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Sent: Friday, March 1, 2019 1:44 PM
To:
Subject: ELPAC March Monthly Update



English Language Proficiency Assessments for California (ELPAC) Monthly Communication

Dear LEA ELPAC Coordinator:

As you administer the 2018–19 ELPAC, Educational Testing Service (ETS) is providing you with information that will help you and your local educational agency (LEA) with the administration of the Initial and Summative ELPAC.

ELPAC Information

What's New?

- The [2018–19 CAASPP and ELPAC Pretest Administration Workshop Webcast](#) is now available and linked on the [ELPAC Archived Webcasts](#) web page.
- There is a new and improved process for superintendents to designate 2019–20 LEA ELPAC coordinators in the Test Operations Management System (TOMS)! This new process, which also includes steps to complete security agreements and security affidavits in TOMS, ensures users have completed all the necessary forms and will eliminate the need to locally track the completion of paper forms.
- Get ready for the computer-based ELPAC, which will launch beginning with the 2019–20 Summative ELPAC administration. More information is coming soon!

IMPORTANT NOTES ABOUT PREPRINTED LEA MATERIALS

It is imperative that you and your staff follow the instructions for the use of pre-identification (Pre-ID) labels and Group Information Sheets (GISs) outlined in the [2018–19 Summative ELPAC Test Administration Manual](#) to facilitate processing of test materials and receipt of students' scores and to prevent results from being reported under an incorrect LEA.

Pre-ID Labels

Pre-ID is the process of electronically identifying students through a bar-coded label that is placed on the student's Answer Book to facilitate accurate reporting of scores to the LEA. Pre-ID labels identify the students based on information from the California Longitudinal Pupil Achievement Data System. **LEAs should not share or use Pre-ID labels not associated with their school codes.**

Precoded GIS

Precoded GISs are scannable documents containing unique information for the county, LEA, school and grade. The GIS determines which school/LEA the results are assigned to for accountability. **Do not share or use a photocopy of the GIS. Do not share or use precoded GISs not associated with the LEA's school codes.**

Summative ELPAC Information

Test Administration Preparation

Are you ready to administer the Summative ELPAC? Do you have all your test materials? Have you tested your audio for the Listening and Speaking domains? The [Summative ELPAC Test Administration Manual](#) provides recommended steps to prepare you for a successful administration.

Test Administration—Testing Irregularities and Security Breaches

The LEA ELPAC coordinator is responsible for reporting all testing irregularities and security breaches immediately. The [Summative ELPAC Test Administration Manual](#) provides examples of what constitutes testing irregularities and security breaches, as well as the steps to follow to report the incident.

Post-Test—Summative ELPAC Test Materials Return Instructions

All secure, scannable test materials should be returned in the white return cartons and shipped using the United Parcel Service (UPS) shipping return labels only. Please note that, for the 2018–19 administration, UPS return labels will be self-generated by each LEA. Packing and shipping errors could delay the processing of test materials and receipt of student score reports. The [2018–19 Summative ELPAC Packing and Return Instructions](#) are available on elpac.org to provide detailed instruction on returning test materials.

For Summative ELPAC post-administration test materials return, an LEA may combine test materials from schools in a single carton as long as the test materials are properly sorted and banded by school and grade, with the correct GIS on top of each grade.

You do not need to wait for all testing to be completed in your LEA before returning Answer Books.

Initial ELPAC Information

Training—Initial ELPAC Administration and Scoring Training

Registration for the Initial ELPAC Administration and Scoring Trainings is open. Please note that **all ELPAC Test Examiners are required to be trained** to administer the Initial ELPAC.

LEA ELPAC coordinators were sent an email containing registration information for their LEA on January 31, 2019. Registration is on a **first-come, first-served basis**, until each training site is full. LEAs may register additional staff to be placed on a waiting list; wait-listed participants will be notified approximately one week before each training. Statewide training is held April 15 through May 31, 2019, and locations are listed on the [Initial ELPAC Administration and Scoring Trainings](#) web page.

For further inquiries about the trainings, please contact the California Technical Assistance Center (CalTAC) by phone at 800-955-2954 or by email at caltac@ets.org.

Computer-based ELPAC

Field Test

A statewide field test for the new computer-based ELPAC will occur in October 2019. In March 2019, LEAs with schools that meet the minimum requirement of having at least 20 English learners in a grade or grade span will be invited to participate in the field test. LEAs participating in the field test will get an early look at the administration and receive early training registration and additional seats at statewide trainings. Look for the invitation coming soon.

Reminders

Summative ELPAC Materials Order

- Have you ordered your test materials, or do you need additional test materials?
- Please note that materials orders placed during the Supplemental Test Materials Ordering Window **will not be packaged by school site**, but by LEA grade level.
- The [Test Operations Management System \(TOMS\) Supplemental Materials Ordering Instructions Quick Start Guide](#) is available on the elpac.org website to provide reference information for placing a supplemental materials order.

Ordering Pre-ID Labels

- Have you ordered Pre-ID labels? The Round 1 window for ordering Summative ELPAC Pre-ID labels is open through April 11, 2019.

- There is no setup fee associated with Pre-ID labels; however, a purchase order must be created to place a Pre-ID order.
- **Round 1: January 2–April 11, 2019:** Pre-ID labels cost \$0.38 each. (Pre-ID labels will arrive by April 26, 2019.)

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

Sincerely,

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Phone: 800-955-2954
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