

From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Wednesday, January 31, 2018 4:17 PM
To:
Subject: ELPAC February Monthly Update



Dear LEA ELPAC Coordinator:

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

Ordering Supplemental Test Materials

The supplemental materials ordering window began on Tuesday, January 23, 2018. In early February, a Test Operations Management System (TOMS) Supplemental Materials Ordering Instructions Quick Start Guide will be posted to elpac.org.

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

Please note that the ELPAC TOMS can receive orders uploaded with Microsoft Excel, Google Sheets, or Apple Numbers.

Ordering Pre-Identification Labels

Pre-identification (Pre-ID) is the process of electronically identifying students through a bar-coded label rather than providing the student demographic information manually on the Answer Book. When ordering your labels, review the Pre-ID report inside of TOMS to ensure that the student information is accurate. If the student information is not correct in the Pre-ID report, you must update the student data in California Longitudinal Pupil Achievement Data System (CALPADS) and wait at least 24 hours for the updates to be reflected in TOMS, and then rerun your Pre-ID report and place your order for Pre-ID labels. LEA ELPAC Coordinators will have four opportunities to order in Round 1 and two opportunities to order in Round 2 (see table below). There are two ordering windows to order Pre-ID labels, and there is no setup fee. For LEAs that wait to place their Pre-ID label order until Round 2, the price of the labels will be higher (see costs below). Once Round 2 closes, LEAs can no longer order Pre-ID labels.

For guidance on how to order Pre-ID labels, please reference the [TOMS Pre-ID Labels Instructions Quick Start Guide](#) or view the [ELPAC TOMS Archived Webcast](#) at the 58:30 time stamp.

- **Round 1: January 2–April 9, 2018:** Pre-ID labels cost \$0.38 each
- **Round 2: April 10–May 14, 2018:** Pre-ID labels cost \$0.44 each

Order Round	Ordering Window Opens	Ordering Window Closes	Order Approval Date	Approximate Delivery Date
Round 1	January 2, 2018	April 9, 2018	January 16, 2018	January 31, 2018
Round 1	January 2, 2018	April 9, 2018	February 9, 2018	February 23, 2018
Round 1	January 2, 2018	April 9, 2018	March 9, 2018	March 23, 2018
Round 1	January 2, 2018	April 9, 2018	April 9, 2018	April 23, 2018
Round 2	April 10, 2018	May 14, 2018	April 30, 2018	May 14, 2018
Round 2	April 10, 2018	May 14, 2018	May 14, 2018	May 21, 2018

Roles and Responsibilities

The [ELPAC Test Administration Manual: 2018 Summative Assessment](#) describes the responsibilities of the LEA ELPAC Coordinators and Site ELPAC Coordinators. This informational resource manual will assist with receiving, organizing, administering, and returning test materials for scoring.

The [Superintendent Designation of LEA ELPAC Coordinator](#) form is required to designate an LEA ELPAC Coordinator from among LEA employees. This task is the responsibility of the school district superintendent or charter school administrator. If any changes need to be made to the employees designated, the Superintendent must contact the ELPAC Customer Support Center and resubmit a designation form.

The **LEA ELPAC Coordinator** is the person at the LEA who manages the overall testing process. Per the ELPAC Regulations, all LEA ELPAC Coordinators must sign and submit the [Test Security Agreement](#) and the [Test Security Affidavit](#). The Test Security agreement for the LEA ELPAC Coordinators and LEA ELPAC Site Coordinators should be submitted and stored with Educational Testing Service (ETS). The Test Security Affidavit for Test Examiners and Proctors is submitted and stored with the LEA ELPAC Coordinator. These forms must be signed before secure materials can be handled.

The **Site ELPAC Coordinator** is the test coordinator at the school level who is responsible for managing the ELPAC testing program at the school, ensuring the proper administration of all testing procedures, maintaining the security of all test materials at the site, and assuring the proper packing and return of test materials to the LEA ELPAC Coordinator. All Site ELPAC Coordinators must sign the [Test Security Agreement](#) and the [Test Security Affidavit](#).

