Dear LEA ELPAC Coordinator:

In preparation for the Initial English Language Proficiency Assessments for California (ELPAC) administration beginning July 1, 2018, new Test Operations Management System (TOMS) user roles have been added.

New User Roles

Two new user roles for staff that will be working with the Local Scoring Tool (LST) are now available in TOMS: *LST Correspondence Administrator* (LEA level) and *LST Data Entry* (site level). Visit the User Roles in TOMS web page for additional information about available user roles.

In preparation for the opening of the LST on July 9, 2018, you may add these users to TOMS now, if you know which staff will be performing these LST tasks within TOMS.

Upcoming TOMS Downtime

TOMS will experience downtime from July 2 through July 8 to prepare for the transition to the 2018–19 school year, during which TOMS will go offline and the ELPAC TOMS will be inaccessible. During that time, LEAs may administer all domains except Listening of the Initial ELPAC at 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*.

Note that systems may go offline the day prior to a scheduled downtime day (no earlier than 5 p.m.) and will resume by 8 a.m. the day following a scheduled downtime.

Preparing to Administer the Initial ELPAC in July

Once the LEA ELPAC Coordinators are designated and added to TOMS, they will be responsible for adding users from their LEA and providing the necessary access to

TOMS. LEA ELPAC Coordinators, whose LEA or test site intends to administer the Initial ELPAC in early July, should complete the following steps:

1. Prior to the downtime beginning on July 2, 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 *Previous School Year* in the *School Year* drop-down list, and then selecting the [**DOWNLOAD REPORT**] button.

2. During the downtime, use the LEA User List Report to determine which users to modify:

   a. Remove users who are no longer associated with the LEA.

   b. Add new users who will need access to TOMS for 2018–19 testing and have signed the ELPAC Test Security Affidavit.

3. On July 9, 2018, when TOMS is available, upload your edited user file by selecting the [**Users**] button in the left navigation bar and then selecting the [**Upload Users**] tab. Follow the directions provided in the ELPAC TOMS Adding Users Instructions Quick Start Guide to upload the user file.

Note: Although these activities can be completed after TOMS resumes, you are encouraged to complete them during the timeframes noted so staff can administer the Initial ELPAC Listening domain and begin entering results as soon as TOMS is available.

User Rollover for 2018–19

During system downtime, the Customer Support Center will remove *all* 2017–18 user roles in TOMS and will register LEA ELPAC Coordinators who have been designated by their superintendent for 2018–19 and have returned the necessary 2018–19 Test Security Agreement for LEA ELPAC Coordinator and Site ELPAC Coordinator and 2018–19 Test Security Affidavit for LEA ELPAC Coordinator and Site ELPAC Coordinator.

If you have questions about user roles or the user rollover process, please contact the ELPAC Customer Support Center by phone at 844-782-2714 or by email at ELPAC@ets.org.

Sincerely,

ELPAC Project Team
Educational Testing Service