English Language Proficiency Assessments for California

Summative ELPAC Test Administration Manual

2018–19

Important Dates for Ordering Materials and Testing

California Technical Assistance Center

Telephone: 800-955-2954

Email: elpac@ets.org

Fax: 800-541-8455

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

Refer to Table 1 for the English Language Proficiency Assessments for California (ELPAC) ordering of test materials schedule.

Table 1. Important Dates for Ordering Materials and Testing

Window/Deadline	Description
October 1–November 16, 2018	Round 1 Test Materials Order Window for local educational agencies (LEAs)
November 19–December 20, 2018	Round 2 Test Materials Order Window for LEAs
December 20, 2018	Arrival of test materials at LEAs from Round 1 Order Window
January 2–April 11, 2019	Pre-identification (Pre-ID) Label Round 1 Order Window
January 21–May 14, 2019	Supplemental Test Materials Order Window (materials received 10–14 days after order is placed)
January 18, 2019	Arrival of test materials at LEAs from Round 2 Order Window
February 1–May 31, 2019	Summative ELPAC Administration Window
April 12–May 13, 2019	Pre-ID Label Round 2 Order Window
May 20–June 28, 2019	Secure Materials Return and Destruction Window
June 14, 2019	Last date for Answer Books **to be picked up** from LEAs by United Parcel Service (UPS)
June 21, 2019	Final day for all Answer Books **to be received** by Educational Testing Service (ETS) for scoring

Note: In order to ensure that your test materials arrive in time for scoring, all Answer Books **must be picked up from your location by June 14, 2019.** Consider this date when planning to return your test materials, and allow enough time to account for shipping so that test materials arrive at ETS no later than June 21, 2019. Any Answer Books received by ETS after June 21, 2019, will not be processed.

Schedule to Return Answer Books for Scoring

The ELPAC program offers two dates per month for LEAs to return Answer Books for scoring. **Note:** You do not need to wait for all testing to be completed in your LEA before returning Answer Books. Refer to Table 2 for the dates to return Answer Books for scoring each month.

Table 2. Schedule to Return Answer Books for Scoring

ELPAC Administration Month	LEA ELPAC Coordinators' Date to Return Answer Books to ETS for Scoring	LEA ELPAC Coordinators' Second Date to Return Answer Books to ETS for Scoring
February 2019	March 8, 2019	March 22, 2019
March 2019	April 8, 2019	April 22, 2019
April 2019	May 8, 2019	May 22, 2019
May 2019	June 14, 2019	Not Applicable

Note: All Answer Books **must be picked up from your location by June 14, 2019,** by UPS or the designated freight carrier**.** Any Answer Books received by ETS after June 21, 2019, will not be processed.

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Introduction

This 2018–19 *Summative English Language Proficiency Assessments for California (ELPAC) Test Administration Manual* is designed to help you efficiently receive, organize, administer, and return test materials for scoring. The pages that follow provide general information about the 2018–19 Summative ELPAC, as well as a description of the responsibilities of the local educational agency (LEA) ELPAC coordinators and site ELPAC coordinators, and the procedures that must be followed before, during, and after the administration. Read all the instructions presented in this manual and follow them carefully to ensure that the 2018–19 Summative ELPAC is administered properly.

What's New in 2018–19

Following is a summary of several modifications made to ELPAC processes and test materials for 2018–19:

- **New process:** LEAs will now create and print their own United Parcel Service (UPS) labels for returning materials to ETS. This enhancement will increase the precision of package tracking. The detailed steps are included in the 2018–19 Summative ELPAC Packing and Return Instructions document included in LEA and Site Coordinator Return Kits, and are also posted on the ELPAC Test Administration Manuals and Instructions web page on elpac.org.

- **New process:** LEAs now have the option of either returning unused test materials to ETS for destruction or securely destroying them locally during the materials-destruction period (confirmation of destruction will be required). Detailed instructions on the secure destruction of materials will be sent to LEA ELPAC coordinators via email in the spring and will also be posted on elpac.org.

- **New features:** In January 2019, both a Search function and a Chat function will be added to elpac.org. The chat function will enable LEAs to speak directly to an ETS customer service representative.

- **Updated regulations and test materials—Box 11 and Box 12:** Due to regulation changes, there are new instructions for completing Box 11 (Accommodations); also, the back cover of the Answer Book contains a new field, Box 12, "Contractor-Directed." Before marking anything in Box 11 or Box 12, go to the Test Administration Manuals and Instructions web page on elpac.org for further instructions.

- **Expanded *Summative ELPAC Test Administration Manual* content:** While much of the 2017–18 *Summative ELPAC Test Administration Manual* was updated for 2018–19, two sections in particular were heavily revised to incorporate learnings from the 2017–18 test administration:

  - The Pre-ID Service subsection includes detailed instructions on the use of pre-identification (Pre-ID) labels and Pre-ID issues to avoid. Properly placed Pre-ID labels on the correct Answer Book are critical for efficient and proper scoring. Issues with Pre-ID labels may delay scoring and result in a processing charge for LEAs.

  - The Testing Administration Scenarios subsection was updated to include additional unique scenarios that might be encountered during the administration, as well as procedures on how to handle each.

ELPAC Contact Information

California Technical Assistance Center (CalTAC) (*formerly the ELPAC Customer Support Center*)

CalTAC is available to LEA ELPAC coordinators for questions regarding the ELPAC administration. Site ELPAC coordinators should contact their LEA ELPAC coordinator. Test examiners and other school personnel should contact their site ELPAC coordinator. CalTAC contact information and hours of operation are as follows:

Monday through Friday, 7 a.m. to 5 p.m.

Telephone: 800-955-2954

Fax: 800-541-8455

Email: caltac@ets.org

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

Chat: https://www.elpac.org/

California Department of Education (CDE)

The CDE is available for questions related to ELPAC program policy and requirements. The CDE ELPAC program contact information is as follows:

English Language Proficiency and Spanish Assessments Office

ELPAC Program

Telephone: 916-319-0784

Fax: 916-319-0967

CDE ELPAC email: elpac@cde.ca.gov

CDE ELPAC website: https://www.cde.ca.gov/ta/tg/ep/

ELPAC Online Resources

There are several online resources available to LEA and site ELPAC coordinators to assist with test administrations. These resources include the following:

- ELPAC website: https://www.elpac.org/
- CDE ELPAC web page: https://www.cde.ca.gov/ta/tg/ep/
- Test Operations Management System (TOMS): link available on the home page of elpac.org

ELPAC Website

The ELPAC website includes the following pages:

- The home page provides alerts, important messages, and tips for the LEA and site ELPAC coordinators throughout the administration cycle.

- The About page provides background information on the ELPAC, the administration timeline, and test blueprints.

- The Test Administration web pages provide an overview of the Summative and Initial ELPAC administrations, links to manuals and instructions, access to forms needed for testing, and information on score reporting. There is also a page that provides descriptions of known issues occurring within TOMS.

- The Resources web pages include practice tests, a copy of emails sent to the ELPAC coordinators, Frequently Asked Questions (FAQs), a link to videos, ELPAC Domain Information Sheets, and resources for site-level staff to talk to parents/guardians about the ELPAC.

- The Opportunities page provides information about the various opportunities for California educators to participate in activities for the ELPAC.

- The Training web pages provide the dates for 2018–19 Summative ELPAC administration and scoring trainings, along with live and archived webcast trainings.

The ELPAC website also includes information needed during the assessment:

- CalTAC and CDE contact information
- ELPAC calendar of events and deadlines
- *TOMS Guide for the ELPAC,* for more detailed instructions on how to use TOMS
- ELPAC Quick Start Guides for different processes

CDE ELPAC Web Page

The CDE ELPAC web page includes the following:

Program Overview

- California Assessment Timeline for the 2018-19 and 2019–20 school years

- Assessment System Chart that lists the tests of the 2018–19 California assessment system by subject content, test name, test type, grade levels, and testing window time frame

Resources and Communication Materials

- ELPAC Student Assessment Accessibility graphic that denotes the universal tools, designated supports, and accommodations available for those students administered the ELPAC

- Matrix Four that displays the universal tools, designated supports, and accommodations (non-embedded) allowed as part of the ELPAC

- Quick Reference Guides, overview videos, fact sheets, and domain information sheets

Test Administration

- Notice of ELPAC administration letter for notifying parents of the need to assess their student

Scores and Results Reporting

- Summative ELPAC Score Report letter template
- A webinar explaining how California Longitudinal Pupil Achievement Data System (CALPADS) data is used in the Test Operations Management System (TOMS) Local Scoring Tool for the ELPAC

Technical Documents

- Varied information regarding the assessment, such as the English Language Development Standards, test blueprints, and performance level descriptors

TOMS

TOMS is a secure website that permits ELPAC users to perform a number of tasks for the ELPAC program, including the following:

- Confirm or update LEA shipping address, add score report shipment address, and indicate if the LEA can receive pallet shipments
- Order test materials (including braille and large-print test forms) in either Round 1 or Round 2, and order additional test materials as needed, in the Supplemental Test Materials Order Window
- Add users, such as site ELPAC coordinators and test examiners
- Order Pre-ID labels
- Access various reports to view TOMS users and student demographics
- Download *TOMS Guide for the ELPAC* and access FAQs
- Access the audio recordings to administer the Listening and Speaking—Summarize an Academic Presentation domains for grades three through twelve

Note: For best performance of TOMS, download the latest version of Internet Explorer, Firefox, Chrome, or Safari web browser.

