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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Monday, July 1, 2019 11:06 AM  
**To:**  
**Subject:** ELPAC July Monthly Update



## English Language Proficiency Assessments for California (ELPAC) Monthly Communication

Dear LEA ELPAC Coordinator:

As you administer the 2019–20 Initial and Summative English Language Proficiency Assessments for California (ELPAC), Educational Testing Service (ETS) is helping to support you and your local educational agency (LEA) by providing key information.

### General ELPAC Information

#### *Upcoming TOMS Systems Downtime*

As part of the transition to the 2019–20 school year, ELPAC Test Operations Management System (TOMS) will experience downtime from 6 a.m. Monday, July 1 through 8 a.m. Monday, July 8, 2019. The new Test Operations Management System (TOMS) interface, MyTOMS, will be **available on July 8, 2019** for the 2019–20 ELPAC administration.

During that time, LEAs may administer all domains of the Initial ELPAC except Listening in grades three through twelve. LEAs can administer Speaking—Summarize an Academic Presentation by reading aloud the recorded audio script provided in the *Examiner's Manual*. The Local Scoring Tool and all audio recorded files will be available in MyTOMS on Monday, July 8, 2019. Additional details about impacted systems are available on the [ELPAC Planned System Downtime](#) web page.

### We Need You!

#### *Computer-based ELPAC Field Test*

We need your LEA to participate in the statewide field test for the new computer-based ELPAC from October 1–25, 2019. One of the benefits for participating includes experiencing the computer-based administration of domains prior to the administration of computer-based Summative ELPAC in February 2020. We need as many LEAs as possible with 15 to 20 English learners enrolled in a grade.

**We are especially in need of participants who can test students at grades 2 and 9–12.** If you are not already participating in the field test, please consider joining us in this effort. If you are already participating and have additional students at these grades that you would be willing to test, please contact the ELPAC Field Test coordinator at the Sacramento County Office of Education (SCOE), Salina Donek, by phone at 916-228-3301 or by email at [elpac@scoe.net](mailto:elpac@scoe.net).

## ***Accessibility Pilot and the Accessibility Cognitive Lab Study***

While the field test for computer-based ELPAC is going on in October, there are other opportunities for LEAs to try out the new accessibility and accommodations available on the computer-based ELPAC by participating in the Accessibility Pilot and the Accessibility Cognitive Lab Study. For additional information and how to get involved, please reference the [ELPAC June 2019 Monthly Update](#).

## **Initial ELPAC Information**

### ***2019–20 Initial ELPAC Administration***

The 2019–20 Initial ELPAC administration window opened on July 1! Pursuant to *California Code of Regulations*, Title 5, Section 11518.5(d), the LEA is required to administer the Initial ELPAC to newly enrolled students whose primary language is not English, within 30 calendar days of enrollment. Please reference the [Upcoming TOMS Systems Downtime](#) information for instruction on administering the Initial ELPAC until 8 am, July 8, 2019.

### ***Preparing to Administer the Initial ELPAC in July***

#### **2019–20 ELPAC TOMS User Transition**

Once the LEA ELPAC coordinators are designated and added to MyTOMS, they will be responsible for adding users from their LEA and providing the necessary access to TOMS. LEA ELPAC coordinators should complete the following steps:

1. For reference information, prior to the downtime beginning on July 1 at 6 a.m., download the LEA User List Report in TOMS by selecting the **[Reports]** button in the left navigation bar, selecting the **[Select Organization]** link to find the LEA, selecting *Current School Year* in the *School Year* drop-down list, and then selecting the **[DOWNLOAD REPORT]** button.
2. On July 8, 2019, when MyTOMS is available:
  - a. Download the user's spreadsheet template in MyTOMS by selecting the **[Reports]** button on the top navigation bar, selecting **[LEA ELPAC LEA User List Report]** under the *LEA Reports* section. Select the **[Select Organization]** link to find the LEA, select **[Previous School**

Year] in the School Year drop-down list, and then select the **[DOWNLOAD REPORT]** button.

- b. Follow the page instructions provided in MyTOMS to upload the user file.
3. During system downtime, the California Technical Assistance Center (CalTAC) will inactivate *all* 2018–19 user roles in TOMS and in MyTOMS, will register **superintendents who did not designate a coordinator prior to the rollover** as the official LEA ELPAC coordinators.

If you have any questions about the ELPAC TOMS user transition, contact the CalTAC by phone at 800-955-2954 or by email at [caltac@ets.org](mailto:caltac@ets.org).

### **Initial ELPAC Preliminary Score Sheet**

The Initial ELPAC preliminary score sheet, instructions, and conversion tables can be downloaded in MyTOMS LST by selecting the **[Resources]** button which will bring you to the secure materials. The score sheet and conversion tables are resources for optional summer use by LEAs that choose to wait until fall to enter raw student scores in the LST.

## **Summative ELPAC Administration**

### ***Post-Administration Destruction or Return of Secure Materials***

The 2018–19 Summative ELPAC administration window closed on May 31, 2019, and LEAs have the option to either securely destroy secure nonscorable test materials locally or return the secure nonscorable test materials to Educational Testing Service (ETS) for destruction. The directions and survey to complete this **required** process are provided in the [Summative ELPAC Post-Administration Destruction or Return of secure materials, unused and nonscorable](#) communication.

## **Educator Opportunities to Get Involved**

### ***ELPAC Writing Range Finding***

ELPAC Writing Range Finding meeting will be held in October 2019. **The application window closes July 5, 2019.** Application qualifications, deadlines, and instructions are available on the [ELPAC and Alternate ELPAC Opportunities to Get Involved](#) web page.

General questions about the ELPAC should be directed to CalTAC by phone at 800-955-2954 or by email at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center  
Educational Testing Service  
Phone: 800-955-2954

Email: [caltac@ets.org](mailto:caltac@ets.org)

Website: <https://www.elpac.org/>