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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Wednesday, January 10, 2018 3:15 PM  
**To:**  
**Subject:** ELPAC January Monthly Update



Dear LEA ELPAC Coordinator:

The first operational administration of the English Language Proficiency Assessments for California (ELPAC) Summative Assessment is scheduled from February 1 through May 31, 2018. This communication contains information that will help you and your local educational agency (LEA) get ready for a smooth administration.

### **Ordering Pre-Identification (Pre-ID) Labels**

Today is the first day to order your ELPAC 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, LEAs can no longer order Pre-ID labels. For guidance on how to order Pre-ID labels, please reference the [Pre-ID Labels Instructions Quick Start Guide](#) or view the [ELPAC Test Operations Management System \(TOMS\) Archived Webcast](#) at the 58:30 time stamp.

## **Ordering Test Materials**

The supplemental materials ordering window will commence on Tuesday, January 23, 2018. For guidance on how to order materials, view the [TOMS Materials Ordering Instructions Quick Start Guide](#).

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

Please note that the ELPAC TOMS has been updated to receive orders uploaded with Google Sheets or Apple Numbers.

## **ELPAC TOMS Users Guide**

The [TOMS Guide for the ELPAC](#) provides the instructions necessary for LEA ELPAC Coordinators and Site ELPAC Coordinators to manage users, order materials, and provide support to ELPAC Test Examiners.

## ***ELPAC Test Administration Manual (TAM): Summative Assessment***

The [ELPAC TAM](#) 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.

## **ELPAC Frequently Asked Questions (FAQs)**

The [ELPAC FAQs](#) is a quick reference guide to provide answers to common questions asked about the ELPAC.

## **Summative Assessment Test Materials Return Instructions**

Scorable materials are returned in the white cartons that have preaffixed two-day UPS labels. LEAs cannot return scorables via freight without prior approval from the ELPAC Customer Support Center (CSC). The LEA has to contact the ELPAC CSC to arrange a pick up of a minimum of 30 cartons of material for a freight return. All nonscorable materials are returned in the brown carton. If you run out of white return cartons, please reach out to the ELPAC CSC at [ELPAC@ets.org](mailto:ELPAC@ets.org) or by phone at 844-782-2714 for additional white cartons and UPS return labels.

## **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 an LEA primary

and/or report shipping address is not present in TOMS at the time of reporting, it will cause a delay or nonshipment of the SSRs.

### **Initial Assessment Operational (IA OP) Spring Training**

IA OP Spring Training begins April 10, 2018, and continues through May 24, 2018. Registration will open on Thursday, February 1, 2018, and 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 and will receive an e-mail containing registration information for their LEA. Only the LEA ELPAC Coordinators have access to the registration passcode and can register trainers. If you need support, please contact the ELPAC CSC by e-mail at [ELPAC@ets.org](mailto:ELPAC@ets.org) or by phone at 844-782-2714.

### **LEAs Without English Learners (ELs)**

LEAs that do not have EL students enrolled do not need to place a test material order during the Round 1 and Round 2 test material ordering windows, which closed November 17, 2017, and December 21, 2017, respectively. However, staff should continue to monitor CALPADS enrollment for any newly enrolled EL students and should place a supplemental test material order for those students, if needed. The supplemental test material order window opens on January 23, 2018.

### **ELPAC.org Videos**

The [ELPAC videos](#) are now located under Resources on the ELPAC.org Web site.

### **ELPAC Practice Tests**

A concern has been raised regarding the accuracy of information referenced in the [ELPAC Practice Test for Grades 3–5 Listening domain](#). The Oral Presentation on page 10 states “Apples have a lot of iron in them.” This is not scientifically accurate, the item is being corrected.

### **Reminders**

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

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

Sincerely,

ELPAC Project Team  
Educational Testing Service  
Phone: 844-782-2714

E-mail: [ELPAC@ets.org](mailto:ELPAC@ets.org)

Web site: <http://www.elpac.org/>