
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Monday, March 25, 2019 1:51 PM
To:
Subject: Summative ELPAC Materials Return Instructions



Dear LEA ELPAC Coordinator:

Educational Testing Service (ETS) requests your assistance with post-administration quality control procedures for the Summative English Language Proficiency Assessments for California (ELPAC). To conduct quality control and other critical checks on the scoring and reporting processes, ETS needs Answer Books to be returned as soon as possible after test administration; **you do not have to wait until all local educational agency (LEA) testing is complete to return materials.** Timely return ensures that reporting will not be delayed.

The following information will assist you with the process for returning test materials for the Summative ELPAC administration:

- The [2018–19 Summative ELPAC Test Administration Manual](#) on [elpac.org](#) has information on how to return test materials for scoring.
- Pre-identification (Pre-ID) labels are to be placed on the Answer Book in the “Place Student Barcode Label Here” box; no other label should be placed on an Answer Book. The [Instructions for Placing Summative ELPAC Pre-ID Labels](#) web document, available on [elpac.org](#), provides the steps for applying the Pre-ID labels. **LEAs should not share or use Pre-ID labels not associated with their school codes.**
- An LEA may combine test materials from schools in a single carton, as long as the materials are properly sorted and banded by school and grade, and with the correct Group Identification Sheet (GIS) on top of each grade’s stack. **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.**
- All secure, scannable test materials must be returned in the white return cartons via United Parcel Service (UPS) using the self-generated return labels. The [2018–19 Summative ELPAC Packing and Return Instructions](#) web document, available on [elpac.org](#), provides detailed instructions on how to create UPS shipping labels and return test materials.

If you have questions about returning Summative ELPAC materials, contact the California Technical Assistance Center by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

California Technical Assistance Center

Phone: 800-955-2954

Fax: 800-541-8455

Email: caltac@ets.org

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