General Test Administration Information

Who Must Take the 2018–19 Summative ELPAC?

All students who have previously taken the Initial ELPAC and were identified as English learners (ELs) and are enrolled in a California public school between February 1 and May 31, 2019, must take the 2018–19 Summative ELPAC.

All students classified as ELs in the California Longitudinal Pupil Achievement Data System (CALPADS) must continue to be tested annually during the 2018–19 Summative ELPAC administration window until they are reclassified as fluent English proficient based on the guidelines for reclassification established by the CDE.

Confirm that your LEA's CALPADS data is current before testing. **Only students who are ELs should be administered the 2018–19 Summative ELPAC**.

What Is the Difference Between the 2018–19 Initial ELPAC and the 2018–19 Summative ELPAC?

Table 3 offers a side-by-side view of the Summative ELPAC and the Initial ELPAC.

Table 3. Side-by-Side View of Summative ELPAC and Initial ELPAC

Summative ELPAC	Initial ELPAC
Test used to measure English language proficiency • The results will help the school or LEA determine if the student is ready to be reclassified as proficient in English.	Test used to identify a student as either an English learner or as initial fluent English proficient
Test administered annually to eligible students from February 1 to May 31	Eligible students should be administered the Initial ELPAC within 30 days of their first enrollment in a California public school
Test taken annually until student is reclassified as fluent English proficient	Test administered once upon enrollment
Test form, or forms, revised annually	One test form
Test administered in seven grades/grade spans: K, 1, 2, 3–5, 6–8, 9–10, and 11–12	Test administered in six grades or grade spans: K, 1, 2, 3–5, 6–8, and 9–12
Test scored by ETS • Student Score Reports are made available by ETS	Test locally scored by designated ELPAC test examiner • Raw scores are entered in the Local Scoring Tool (LST), and Student Score Reports are locally printed by designated staff
Scores from ETS are the official scores	Scores from the LST are the official scores

Test Resources

Students may need special testing resources, such as universal tools, designated supports, accommodations, or alternate assessments, in order to complete one or more domains of the ELPAC. Test examiners who are accessing resources for test administrations should refer to Matrix Four: Universal Tools, Designated Supports, and Accommodations for the English Language Proficiency Assessments for California, which is located on the CDE Assessment Information web page. If an LEA identifies a resource that is not on Matrix Four, an LEA may submit an unlisted resource request for approval to the CDE by email at ELPAC@cde.ca.gov.

Universal Tools and Designated Supports

Universal tools and designated supports are not marked on the Answer Books but must be made available to all students requiring them for testing.

Accommodations—Box 10

Accommodations should be noted in a student's individualized education program (IEP) or Section 504 plan and marked in Box 10 on the demographics page of the Answer Book for the appropriate domains. Accommodations **do not** result in Lowest Obtainable Scale Score (LOSS).

Braille Test Forms

- Uncontracted braille test forms are available to students in kindergarten through grade two.

- Contracted braille test forms are given to students in grades three through twelve.

Alternate Assessments—Box 11

When a student with disabilities, identified as an EL, is not able to take the ELPAC (the entire test or any portion of it), the IEP team may determine that alternate assessments are appropriate and necessary. In this instance, mark the *Alternate Assessment(s)* circle (Box 11) on the Answer Book for each domain for which an alternate assessment was administered. Also note:

- The *Alternate Assessment(s)* circles in Box 11 should **not** be filled in for students who take the braille test version. The braille test version of the ELPAC is **not** an alternate assessment.

- Students who take an alternate assessment will receive LOSS for each domain marked as an alternate assessment. If the student takes an alternate assessment for all domains, the Overall Scale Score will also be LOSS.

The alternate assessment must be aligned with the English Language Development (ELD) Standards. The results of an alternate assessment and the ELPAC are part of the current levels of performance in the IEP.

Note: Box 11 should only be completed for students whose IEP team determine an alternate assessment is appropriate and available. Students who are identified by their IEP or Section 504 plan as unable to take the ELPAC or an alternate assessment, should be identified by completing Box 12 as noted on the next page. Additional detailed instructions will be sent out at a future date and will also be posted on the Test Administration Manuals and Instructions web page on elpac.org.

Contractor-Directed [Domain Exemption(s)]—Box 12

In addition to the fields on the back cover of the Answer Book for *Testing Irregularities, Accommodation(s),* and *Alternate Assessment(s),* there is a new field for marking a specific domain or domains as *Contractor-Directed.*

When a student's IEP or Section 504 plan specifies that the student has a disability for which there are no appropriate accommodations for assessment in one or more of the Speaking, Listening, Reading, and Writing domains, the student shall be assessed in the remaining domains in which it is possible to assess the student, per 34 *CFR* Section 200.6. A student may be assigned an overall score only if assessed in both oral and written language. To be considered as having been assessed in oral language, the student must have been assessed in either Speaking or Listening. To be considered as having been assessed in written language, the student must have been assessed in either Reading or Writing. Additional detailed instructions will be sent out at a future date and will also be posted on the Test Administration Manuals and Instructions web page on elpac.org. Please read these instructions carefully before marking anything in this field.

Additional information can also be found in the *2018–19 ELPAC Information Guide* on the Resources and Communication Materials section of the CDE ELPAC web page.

Testing Administration Scenarios

This section provides information on potential scenarios that could occur during testing, and actions to take in each scenario.

Scenario 1: A student took a portion of the test and then moved out of the LEA.

Action: If it is known to which LEA the student moved, contact the LEA ELPAC coordinator at that LEA and ship the incomplete test to the coordinator. Securely ship the test materials only to the current LEA ELPAC coordinator on file via a carrier that provides a tracking number—check the LEA ELPAC coordinator list in TOMS for the official names and addresses to use—and confirm receipt of the materials. If it is not known to which LEA the student moved, keep the student's test materials on file in a secure location until the end of the administration window.

Scenario 2: A student completed the test and then moved out of the LEA.

Action: Return the Answer Book for scoring. Student data will be included in the end of year reporting for the LEA where the student tested.

Scenario 3: A student began the test within the 2018–19 Summative ELPAC administration window, but due to special circumstances, was not able to finish by May 31.

Action: Submit the partially completed Answer Book for scoring at the end of the administration window.

Scenario 4: A student was absent or did not take the test during the 2018–19 Summative ELPAC administration window.

Action: Students tested outside of the administration window cannot be submitted for official scoring. All students who have previously taken the Initial ELPAC and were identified as ELs and are enrolled between February 1 and May 31, 2019, **must** take the 2018–19 Summative ELPAC by May 31, 2019.

Scenario 5: The LEA suspects that a student does not speak or read English at all.

Action: The LEA should administer the Summative ELPAC to the student as directed. The test examiner should use the indicated stopping markers noted in the *Examiner's Manual* to exit out of the test. The demographics information for the student should be completed, including the *Date Testing Completed* field in Box 8; a speaking score of zero should be marked when there is no response by the student. The Answer Book should be returned, along with all of the other Answer Books being returned for scoring. This will indicate that the student was provided a testing opportunity. It is recommended the LEA make a note in the student's cumulative file as to why the student received LOSS.

Scenario 6: A student refuses to test.

Action: The student should be given multiple opportunities to test during the administration window, which may include an environment that more closely meets a student's needs. If the student does little or no work, the demographics information for the student should be completed, including the *Date Testing Completed* field in Box 8; a speaking score of zero should be marked when there is no response by the student. The Answer Book should be returned for scoring along with all of the other Answer Books. This will indicate that the student was provided a testing opportunity to count toward participation. It is recommended the LEA make a note in the student's cumulative file as to why the student received LOSS.

Test Administration Roles and Responsibilities

The following is an overview of the roles and responsibilities for 2018–19 Summative ELPAC testing.