The **ELPAC Test Examiner** administers the test, and **Proctors** assist Test Examiners during group administration of 10 or more students in grade two and 20 or more students in grades three through twelve. Test Examiners and Proctors, along with all others handling ELPAC test materials, must sign the [Test Security Affidavit](#) prior to accessing the test materials.

ELPAC TOMS User Guide

The [Test Operations Management System Guide for the ELPAC](#) is a great resource for all users of TOMS. It provides the instructions necessary for LEA ELPAC Coordinators to manage users, order materials, and also provides support to Site ELPAC Coordinators and ELPAC Test Examiners.

LEA ELPAC Coordinators may add Site ELPAC Coordinators and ELPAC Test Examiners to TOMS; Site ELPAC Coordinators can also add ELPAC Test Examiners. A primary LEA ELPAC Coordinator can add another LEA ELPAC Coordinator only by contacting the ELPAC Customer Support Center (CSC) by phone at 844-782-2714. For guidance with adding/managing users, please access the following resources:

1. Chapter 5 of the [Test Operations Management System Guide for the ELPAC](#)
2. The [ELPAC TOMS Archived Webcast](#) at the 12:00 time stamp
3. The ELPAC Customer Support Center by e-mail at ELPAC@ets.org or by phone at 844-782-2714

ELPAC Frequently Asked Questions

The ELPAC [Frequently Asked Questions \(FAQ\)](#) is a quick reference guide, which provides answers to commonly asked questions about the ELPAC.

Summative Assessment Test Materials Return Instructions

Scorable materials are returned in the white cartons that have pre-affixed two-day United Parcel Service (UPS) labels. LEAs can return scorable materials each month and do not have to wait until all testing is complete. LEAs cannot return scorables via freight without prior approval from the ELPAC CSC. For a freight return, the LEA must contact the ELPAC CSC to arrange a pickup of a minimum of 30 cartons of materials. At the end of the testing window, all nonscorable materials are returned in the brown cartons. If additional white and/or brown return cartons and/or UPS labels are needed, please contact the ELPAC CSC by e-mail at ELPAC@ets.org or by phone at 844-782-2714.

Secure, scannable test materials should be returned by LEAs to ETS once per month. If needed, **LEAs with over 5,000 English learners (ELs)** have a second opportunity to return test materials each month (see dates in the table below).

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 English Learners
February 2018	March 9, 2018	March 23, 2018
March 2018	April 9, 2018	April 23, 2018
April 2018	May 9, 2018	May 23, 2018
May 2018	June 15, 2018	Not Applicable

Organization Reporting Shipping Address

Student Score Reports (SSRs) will be shipped to the Reporting Shipping Address, if provided in TOMS, and not your mailing or primary shipping address. All shipping addresses must be a physical address; materials cannot be shipped to a post office box. In the event that an LEA primary and/or report shipping address is not present in TOMS at the time of the shipping of the SSRs, it will cause a delay or nonshipment of the SSRs.

Initial Assessment Operational Spring Training

Registration for the Initial Assessment Operational (IA OP) Spring Trainings opens on February 1, 2018. IA OP Spring Trainings begin on April 10, 2018, and continue through May 24, 2018. Information on training dates and locations is listed on the [Initial Assessment Administration and Scoring Trainings](#) Web page. LEA ELPAC Coordinators are responsible for registering participants from their LEA. Only the LEA ELPAC Coordinators have access to the registration passcode and can register trainers. An e-mail will be sent out on January 31, 2018, with information about registration. Once participants are registered, the LEA ELPAC Coordinator will receive an e-mail containing registration information for their LEA.

The training will run from 8 a.m. to 4 p.m. for kindergarten through grade twelve LEAs. LEAs serving only grades six through twelve will be dismissed at 1:30 p.m. This training series will focus primarily on the local scoring of the IA Writing domain.

Reminders

- **LEAs that do not have English learners (ELs) enrolled** and did not place a test material order during the Round 1 and Round 2 test materials ordering windows should continue to monitor CALPADS enrollment for any newly enrolled EL students and place a supplemental test material order for those students, if needed. The supplemental test material order window opened on January 23 and closes on May 15, 2018.

Support

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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