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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Monday, October 1, 2018 3:33 PM  
**To:**  
**Subject:** ELPAC October Monthly Update



Dear LEA ELPAC Coordinator:

As you prepare to launch the administration of the 2018–19 Summative 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 Summative ELPAC.

## **Summative ELPAC Information**

### **Ordering Test Materials**

The Summative ELPAC Round 1 Test Materials Ordering Window is now open!

- **Round 1: October 1–November 16, 2018**
- Round 2: November 19–December 17, 2018
- Supplemental Materials: January 14–May 14, 2019

The following are a few recommendations to assist you with ordering your test materials in the Test Operations Management System (TOMS) and administering the Summative ELPAC:

- Verify your shipping address so materials are mailed to the appropriate location. Post office boxes cannot be used for shipping materials.
- Prepare to order your test materials by verifying student information system (SIS) data against ordering reports to ensure you will receive the correct amount of materials to test your students.
- When you order materials for students in grades three through twelve, a Test Book and Answer Book are required for every student. Test Books should not be reused, as students will be allowed to write, annotate, and take notes in the Test Book during the test. Therefore, during Rounds 1 and 2, ETS will order one of each for the totals submitted.

- The [ELPAC TOMS Adding Users Quick Start Guide](#) and [ELPAC TOMS Materials Ordering Instructions Quick Start Guide](#), available on the ELPAC.org website, provide information for your reference.

## **Reports**

- The electronic **Summative ELPAC Student Score Reports** for the last set of results were posted on September 14, 2018, and the paper SSRs should have been received 7 to 10 days after that date.
- The [Electronic Summary Report](#) consists of summary records of student performance data, aggregated by grade level and student group. This report will be available in TOMS on October 5, 2018. In TOMS, select the **[Reports]** button on the left navigation bar and then the **[LEA Reports]** button; and navigate to the **[Electronic Summary Report]**.
- The **Summative ELPAC Student Results Report Student Score Data (by current enrollment)** provides a student score data extract for all students in your LEA for the 2017–18 administration, even if the student(s) was tested in another LEA.

## **Trainings**

- **2019 Summative ELPAC Administration and Scoring Training (AST)**
  - The California Department of Education (CDE)-sponsored statewide trainings will take place from October 9 through November 29, 2018. Dates and locations are listed on the [2019 Summative ELPAC Administration and Scoring Trainings](#) web page. Please note that some locations have reached capacity.
  - Every LEA is required to send a person to statewide or regional training for the purpose of returning to the LEA to hold an in-person Summative ELPAC training for test examiners. Test examiners administering the Speaking domain must attend an in-person training provided by the LEA and must pass the required calibration quizzes online.
- **The 2019 Summative Moodle Training Site** opens Monday, October 15, 2018. An email was sent to all LEA ELPAC coordinators on September 18, 2018, regarding online training resources. If you have any questions regarding the Moodle Training Site, contact the ELPAC Customer Support Center by phone at 844-782-2714 or by email at [ELPAC@ets.org](mailto:ELPAC@ets.org).

## **Initial ELPAC Information**

Pursuant to the 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 and notify parents/guardians of the results within 30 calendar days of enrollment.

## **Reports**

- **How to print Initial ELPAC Student Score Reports for students with locked scores:**
  1. LEA ELPAC Coordinator, Local Scoring Tool (LST) Correspondence Administrator, Site ELPAC Coordinator, ELPAC Test Examiner, and LST Data Entry
    - LST > Enter Scores > Enter SSID
      - Print an SSR for a student in your LEA
      - Print an SSR for a student whose English language acquisition status (ELAS) has changed from “to be determined” (TBD) to English learner (EL) or initial fluent English proficient (IFEP) in your LEA
      - Print an SSR for a student enrolled in one LEA but previously tested in another LEA
  2. LEA ELPAC Coordinator and LST Correspondence Administrator
    - LST > Reports > Initial ELPAC Print Student Score Reports
      - Bulk Download: Print SSRs for students with any ELAS in your LEA
      - Individual Download: Print SSRs for students with any ELAS or testing location

## Training

The ELPAC Post-Test Webcast is available to be viewed on YouTube at [Accessing Scores, Reports, Resources, and Tools](#).

## General ELPAC Information and Reminders

- When creating enrollments for new students, LEAs must remember to also submit a TBD ELAS record in the California Longitudinal Pupil Achievement Data System.
- LEAs need to continually update their SIS with the new ELAS record of EL or IFEP upon completion of locking scores in the LST.

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

Sincerely,

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