LEA ELPAC Coordinator

LEA ELPAC coordinators are designated by the district superintendent in the spring prior to the beginning of the school year. A signed *2018–2019 Superintendent Designation of LEA ELPAC Coordinator* form appointing the LEA ELPAC coordinator and signed *ELPAC Test Security Affidavit for LEA ELPAC Coordinator and Site ELPAC Coordinator* and *2018–19 ELPAC Test Security Agreement for LEA ELPAC Coordinator and Site ELPAC Coordinator* forms must be on file with CalTAC. These forms can be found on the [Forms](#) page of elpac.org. LEA ELPAC coordinators are responsible for the following:

- Adding site ELPAC coordinators and ELPAC test examiners to TOMS

- Attending or assigning staff to attend an annual 2018–19 CDE-sponsored Summative ELPAC Administration and Scoring training

- Ensuring that the site ELPAC coordinators and test examiners in their LEA are appropriately trained regarding the administration of the ELPAC including security policies and procedures

- Ensuring that all site ELPAC coordinators have submitted signed *ELPAC Test Security Affidavits* and *ELPAC Test Security Agreements*

- Entering and verifying the correct shipping address for materials and reporting address for score reports in TOMS

- Ordering test materials, Pre-ID labels, and supplemental test materials in TOMS, as needed

- Ensuring that correct testing procedures are followed

- Reporting to CalTAC all test security irregularities and breaches that occur before, during, or after test administration within 24 hours of discovery

- Ensuring that test materials are distributed to the schools and kept locked and secure at all times

- Ensuring all test materials received from the site ELPAC coordinators have been properly packed

- Confirming with site ELPAC coordinators that all test materials have been sent back to the LEA after testing

- Shipping all completed Answer Books back to ETS for scoring

- Securely destroying secure, nonscannable materials locally or shipping them back to ETS for destruction

- Distributing Student Score Reports to test sites electronically

More information on the role of the LEA ELPAC coordinator can be found in the [Responsibilities of the LEA ELPAC Coordinator](#) section of this manual.

Site ELPAC Coordinator

Site ELPAC coordinators are designated by the LEA ELPAC coordinator. Site ELPAC coordinators are added to TOMS by the LEA ELPAC coordinator. (Note: There can be more than one site ELPAC coordinator based on school need.) All site ELPAC coordinators must sign the *2018–19 Test Security Agreement for LEA ELPAC Coordinator and Site ELPAC Coordinator* and the *ELPAC Test Security Affidavit for LEA ELPAC Coordinator and Site ELPAC Coordinator* forms. These forms can be found on the [Forms](#) page on elpac.org. Site ELPAC coordinators are responsible for the following:

- Identifying test examiners, proctors, and any other persons with access, as appropriate, and ensuring that they have submitted signed *ELPAC Test Security Affidavits,* as appropriate

- Retaining for up to 12 months the signed test security affidavits from test examiners and proctors

- Adding test examiners to TOMS

- Ensuring that all test examiners and proctors have been trained and certified to administer the 2018–19 Summative ELPAC

- Assuming general oversight responsibilities for all administration activities in their school and for all test examiners and other school staff

- Viewing student information in TOMS prior to testing to ensure that the students' English Language Acquisition Status is "EL" in CALPADS; only these students are eligible for the Summative ELPAC

- Coordinating with the test examiners so that all domains of the 2018–19 Summative ELPAC are administered to each student

- Ensuring the proper administration of all testing procedures

- Mitigating and reporting all test security incidents to the LEA ELPAC coordinator in a manner consistent with ELPAC policies

- Maintaining the security of all test materials at the site and assuring the proper handling of test materials after testing, as instructed by the LEA ELPAC coordinator

- Returning all test materials to the LEA ELPAC coordinator after testing

More information on the role of the site ELPAC coordinator can be found in the [Responsibilities of the Site ELPAC Coordinator](#) section of the *2018–19 Test Administration Manual*.

ELPAC Test Examiner

ELPAC test examiners administer the 2018–19 Summative ELPAC to students. Proctors assist test examiners during group administration of more than 10 students in grade two and 20 students in grades three to twelve. Prior to accessing the test materials and administering the test, test examiners and proctors must sign the *ELPAC Test Security Affidavit.* This form can be found on the [Forms](#) page of elpac.org.

ELPAC test examiners are responsible for the following:

- Reading and signing the *ELPAC Test Security Affidavit,* which is returned to the site ELPAC coordinator

- Completing annual 2018–19 Summative ELPAC training and reviewing all ELPAC policy and administration documents prior to administering any tests

- Viewing student information in their local student information system (SIS) prior to testing to ensure that the students' English Language Acquisition Status is EL

- Administering one or more domains of the 2018–19 Summative ELPAC

- Reporting all potential test security incidents to their site ELPAC coordinator in a manner consistent with ELPAC policies

- Returning all test materials to the site ELPAC coordinator after testing

Pre-ID Service

Overview of the Pre-ID Process

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 are an optional, fee-based service for the LEA to use rather than marking student demographic information on the Answer Book by hand.

LEA ELPAC coordinators can order Pre-ID labels for all students identified as ELs in TOMS. When ordering your labels, if you feel the student information in TOMS is not current, update the student data in your local SIS—which will, in turn, update CALPADS—wait at least 24 hours for the updates to be reflected in TOMS and then rerun your Pre-ID label order report prior to submission.

Table 4. Pre-ID Label Ordering Information

Round	Dates	Cost per Label
Round 1	January 2–April 11, 2019	$0.38
Round 2	April 12–May 13, 2019	$0.44

There is no setup fee associated with Pre-ID labels and no additional costs associated, other than the cost per label. To review the processing schedule for Pre-ID labels, along with additional ordering information, please visit the Summative ELPAC Test Administration web page on elpac.org.

Important Pre-ID Reminders

- Pre-ID labels must be properly placed in the Pre-ID box on the Answer Book. Proper placement and use of the Pre-ID label are necessary in order to avoid delays in processing and possible charges to the LEAs. Refer to Figure 1 for correct Pre-ID label placement on the Answer Book.

- Pre-ID labels provided by ETS identify the students based on information from CALPADS. **Do not create your own labels for this purpose.**

- Do not cover the preprinted bar code that appears on the left side of the Answer Book with the Pre-ID label. This will affect the scanning of the Answer Book and may delay scoring.

- Pre-ID label information must match the student's name on the Answer Book. Pre-ID information will take precedence over written demographic information.

- It is **not** acceptable for LEAs to create their own labels and place them on Answer Books. This will delay the reporting of student results, and charges may be assigned to the LEA.

Note: The LEA ELPAC coordinator should contact CalTAC at 800-955-2954 if there are any questions regarding the proper use of Pre-ID labels. Site ELPAC coordinators should contact their LEA ELPAC coordinators with any Pre-ID questions.

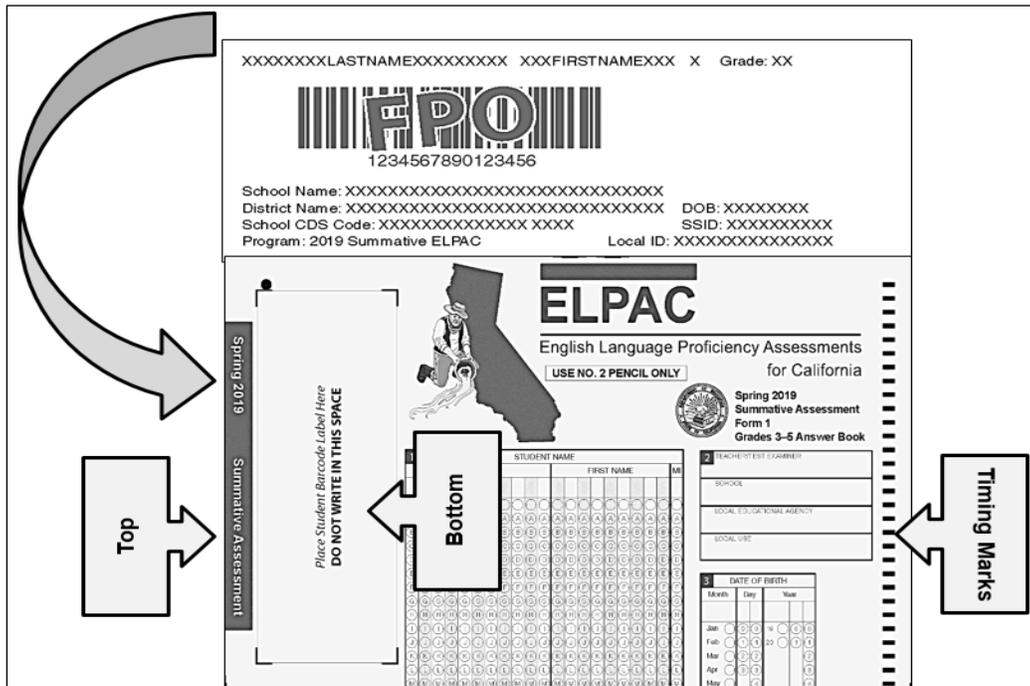# Instructions for Applying and Using Pre-ID Labels

Figure 1. Correct Pre-ID label placement on the Answer Book

1. Remove the label from the sheet of labels by peeling the label from the top down rather than from one side to the other. Doing so will keep the label from curling.

