELPAC coordinator when a comparison report is available for the LEA.

Questions about the 2020–2021 Initial ELPAC administration or requests for additional white return cartons can 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/>