
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Friday, December 1, 2017 2:37 PM
To:
Subject: ELPAC December Monthly Update



Dear LEA ELPAC Coordinator:

As we prepare to launch the operational administration for the English Language Proficiency Assessments for California (ELPAC) Summative Assessment, scheduled from February 1 through May 31, 2018, we want to update you with information that will help you and your local educational agency (LEA) get ready for a smooth administration.

Ordering Test Materials

Remember to order your ELPAC test materials as soon as possible. We are currently in the Round 2 Ordering Window, which closes on Thursday, December 21. If you need to order supplemental materials after December 21, you may do so beginning January 23. For guidance on how to order materials, view the [Materials Ordering Instructions Quick Start Guide](#).

- **Round 2 Ordering Window:** November 18–December 21, 2017 (Materials to arrive by February 1, 2018.)

- **Supplemental Ordering Window:** January 23–May 15, 2018 (Materials to arrive 10–14 days after ordering.)

*The ELPAC Test Operations Management System (TOMS) has been updated to receive orders uploaded with Google Sheets or Apple Numbers.

Ordering Pre-ID Labels

Remember to order your ELPAC Pre-Identification (Pre-ID) labels. There is no setup fee associated with Pre-ID labels. There are two ordering windows to order Pre-ID labels. Round 1 labels should contain the LEA's primary order; Round 2 labels should be ordered only for those students who were enrolled after Round 1 labels were ordered or whose California Longitudinal Pupil Achievement Data System (CALPADS) data have changed since the Round 1 order.

- **Round 1: January 2–April 9, 2018:** Pre-ID labels cost \$0.38 each (Pre-ID labels to arrive by April 23, 2018.)
- **Round 2: April 10–May 14, 2018:** Pre-ID labels cost \$0.44 each (Pre-ID labels to arrive by May 21, 2018.)

Once the Round 2 window closes, the LEA cannot opt into having Pre-ID labels made. For guidance on how to order Pre-ID labels, view the [ELPAC TOMS Archived Webcast](#) at the 58:30 timestamp.

Practice Tests

The [ELPAC Practice Tests](#) are posted on the ELPAC Web site. The Practice Test gives students, parents and families, teachers, administrators, and others an opportunity to become familiar with the types of test questions on the ELPAC. Note that an answer key is available for the Listening and Reading domains within each grade/grade span practice test. For the Speaking and Writing domains, please refer to the rubrics embedded within the practice tests.

Summative Assessment Administration and Training

There are seven statewide trainings to be held in December. If you have trainers who were unable to attend or you have additional trainers who need training, log on to the [Summative Assessment Administration and Scoring Trainings](#) Web page to

register. Locations for the county office of education–hosted Regional Summative Assessment Administration and Scoring Training locations are posted on the [2017–18 Summative Assessment Regional Training List](#) Web page. Only the LEA ELPAC Coordinators have access to the registration passcode and can register trainers. Any LEA ELPAC Coordinator who does not have the registration passcode should contact the ELPAC Customer Support Center by e-mail at ELPAC@ets.org or by phone at 844-782-2714.

Moodle Training Site Resources (Moodle) for the Summative Assessments

LEA ELPAC Coordinators should log on to the [Administration and Scoring Trainings Registration Information](#) Web page by entering their passcode in the *Submit code* field. Select the [**Moodle Training Site**] button, which will take you to the Web page to find your enrollment keys. In Moodle, the LEA Coordinator also may identify the lead trainer(s) and request LEA Trainer Reporting Access, if the trainer needs to view reports in Moodle and monitor calibration completion of Test Examiners. The Moodle Training Site has PDFs of the Administration and Training Binder as well as the Training Presentation for local training.

ELPAC Overview Video

The ELPAC Overview Video in English and Spanish is now available for download on the [ELPAC Videos](#) Web page. This video may be downloaded and posted to your school or district Web page. You may want to send our correspondence to parents and staff and link to the video. This video is a resource for communicating with staff, school boards, parents, the English Learner Advisory Committee, and the District English Learner Advisory Committee about the new ELPAC.

Downtime

The ELPAC TOMS will be unavailable **Friday, January 5, 2018, through Monday, January 8, 2018, for scheduled system downtime**. Note that systems may go offline the day prior to a scheduled downtime day (no earlier than 5 p.m. Pacific Time [PT]) and will resume by 8 a.m. PT the day following a scheduled downtime day.

Reminders

- Assign Test Examiners in [ELPAC TOMS](#).
- Ensure your Test Examiners have completed the [ELPAC Test Security Affidavit](#).

Coming Soon

- *ELPAC TOMS User Guide*
- *ELPAC Test Administration Manual*
- *ELPAC Frequently Asked Questions*

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

Sincerely,

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