2. Position the Answer Book horizontally so the timing marks are closest to you. Find the box-shaped area with the notation "Place Student Barcode Label Here" on the front of the Answer Book.

3. **Place the label precisely as shown in Figure 1 to avoid delays in processing**. The bar code at the top of the label should be at the top of the box-shaped area when the label is affixed inside the corner marks; the student's grade on the right side of the label should be at the top when the label is affixed.

4. If a label has been applied incorrectly, **do not attempt** to remove or replace it. Transcribe **all** student responses to a new Answer Book, and securely destroy the old Answer Book.

5. The Answer Book can be correctly scanned if the label is slightly skewed, but be careful to place the label within the corner marks. If there is any doubt about the document's scannability, mark student demographic information and responses in a new Answer Book and securely destroy the old one.

6. Before the Answer Books are returned for scoring, ensure that the student name on each Answer Book matches the Pre-ID label attached. The information on the Pre-ID label will take precedence over any written or marked demographic information.

7. Refer to the Instructions for Placing Summative ELPAC Pre-ID Labels on the Test Administration on the Manuals and Instructions web page on elpac.org for additional information on Pre-ID labels.

Testing Irregularities and Security Breaches

The LEA ELPAC coordinator is responsible for reporting all testing irregularities and security breaches immediately. **If a testing irregularity or security breach occurs, the LEA ELPAC coordinator must do the following:**

STEP 1: Call CalTAC at 800-955-2954 **within 24 hours** of the incident.

STEP 2: Fill out the *ELPAC Testing Irregularity and Security Breach Report Form,* found on the [Forms](#) page of elpac.org. The corrective-action section **must** include the administrative procedural and policy changes that will be implemented within the LEA to avoid the same type of situation in the future. Do not include student-identifying information on this form. Fax or email the form to CalTAC **within five working days** of the incident.

Monday through Friday, 7 a.m. to 5 p.m. Pacific Time

Fax: 800-541-8455

Email: elpac@ets.org

ETS, the CDE, or both will contact the LEA ELPAC coordinator with instructions on how to handle the situation. **Do not** take action (e.g., return the Answer Book, fill in the *Testing Irregularities* field) **until** instructions have been provided.

If a testing irregularity or security breach occurs at the school, the test examiner must report the incident to the site ELPAC coordinator, who will report the incident to the LEA ELPAC coordinator. Testing irregularities relate to incidents during the administration of the ELPAC that are likely to impact the reliability and validity of the test.

Testing irregularities include, *but are not limited to,* the following:

- Cheating by students

- Failure to follow test administration directions

- Rushing students through the test or parts of the test

- Coaching students, including, *but not limited to,* the following:
    - Discussing questions with students before, during, or after testing
    - Giving or providing any clues to the answers

- Administering the wrong grade or grade span test to a student or using mismatched test materials

- Writing on the scannable Answer Book by a test examiner that would cause the Answer Book to be unscorable, therefore, needing transcription to a new Answer Book

- Leaving instructional materials on walls in the testing room that may assist students in answering test questions

- Allowing students to have additional materials or tools (e.g., books, tables) that are **not** specified in an IEP or Section 504 plan, or approved by the CDE as an allowed testing accommodation

Security breaches include, *but are not limited to,* the following:

- Site ELPAC coordinators, test examiners, proctors, and students using electronic devices, such as cell phones, during testing

- Posting pictures of test materials on social media sites

- Copying or taking a photo of any part of the test materials

- Missing test materials

- Allowing untrained personnel to administer the test

- Permitting eligible students access to test materials outside of the testing periods

- Failing to maintain security of all test materials

- Sharing of test items or other secure materials with anyone who has not signed the *ELPAC Test Security Affidavit*

- Discussing the test content or using test materials outside training and administration

- Allowing students to take the test out of the designated testing area

- Allowing test examiners to take test materials home

Responsibilities of the LEA ELPAC Coordinator

Before Testing

Read Through Test Materials

Review this 2018–19 *Summative ELPAC Test Administration Manual* in its entirety. Become familiar with all testing and administration procedures.

Obtain Signatures on Security Forms

Collect the 2018–19 *ELPAC Test Security Agreements* and the *ELPAC Test Security Affidavits* from all site ELPAC coordinators and keep all of them on file at the LEA office for a minimum of 12 months. Do **not** return these forms to the CDE or to ETS.

Order Test Materials

ELPAC test materials are ordered in TOMS by the LEA ELPAC coordinator. LEAs will have the opportunity to confirm the quantity needed for each school in the LEA prior to placing the test material order for individual school sites. There are two opportunities to place a test material order for individual school sites: Round 1 and Round 2. LEAs may place a test material order only during one of the ordering windows.

LEAs can order additional test materials during the Supplemental Test Materials Order Window. The Supplemental Test Materials Order Window is specifically for a *small number* of additional test materials. Supplemental orders can be placed in TOMS or by calling CalTAC at 800-955-2954. This applies to both standard and special version test materials.

It is important that LEAs place their test material orders as soon as possible to ensure delivery in time for the start of testing. Refer to Table 1 for a list of the key dates. This information can also be found on the [Summative ELPAC Test Administration](#) web page on elpac.org.

Note: By ordering test materials in Round 1 or Round 2, LEAs will also receive a packet of 30 precoded Group Identification Sheets (GISs) for each school, even if ordering a small number of Answer Books. The precoded GISs will be an additional shipment; they will not be included as part of the test materials shipment. The packets of precoded GISs should be forwarded to each school. The GISs are scannable and **must not be photocopied or shared** with other LEAs. If additional GISs are needed, there are blanks included in the LEA ELPAC and Site ELPAC Coordinator Kits. The LEA ELPAC coordinator can order additional blank GISs by calling CalTAC at 800-955-2954.

Avoid Ordering Excessive Materials

When placing an order for the 2018–19 Summative ELPAC test materials, an additional 5 percent of materials is allocated as overage and provided to the LEA. Historical ELPAC order counts are maintained in TOMS and are available for comparison to current 2018–19 Summative ELPAC counts. The following system formulas are in place to warn of the potential for excessive materials charges:

- For kindergarten orders, if the difference for any order is 10 percent greater than the order for the administration of the previous year, the system will display a warning message indicating that the quantity may be excessive.

- For grades one to twelve orders, if the difference for any order is 10 percent greater than the number of students eligible to take the 2018–19 Summative ELPAC (per CALPADS data), the system will display a warning message (Figure 2) indicating that the quantity may be excessive.
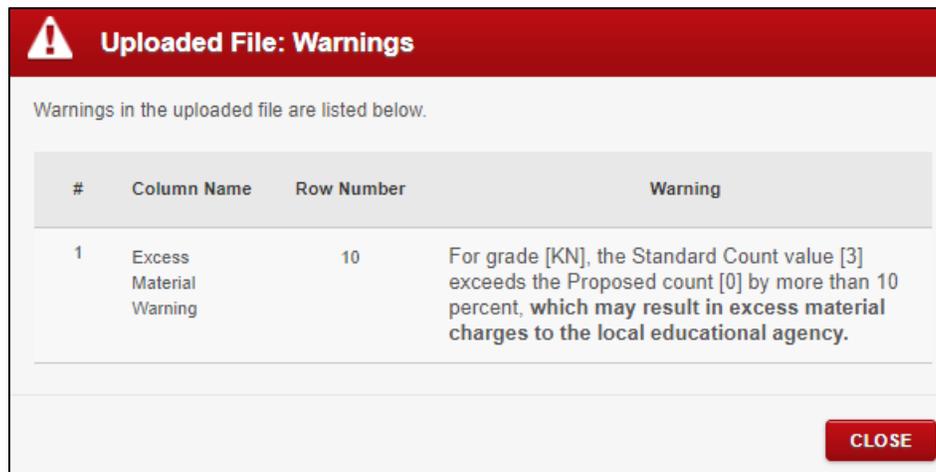

Figure 2. *Uploaded File: Warnings* **message**

*LEAs must be cautious when placing test material orders and use the prior year's information as guidance. LEAs will be charged **a fee per document** for excessive orders calculated by the number of test materials shipped versus the number used minus the overage.* Additional information on excessive-materials calculations and the charges the LEAs will incur is located on the Test Administration [Manuals and Instructions](#) web page on elpac.org. Answer Books and *Examiner's Manuals* are used for the excessive order calculation.

