
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Thursday, April 5, 2018 9:39 AM
To:
Subject: ELPAC April Monthly Update



Dear LEA ELPAC Coordinator:

The first operational administration of the Summative English Language Proficiency Assessments for California (ELPAC) began on February 1, 2018. This communication contains information that will help you and your local educational agency (LEA) with the administration of the ELPAC.

Summative ELPAC Information

Summative ELPAC Student Data File Layout

The formatted student data file layout on ELPAC.org describes the file containing results for all 2017–18 ELPAC; the PDF is titled “[2017-18 ELPAC Student Data File Layout](#).” The files will be available in May 2018, and LEAs will be notified when the student data files for their local educational agency will be available to download from the Test Operations Management System (TOMS).

Pre-identification (Pre-ID) Label Orders

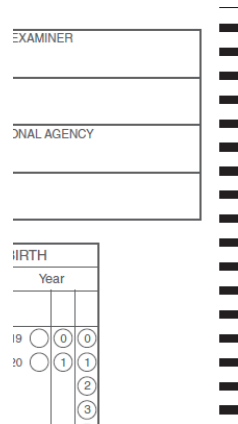
Have you ordered your Pre-ID labels? Pre-ID is the process of identifying student demographics electronically through a bar-coded label rather than marking the student demographic information manually on the Answer Book. **The order window for Round 1 ordering of Pre-ID labels closes on April 9, 2018. This is the last day to get your Pre-ID labels at \$0.38 per label.** For guidance on how to order Pre-ID labels, please refer to the [TOMS Pre-ID Labels Instructions Quick Start Guide](#).

Answer Book and Labels

Pre-ID labels are to be placed on the Answer Book in the space named “Place Student Barcode Label Here”; a sample is shown at the end of this paragraph. No other label should be used or placed on the Answer Book. Specific directions are located on page 9 in the “After Testing” subsection of the [Summative ELPAC Test Administration Manual](#).



The timing marks (thick dark marks) along the edge of the Answer Book must remain visible without extraneous marks; these are shown in the image after this paragraph. The markings tell the scanner to look for specific information on the page. When the timing marks are covered or marked with pencil, the scanner cannot read what is on the page. If the scanner cannot read the page, manual processing is required, which may delay scoring for that specific non-scannable Answer Book.



Summative ELPAC Post-Administration Test Materials Return

Scannable materials must be returned in the white cartons that have affixed two-day UPS labels. All non-scannable materials are returned in the brown carton at the end of testing. If additional white and/or brown return cartons and/or UPS labels are needed, please contact the ELPAC Customer Support Center (CSC) by e-mail at ELPAC@ets.org or by phone at 844-782-2714.

The last day to request a pickup of materials for the March administration is April 9, 2018. If needed, **LEAs with over 5,000 English learners (ELs)** have a second opportunity to return test materials each month (dates stated in the following table).

ELPAC Administration Month	LEA ELPAC Coordinators Secure, Scannable Test Materials Pickup Request No Later Than	LEA ELPAC Coordinators Request Secure, Scannable Test Materials Pickup Request No Later Than Second Return Window for LEAs with Over 5,000 ELs
March 2018	April 9, 2018	April 23, 2018
April 2018	May 9, 2018	May 23, 2018
May 2018	June 15, 2018	Not Applicable

Initial ELPAC Information

Initial ELPAC Materials Orders

The Primary Initial ELPAC Materials Order Window will open on April 24, 2018, and continue through May 11, 2018. To ensure that the delivery of materials, sorted by school, are received by June 1, 2018, order during the Primary Order Window. The Special Test Versions (braille and large print) Order Window begins on June 1, 2018, and the earliest delivery date is July 2, 2018.

1. **Primary Order Window (Standard Materials):** April 24–May 11, 2018 (Materials to arrive 10–14 days after placing an order)
2. **Special Test Versions Order Window:** June 1, 2018–June 14, 2019 (Materials to arrive July 2, 2018–June 28, 2019, and will be prepared at the LEA level)
3. **Supplemental Order Window:** June 1, 2018–June 14, 2019 (Materials to arrive June 15, 2018–June 28, 2019, and will be prepared at the LEA level*)

Order Round	Ordering Window Opens	Ordering Window Closes	Earliest Delivery Date	Latest Delivery Date
Primary Order Window	April 24, 2018	May 11, 2018	May 16, 2018	June 1, 2018
Special Test Versions Order Window	June 1, 2018	June 14, 2019	July 2, 2018	June 28, 2019
Supplemental Order Window	June 1, 2018	June 14, 2019	June 15, 2018*	June 28, 2019*

* This delivery date window is for standard materials ordered during the Supplemental Order Window only. The earliest delivery date for special test version orders is July 2, 2018, whether ordered during the Special Test Version or Supplemental Order Window.