Receive and Inventory Test Materials Ordered

Follow these steps to prepare test materials before testing:

STEP 1: Count all school and LEA boxes immediately upon receipt. Verify that each school will receive the correct number of boxes according to the numbers shown on the box labels (for example, "1 of 10," "2 of 10," etc.).

STEP 2: **Inventory LEA test materials against the shipping notices.** Note any overages or shortages or the incorrect receipt of test materials on the shipping notices.

- Overages—receiving more or different test materials than stated on the shipping notices

- Shortages—missing items or missing one or more boxes in your shipment

A copy of the LEA's shipping notices, which provides documentation of the contents of the school boxes, is provided with the LEA packing list for reference. The site ELPAC coordinator must inventory the site's own test materials. The LEA ELPAC coordinator should only inventory the contents of the school boxes if the school is closed.

STEP 3: Report missing or damaged boxes or shipment issues. Immediately contact CalTAC if any boxes are missing or damaged or if you received boxes addressed to another LEA or materials other than those ordered.

STEP 4: Provide school materials to site ELPAC coordinators. Forward the boxes of materials to the schools identified on the box labels. Remind site ELPAC coordinators that they must retain the boxes for use in storing and returning test materials.

STEP 5: Report overages and shortages. After the site ELPAC coordinators inventory their test materials, they must report overages, shortages, or incorrect grade materials to the LEA ELPAC coordinator immediately. The LEA ELPAC coordinator should notify CalTAC immediately to alert ETS of the discrepancy.

Use LEA Overage Test Materials (as needed)

LEAs will receive an overage of test materials in the boxes labeled for the LEA. Provide these test materials to the schools as needed.

The LEA's test materials box contains the following:

- 5 percent overage of Test Books and Answer Books
- Additional *Examiner's Manuals*

Order Additional Test Materials

If additional test materials are needed, the LEA ELPAC coordinator can order them through TOMS or by calling CalTAC. Supplemental orders may be placed during the Supplemental Test Materials Order Window, as needed, and orders will be delivered within 10 to 14 business days of the date the order was placed.

- If it is determined that more test materials are needed, limit the number of documents to the exact number needed for testing to avoid excessive-materials charges.

- LEA ELPAC coordinators may place multiple supplemental orders during the Supplemental Test Materials Order Window.

Note: There is an algorithm in place to determine the number of *Examiner's Manuals* sent along with the test materials orders and as an LEA overage.

- For kindergarten to grade five, there is one *Examiner's Manual* sent per 15 test takers.
- For grades six to twelve, there is one *Examiner's Manual* sent per 25 test takers.
- For LEA overage (at the Answer Book level):
    - 1 to 1,000 test takers = two additional *Examiner's Manuals*
    - 1,001 to 5,000 test takers = five additional *Examiner's Manuals*
    - 5,001 to 10,000-plus test takers = 10 additional *Examiner's Manuals*

An LEA can place an order for additional *Examiner's Manuals* above what is provided with the test materials and included as overage for a fee. Refer to the Test Administration Manuals and Instructions web page on elpac.org for additional information on ordering and the pricing.

Inspect LEA ELPAC Coordinator Kit

Each coordinator kit contains:

- Packing and Return instructions
- Packing tape
- Blank GISs—five each per grade or grade span (**always** use a precoded GIS, if available)

Prepare for Testing

LEA ELPAC Coordinator Steps to Prepare for Testing

STEP 1: Check on the progress of test examiner training in the Moodle Training Site available on the [ELPAC Administration and Scoring Training](#) web page. Ensure that test examiners who will be administering the Speaking and Writing domains will complete the Moodle Training.

STEP 2: Ensure that the site ELPAC coordinator has attended the site or LEA coordinator training.

STEP 3: Ensure that the site ELPAC coordinator and the test examiners are aware of the security, inventory, and tracking requirements for keeping all test materials in a secure location prior to, during, and after testing.

STEP 4: Ensure that sites have adequate testing materials. If necessary, LEA ELPAC coordinators may redistribute the materials throughout the LEA.

STEP 5: If Pre-ID labels were ordered, distribute the Pre-ID label packages to your sites. Refer to the [Pre-ID Service](#) subsection for additional information on Pre-ID.

STEP 6: If precoded GIS packages were received, distribute the packages to your sites.

During Testing

The LEA ELPAC coordinator needs to be available during testing for the site ELPAC coordinators to address any questions or concerns that arise and to assist with testing irregularities and security breaches. Refer to the [Testing Irregularities and Security Breaches](#) subsection for further information about reporting irregularities and security breaches.

Receiving and Checking Test Materials

Check Answer Books Returned from Sites

The LEA ELPAC coordinator is responsible for

- coordinating the return of Answer Books from the sites back to the LEA;
- checking all materials for completeness;
- ensuring that the forms (e.g., the GISs) are completed properly; and
- packing and shipping Answer Books to ETS for processing.

To accomplish these tasks, the LEA ELPAC coordinator should follow these steps:

STEP 1: **Ensure that required demographic information is completed and accurate on all Answer Books being returned.** Having a Statewide Student Identifier (SSID) for every Answer Book returned is critical for processing. If a Pre-ID label is affixed to the Answer Book for the student, ensure the following boxes on the front and back of the Answer Book are also completed, meaning letters and numbers must be entered and legible and option circles must be filled in completely:

- Box 1 (*Student Name*)—written; corresponding circles not necessary if there is a Pre-ID label

- Box 2 (Teacher/Test Examiner, School, Local Educational Agency, Local Use)

- Box 7 *(Statewide Student Identifier)*—written; corresponding circles not necessary if there is a Pre-ID label

- Box 8 (*Date Testing Completed*)

- Box 9 (*Testing Irregularities*)—if applicable

- Box 10 (*Accommodation[s]*)—if applicable

- Box 11 (*Alternate Assessment[s]*)—if applicable

- Box 12 (*Contractor-Directed*)—if applicable

- Box 13 (*Optional—Local Use*)—if applicable

IMPORTANT: Confirm the student identified by the Pre-ID label on the Answer Book is the same student whose name is written in Box 1.

If Answer Books do not have a Pre-ID label, be sure that all demographic information for a student has been written in and is legible and all corresponding circles have been filled in completely and properly. Refer to the [Filling in Demographic Information without Pre-ID](#) subsection for more information.

STEP 2: **Review completed GISs.** Check that each site has separated the documents by grade and that each grade is banded, with a completed GIS placed on top. Precoded GISs should always be used when available.

STEP 3: **Verify number of Answer Books.** Confirm that the correct number of Answer Books is filled in the *Number of Documents to Be Scored* grid. This is used to check that all test materials are accounted for at the ETS Processing Center.

STEP 4: **Take action if the GIS is missing.** If a precoded GIS has not been supplied, obtain a blank GIS from the LEA ELPAC Coordinator Kit, fill in the information grids (refer to Figure 7 and Table 7 for specific instructions), and place the GIS on top of the Answer Books in the white return carton.

Returning Test Materials to ETS for Scoring

Pack and Ship Answer Books to ETS for Scoring

The ELPAC program offers two dates per month to return your Answer Books for scoring. Please note that you do not need to wait for all testing in your LEA to be completed before returning Answer Books. Refer to Table 2 for return dates during each month of the administration window. All Answer Books must be **received by** ETS no later than June 21, 2019. In order to ensure materials are received in time to be processed, LEAs should have all Answer Books picked up by UPS or the freight carrier **by June 14, 2019, at the latest**. Additional details on returning test materials for scoring will be posted on the Summative ELPAC Test Administration web page on elpac.org.

LEA ELPAC coordinators must follow the 2018–19 Summative ELPAC Packing and Return Instructions, which can be found on elpac.org and in the LEA ELPAC Coordinator Kit. These detailed instructions provide steps to follow for scheduling UPS and freight pickups and creating and printing UPS shipping labels.

The following items are to be returned twice per month for scoring:

- Used Answer Books (kindergarten to grade twelve)
- Used standard Answer Books from the large-print test administrations
- Used and unused braille Answer Books, Test Books, and braille *Examiner's Manuals* (Follow the return instructions received with the braille books.)

Note: Do not return nonscannable test materials with your Answer Books being returned for scoring.

Handling Nonscannable Test Materials After the Test Administration Window

Secure, nonscannable test materials need to remain on-site with the site ELPAC coordinator until the end of the administration window. At the end of the administration window, all secure, nonscannable test materials must be returned to the LEA ELPAC coordinator to be destroyed. LEA ELPAC coordinators must communicate to the site ELPAC coordinators the timeline for collecting these materials. LEAs have the option to do one of the following to destroy secure materials:

1. Securely destroy the test materials locally—LEAs will receive an email providing more detailed instructions for the destruction of the test materials in the spring. The instructions provided in the email will also be posted on the Test Administration Manuals and Instructions web page on elpac.org.

2. Return secure, nonscannable test materials to ETS for secure destruction—if returning your materials to ETS, follow the directions in the 2018–19 Summative ELPAC Packaging and Return Instructions.

The following items should be retained on-site until the end of the test administration window and then securely destroyed:

- Used and unused Test Books
- Unused Answer Books (kindergarten to grade twelve)
- Voided Answer Books
- Large-print version Test Books and Answer Books
- 2018–19 Summative ELPAC *Examiner's Manuals*
- Student rosters
- Unused or voided Pre-ID labels

Responsibilities of the Site ELPAC Coordinator

Before Testing

Read Through Test Materials

Review the 2018–19 *Summative ELPAC Test Administration Manual* and the *Examiner's Manual* in their entirety. Become familiar with all testing and site administrative procedures.

Obtain Signatures on Security Forms

Sign a copy of the *2018–19 Test Security Agreement for LEA ELPAC Coordinator and Site ELPAC Coordinator* and *ELPAC Test Security Affidavit for LEA ELPAC Coordinator and Site ELPAC Coordinator* that are available on the [ELPAC Test Administration](#) web page. Have all test examiners and proctors, along with all others handling, in proximity of, or who could have access to the ELPAC test materials, sign the *ELPAC Test Security Affidavit* prior to accessing or coming into contact with the test materials. Submit signed (paper or electronic) site ELPAC coordinator's test security forms to the LEA ELPAC coordinator. Retain all other ELPAC designated school staff's affidavits on site for 12 months, after which the documents can be destroyed.

Receive and Inventory Test Materials

The LEA ELPAC coordinator will provide each school or site with all test materials and forms needed for testing. The site ELPAC coordinator should follow these steps to prepare for testing:

STEP 1: **Locate the school shipping notice(s) enclosed in the test materials shipment.** A shipping notice will be at the top of each box received.

STEP 2: **Report overages and shortages to the LEA ELPAC coordinator.** Inventory all test materials against the shipping notices immediately after receipt from the LEA. Report any overages or shortages or the receipt of the wrong material to the LEA ELPAC coordinator immediately.

- Overages—receiving more or different test materials than stated on the shipping notices
- Shortages—missing or damaged items or boxes in your shipment

STEP 3: **Retain boxes.** Keep all test materials in a secure, locked location. Retain the original shipping boxes, as they will be used to store and return unused test materials to your LEA.

STEP 4: **Discuss security with all designated staff handling ELPAC test materials.** Ensure that designated staff—such as test examiners, proctors, and all others handling test materials or coming into contact with the test materials— understand the security, inventory, and tracking requirements for keeping all test materials in a secure location prior to, during, and after testing.

Review Materials Provided for Site ELPAC Coordinators

Each school will receive sufficient test materials to administer the ELPAC. Additionally, each school will receive the following materials:

- Site ELPAC Coordinator Kit, which includes:
  - Packing and Return instructions
  - Blank GISs—five each (always use a precoded GIS if available)
  - Packing tape
  - Paper bands

- Package of precoded, scannable GISs. These will arrive in a separate shipment.
  - Precoded GISs must be used when returning materials.
  - Precoded GISs are scannable and **must not be shared or photocopied.**

- Package of Pre-ID labels for your students (if your LEA opted to purchase Pre-ID labels) and Instructions for Placing Summative ELPAC Pre-ID Labels. These will arrive in a separate shipment.

Prepare Test Books and Answer Books for Testing

Pre-ID Students

If you received Pre-ID labels from your LEA ELPAC coordinator, place each student label in the appropriate box on the demographic page of the Answer Book (refer to the Instructions for Placing Summative ELPAC Pre-ID Labels, included with the Pre-ID labels and posted on the [Summative ELPAC Test Administration web page](#) on elpac.org, and the [Pre-ID Service](#) subsection for an overview of Pre-ID services and detailed instructions) and ensure the following boxes on the front and back covers of the Answer Book are also marked. Letters and numbers must be entered and legible, and the corresponding circles must be marked completely. No additional marking is required.

- Box 1 (*Student Name*)—written; corresponding circles not necessary
- Box 2 (*Teacher/Test Examiner, School, Local Educational Agency, Local User*)
- Box 7 *(Statewide Student Identifier)*—written; corresponding circles not necessary
- Box 8 (*Date Testing Completed*)
- Box 9 (*Testing Irregularities*)—if applicable
- Box 10 (*Accommodation[s]*)—if applicable
- Box 11 (*Alternate Assessment[s]*)—if applicable
- Box 12 (*Contractor-Directed*)—if applicable
- Box 13 (*Optional—Local Use*)—if applicable

Important: Refer to the [Pre-ID Service](#) subsection for the following critical Pre-ID information:

- Overview of the Pre-ID process
- Important Pre-ID reminders
- Instructions for applying and using Pre-ID labels

Note: Please direct any questions about using Pre-ID labels to your LEA ELPAC coordinator.

Filling in Demographic Information without Pre-ID

If you did not receive Pre-ID labels from the LEA ELPAC coordinator, or if a Pre-ID label for a student was not generated, it is important to ensure the demographic pages on the front and back covers of the Answer Book are completed **in their entirety** (students should complete Boxes 1 and 2, as directed; Boxes 8–13, if applicable, should be completed by the ELPAC site coordinator or test examiner). The proper recording of student demographic information is essential for accurate reporting of student results.

Site ELPAC coordinators or test examiners should review the demographic information to ensure it is accurate and complete for each student. Under certain circumstances, or with younger students, the site ELPAC coordinator or test examiner should complete Boxes 1 and 2 for the student, in order to ensure it is legible and accurate. This information must be completed **before** returning the Answer Books for scoring.

The accuracy of the demographic information included on the Answer Book is critical for accurate reporting of student scores. As needed, additional information will be extracted from CALPADS based on the SSID provided on the demographics page of the Answer Book. Site ELPAC coordinators or test examiners should ensure the demographic information is accurate and complete for all students.

Refer to Figure 3 and Table 5 and the steps provided for further information on how to ensure the demographic pages are complete. Site ELPAC coordinators and test examiners should ensure there are no extraneous marks on the demographic and response pages; all stray marks **must be erased** completely.

Letters and numbers must be entered and legible, and the corresponding circles must be marked completely.