Initial ELPAC Spring Administration and Scoring Training Registration

Training for the spring Initial ELPAC Administration and Scoring Training begins on April 10, 2018, and continues through May 24, 2018. Registration opened on February 1, 2018, and information on training dates and locations is listed on the ELPAC [Initial Assessment Administration and Scoring Trainings](#) Web page. LEA ELPAC Coordinators recently received an e-mail containing registration information for their LEA and are responsible for registering participants from their LEA. Only the LEA ELPAC Coordinators have access to the registration passcode and can register trainers.

Initial ELPAC Makeup Trainings in August

The Initial ELPAC testing window opens on July 1, 2018. For new LEA ELPAC Coordinators and trainers, there will be three, two-day Initial ELPAC Administration and Scoring Makeup Trainings held statewide. For new LEA ELPAC Coordinators and trainers or those who were unable to attend the spring 2018 Initial ELPAC Administration and Scoring Trainings and/or the fall 2017 Summative ELPAC Administration and Scoring Trainings, these three, two-day Initial trainings offer an opportunity to make up missed training opportunities. More information is posted on the [Initial Assessment Administration and Scoring Trainings](#) Web page.

This training series will focus primarily on the local scoring of the Initial ELPAC Writing and Speaking domains. The training will run from 8 a.m. to 3:30 p.m. Day one will cover the Initial ELPAC Writing domain, and day two will cover the Initial ELPAC Speaking domain. LEA ELPAC Coordinators and trainers may register for either or both training days. This training will use the “train-the-trainers” model.

This is a makeup training only. Registration will open on Monday, May 7, 2018, and will be held in August 2018 (dates and times listed in the following table).

Date	Domain	Location
Wednesday, August 1, 2018	Writing	Sacramento
Thursday, August 2, 2018	Speaking	Sacramento
Monday, August 6, 2018	Writing	Montebello
Tuesday, August 7, 2018	Speaking	Montebello
Thursday, August 9, 2018	Writing	Visalia
Friday, August 10, 2018	Speaking	Visalia

If you have any questions, please contact the ELPAC CSC by phone at 844-782-2714 or by e-mail at ELPAC@ets.org.

Initial ELPAC Moodle Training Site

The **Moodle Training Site (Moodle)** for the Initial ELPAC opens April 13, 2018. LEA ELPAC Coordinators should access the [ELPAC Administration and Scoring Training](#) ELPAC.org Web page and select the [registration](#) link on that page, which will take them to the Moodle site where they can enter their access code in the *Submit code* field. Select the **[Initial ELPAC Moodle Training Site]** button, which will take you to the Web page to find your enrollment keys. In Moodle, the LEA ELPAC Coordinator also may identify the Initial ELPAC trainer(s) and request LEA Trainer Reporting Access, if the trainer needs to view reports in Moodle and monitor calibration completion of Test Examiners. Please note that your LEA enrollment keys are different for the Initial ELPAC. Therefore, Test Examiners will need to be issued a new enrollment key by the LEA ELPAC Coordinator. However, individual user accounts from the Summative ELPAC will remain active.

Note that the link for Moodle will no longer be available in TOMS; access information must be requested from your LEA ELPAC Coordinator.

Reminders

- LEA and Site ELPAC Coordinators should monitor and ensure that all Test Examiners have passed their calibration certification.
- LEAs should continue to monitor the California Longitudinal Pupil Achievement Data System for any newly enrolled ELs and should place a supplemental test material order for those students, if needed. The Supplemental Test Material Order Window is open through May 15, 2018.

General questions about the 2017–18 ELPAC should be directed to the ELPAC CSC by e-mail at ELPAC@ets.org or by phone at 844-782-2714.

Sincerely,

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