Front Cover Fields

1 STUDENT NAME

LAST NAME FIRST NAME MI

2 TEACHER/TEST EXAMINER

SCHOOL

LOCAL EDUCATIONAL AGENCY

LOCAL USE

3 DATE OF BIRTH

Month	Day	Year

4 GRADE

③ ④ ⑤

5 GENDER

○ Female ○ Male

8 DATE TESTING COMPLETED

Month	Day	Year
		2019

Jan ○ ⓪ ⓪ ● 2019

6 STUDENT ID NUMBER (OPTIONAL—LOCAL USE)

7 STATEWIDE STUDENT IDENTIFIER (SSID)

Back Cover Fields

9 TESTING IRREGULARITIES
- ○ Listening
- ○ Speaking
- ○ Reading
- ○ Writing

10 ACCOMMODATION(S)
- ○ Listening
- ○ Speaking
- ○ Reading
- ○ Writing

11 ALTERNATE ASSESSMENT(S)
- ○ Listening
- ○ Speaking
- ○ Reading
- ○ Writing

12 CONTRACTOR-DIRECTED
- ○ Listening
- ○ Speaking
- ○ Reading
- ○ Writing

13 OPTIONAL—LOCAL USE

Figure 3. Answer Book front and back cover fields

Table 5. Instructions for Completing Demographic Information

	FIELD NAME	STEPS TO FOLLOW
1	**STUDENT NAME**	Starting at the left, print one letter of the student's last name in each box. If the student's last name has more letters than there are boxes, print only as many letters as there are boxes. For example, if the last name is Aschenbrenner, fill in the boxes as shown next. LAST NAME: A S C H E N B R E N N If the student's first name has more letters than there are boxes, print only as many letters as there are boxes. In the space labeled *MI,* print the student's middle initial. If the student does not have a middle initial, leave this space blank. Fill in the corresponding circles for each letter. Fill in the empty circles to indicate a blank space.
2	**TEACHER/TEST EXAMINER, SCHOOL, LOCAL EDUCATIONAL AGENCY, LOCAL USE**	Print the name of the teacher or test examiner, the name of the school, and the name of the LEA. The *Local Use* section may be used for any additional information needed for student identification or any purpose defined by the LEA.
3	**DATE OF BIRTH**	Print the month, day, and year of the student's date of birth in the appropriate spaces and fill in the corresponding circles. For *Day,* one digit in each column must be filled in. If the day is between one and nine, precede it with a leading zero, as in 01, 02, 03, etc. For *Year,* fill in circles for 19 or 20 before filling in remaining circles. Month Day Year
4	**GRADE**	Fill in the circle for the student's current grade. Ensure that the grade span of the Answer Book matches the student's grade.
5	**GENDER**	Fill in the appropriate circle for female or male.
6	**STUDENT ID NUMBER (OPTIONAL—LOCAL USE)**	If your LEA or school does not use local student numbers, leave this field blank or use it to track any additional information that is of importance to your LEA. Starting at the right, print one digit of the student's number in each box and fill in the corresponding circles. Note: This field is right-justified, so include leading zero(s) if the ID number has fewer than 15 digits.

FIELD NAME	STEPS TO FOLLOW
7 **STATEWIDE STUDENT IDENTIFIER (SSID)**	Starting at the left, print one digit of the SSID in each box. All students should have an SSID (10 digits). Fill in the corresponding circles for each number. 7 STATEWIDE STUDENT IDENTIFIER (SSID)
8 **DATE TESTING COMPLETED**	This field must be filled in for all students at the time of testing, whether or not the student has a Pre-ID label. Print the month and day to indicate the last day the student's testing was completed in the appropriate spaces and fill in the corresponding circles. This is a required field. **Do not leave blank.** For *Day,* one digit in each column must be filled in, and if the day is between one and nine, precede it with a leading zero, as in 01, 02, 03, etc. **Valid testing dates: 02/01/19 through 05/31/19.**
9 **TESTING IRREGULARITIES**	If a student was caught cheating during the test or there were irregularities in administration of the test, fill in the circle(s) identifying the domain(s) of the test in which the irregularity occurred. Report the situation to the LEA ELPAC coordinator, who will then report the incident to ETS per the instructions provided in the *Summative ELPAC Test Administration Manual.*
10 **ACCOMMODATION(S)**	If a student requires resources or an alternate setting in order to complete one or more domains, as noted in his or her IEP or Section 504 plan, fill in the circle(s) identifying the domain(s) at the time of testing, even if the student has a Pre-ID label. Refer to the CDE's Matrix Four: Universal Tools, Designated supports, and accommodations (non-embedded) for the English Language Proficiency Assessments for California at the CDE [Assessment Information](#) web page.
11 **ALTERNATE ASSESSMENT(S)**	When a student with disabilities, identified as an EL, is not able to take the ELPAC (the entire test or any portion of it), the IEP team may determine that alternate assessments are appropriate and necessary. The alternate assessment must be aligned with the ELD Standards. The results of an alternate assessment and the ELPAC are part of the current levels of performance in the IEP.

	FIELD NAME	STEPS TO FOLLOW
12	**CONTRACTOR-DIRECTED**	When a student's IEP or Section 504 plan specifies that the student has a disability for which there are no appropriate accommodations for assessment in one or more of the Speaking, Listening, Reading, and Writing domains, the student shall be assessed in the remaining domains in which it is possible to assess the student, per 34 *CFR* Section 200.6. A student may be assigned an overall score only if assessed in both oral and written language. To be considered as having been assessed in oral language, the student must have been assessed in either Speaking or Listening. To be considered as having been assessed in written language, the student must have been assessed in either Reading or Writing. Additional detailed instructions will be sent out at a future date and will also be posted on the Test Administration [Manuals and Instructions](#) web page on elpac.org. Please read these instructions carefully before marking anything in this field.
13	**OPTIONAL—LOCAL USE**	This is an optional field for LEA use.

Distribute Test Materials to Test Examiners

STEP 1: **Distribute materials for test examiners.** Each test examiner must verify receipt of the appropriate test materials and that the *Examiner's Manuals* provided match the grade or grade span of the books being administered (refer to Figure 4, Figure 5, and Figure 6). The materials provided in the school test materials include the following:

- *Examiner's Manuals*
- Test Books: one for each student in grades three to twelve
- Answer Books: one for each student in kindergarten to grade twelve

Note: Only use Test Books, Answer Books, and *Examiner's Manuals* for the 2018–19 Summative ELPAC administration.

STEP 2: **Distribute the following additional materials needed by test examiners:**

- No. 2 pencils with erasers for test examiner and students (not provided)

- "Do Not Disturb" sign (not provided)

- One 5-by-8-inch card or folded 8.5-by-11-inch paper (for kindergarten to grade one Reading and Writing test administrations) (not provided)

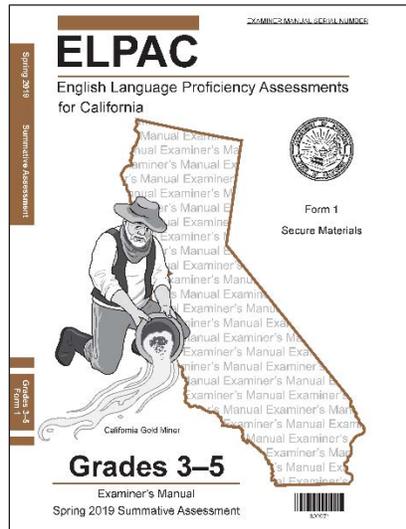**Note:** Students and test examiners must use No. 2 pencils only.

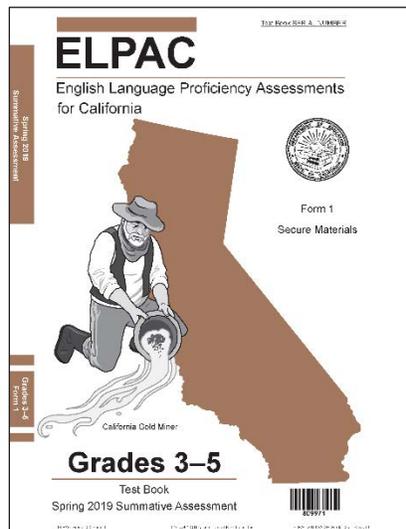**Figure 4. Test material cover sample—*Examiner's Manual***

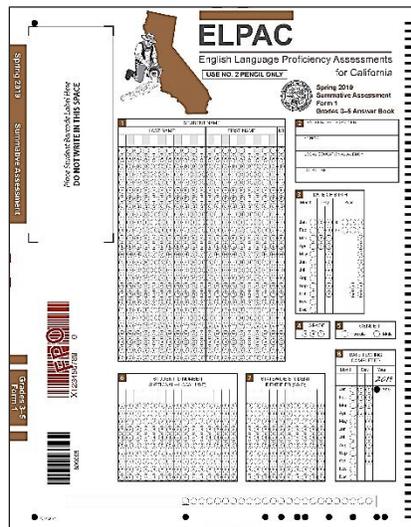**Figure 5. Test material cover sample—Test Book (for use in grades three to twelve)**

Figure 6. Test material cover sample—Answer Book (for use in kindergarten to grade twelve)

During Testing

Listening Domain Information for Test Examiners

The audio recording for the Listening domain can only be accessed using the secure TOMS website. Your test examiners should familiarize themselves with TOMS prior to administering the Listening section of the ELPAC. Once logged on to TOMS, there is a [Help] link where test examiners can review the *TOMS Guide for the ELPAC* prior to testing. For the best performance, your test examiners should download the latest version of one of the following supported web browsers:

- Internet Explorer 10 and above
- Mozilla Firefox 45 and above
- Google Chrome 51 and above
- Safari 7 and above

Remind your test examiners to play the sample audio and make sure that the speakers they are using present the audio to students loudly and clearly enough for them to understand the test questions without straining. This should be checked a few days before the actual administration.

Audio File Troubleshooting Checklist for Test Examiners

If the audio file stops at 99 percent or does not complete downloading, advise your test examiners of the troubleshooting steps that follow:

- Check your antivirus software. Temporarily disable it, if possible, and determine if problems persist.

- Check if there is a proxy server. Temporarily bypass it, if possible, and determine if problems persist.

- Check alternate browsers, if possible.

- Run a test on your network speed. Here are two web-based speed-testing services you can use: Speedtest or Speakeasy Speed Test.

If these steps do not resolve the audio problems, test examiners should contact their site ELPAC coordinator for further assistance. If site ELPAC coordinators need further assistance, they should contact their LEA ELPAC coordinator.

Disruptions to Audio Playback for Test Examiners

Disruptions to audio playback include, *but are not limited to*:

- Intercom announcements
- Fire drills
- Student health issues
- Audio malfunctions

Disruptions to audio playback are not considered testing irregularities.

Steps for Resuming Audio Playback for Test Examiners

Test examiners should follow these steps when resuming audio playback after a disruption has occurred.

STEP 1: Follow the "Test Materials and Procedures" instructions in the ELPAC *Examiner's Manual*, resuming the audio as described.

STEP 2: Locate the starting point for resuming audio playback.

- For Listening, playback of the audio recording in TOMS should start at the beginning of the task during which the interruption occurred. Use the Audio Timing Table in the *Examiner's Manual* to find the time stamp for the beginning of the interrupted task type.

- For Speaking (Summarize an Academic Presentation), playback of the audio recording in TOMS should start at the beginning of the presentation.

STEP 3: For Listening only, before starting playback of the audio for the task in which the disruption occurred, read the following aloud to the students.

> **SAY** **We will listen and answer questions.**
>
> **Let's get ready.** *[Pause.]*
>
> **On this test, each question has only one answer. Fill in only one circle for each question.**
>
> **When I begin the audio playback, raise your hand if you cannot hear the recording clearly.**

STEP 4: Begin the audio playback in TOMS.

After Testing

Review Answer Books Prior to Returning to LEA ELPAC Coordinator

Test administrators should verify student information upon completion of the 2018–19 Summative ELPAC. However, it is important for anyone with access to this information to remember that students' personal information is confidential. If materials containing student names are distributed to students, these materials must be collected before the students

leave the testing room and must be either securely stored to be used in a subsequent test session or shredded. Personal information includes any information that could potentially identify a student, including student name, SSID, birthdate, etc.

STEP 1: Check student response sections to ensure the following:

- Responses are filled in completely using a No. 2 pencil.

- All stray marks are erased completely.

- Problem situations listed in Table 6 in the Avoid Potential Scanning Problems and Resolution subsection are resolved.

- Speaking domain scores are recorded in the Answer Book. (This is critical for student results processing, and **only one** score per question must be marked.)

- Ensure test examiners did not mark on student Answer Books when conducting local scoring, except in the areas identified for the local scoring of the Speaking domain.

STEP 2: Check demographics pages for the following:

- For students with a Pre-ID label, ensure that each student label is properly affixed in the appropriate box on the demographics page on the Answer Book and the following boxes on the front and back of the Answer Book are also completed, meaning letters and numbers must be entered and legible and option circles must be marked completely:

  - Box 1 (*Student Name*)—written; corresponding circles not necessary
  - Box 2 (*Teacher/Test Examiner, School, Local Educational Agency, Local Use*)
  - Box 7 (*Statewide Student Identifier*)
  - Box 8 (*Date Testing Completed*)
  - Box 9 (*Testing Irregularities*)—if applicable
  - Box 10 (*Accommodation[s]*)—if applicable
  - Box 11 (*Alternate Assessment[s]*)—if applicable
  - Box 12 (*Contractor-Directed*)—if applicable
  - Box 13 (*Optional—Local Use*)—if applicable

- For students without a Pre-ID label, ensure the following:

  - Demographic information is complete and accurate.
  - Handwritten entries are legible.
  - Information is filled in completely using a No. 2 pencil.

Avoid Potential Scanning Problems and Resolutions

Table 6 lists potential issues that could be encountered when reviewing the test materials in preparation for the return to your LEA. It is imperative that all materials are reviewed and issues are addressed prior to returning the Answer Books. Issues such as those listed in Table 6 can impact scanning and delay score reporting.

Table 6. Potential Scanning Problems and Resolutions

IF YOU FIND THIS . . .	DO THIS . . .
- Scratch paper - Sticky notes - Staples - Pins or paper clips	Remove the extraneous material.
- Paper damaged by erasures - Tape or sticky labels of any kind - Ripped or torn sheets - Grease marks - Coffee spills - Bodily fluids	Transfer student responses to an unused Answer Book. Transfer responses exactly as written by the student, including errors, and have a second person review the transcription for accuracy. Write "Voided" on the front of the damaged Answer Book.
- Light marks - Incomplete erasures - Stray marks - Smudges	Erase light marks or make them heavier as needed.
Student writing on separate sheets of paper based on designated support or accommodation identified in IEP or Section 504 plan	Remove the paper and transcribe the writing to the appropriate writing box in the Answer Book, if necessary. Transfer responses exactly as written by the student, including errors, and have a second person review the transcription for accuracy. Securely destroy the sheets of paper.
Writing in the margins of the book or outside the box provided for the response	During testing, remind students that only responses within the boxes will be scored.

Pack and Ship Test Materials to LEAs

It is critical that the directions in the 2018–19 Summative ELPAC Packing and Return Instructions document are followed when returning test materials to the LEA ELPAC coordinator. If test materials are not returned properly, it could result in the delay of score reporting. These instructions can be found on elpac.org and in the Site ELPAC Coordinator Kit provided.

STEP 1: Return schedule for Answer Books

- Site ELPAC coordinators should coordinate when and how to return their Answer Books with their LEA ELPAC coordinator.

- Site ELPAC coordinators should pack test materials and deliver them to the LEA ELPAC coordinator according to the schedule defined by their LEA ELPAC coordinator.

- It is important to return all test materials in a timely manner to avoid delays in score reporting.

STEP 2: Items to be returned for scoring to the LEA:

- Used Answer Books (kindergarten to grade twelve)

- Used Answer Books from the large-print test administrations

- Used and unused braille Answer Books, Test Books, and *Examiner's Manuals.*

STEP 3: Do not return nonscannable test materials with your Answer Books being returned for scoring.

Packing Instructions for Test Materials

STEP 1: Sort the Answer Books by grade, and place a precoded GIS on top of each grade, using one GIS for each grade being returned. Do **not** use a GIS for each classroom or teacher.

- If for some reason a precoded GIS is not available, blank GISs are included in your Site ELPAC Coordinator Kit for your use.

- A sample of a blank GIS is shown in Figure 7, followed by instructions for completion in Table 7. Do **not** share precoded GISs.

- Precoded GISs are scannable documents. DO NOT use a photocopy of the GIS.

STEP 2: Place one paper band around each grade.

STEP 3: Place the banded Answer Books in the provided white carton and deliver them to the LEA ELPAC coordinator for mailing to ETS as directed by the LEA ELPAC coordinator.

Note: Refer to the 2018–19 Summative ELPAC Packing and Return Instructions included in your Site Coordinator Return Kit and posted on elpac.org for complete instructions to follow when packing your materials to be returned to your LEA.

Figure 7. ELPAC GIS

Table 7. Instructions for Completing GIS

SECTION OF GIS FORM	INSTRUCTIONS
1 **LOCAL EDUCATIONAL AGENCY/SCHOOL NAME**	Clearly write the name of the LEA and school.
2 **SCHOOL NAME**	The circles under the school name have been precoded. If using a blank GIS, write in the school name and fill in the corresponding circles. This school name must match the school name on the GIS exactly.
3 **COUNTY/DISTRICT/SCHOOL CODE**	The county/district/school code has been precoded. If using a blank GIS, write in the school code and fill in the corresponding circles.
4 **CHARTER CODE**	The charter code has been precoded for charter schools. If using a blank GIS, write in the charter code and fill in the corresponding circles.

SECTION OF GIS FORM	INSTRUCTIONS
5 **GRADE**	Write in the grade of the group and fill in the corresponding circle.
6 **NUMBER OF DOCUMENTS TO BE SCORED**	Write in the exact number of documents (Answer Books) to be scored for the grade group and fill in the corresponding circles.

Secure Destruction of Test Materials

The following items are retained at the sites until the end of the test administration window and then returned to the LEA for destruction or return to ETS:

- Used and unused Test Books
- Unused Answer Books (kindergarten to grade twelve)
- Voided Answer Books
- Large-print version Test Books and Answer Books
- 2018–19 Summative ELPAC *Examiner's Manuals*
- Student rosters
- Unused or voided Pre-ID labels

Please contact your LEA ELPAC coordinator for further instructions regarding the secure destruction of test materials. Do not destroy any materials at the school site. It is critical that all materials are returned to your LEA so they can be tracked through to destruction.