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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Friday, June 7, 2019 1:55 PM  
**To:**  
**Subject:** Summative ELPAC Post-Administration Destruction or Return of secure materials, unused and nonscorable



Dear LEA ELPAC Coordinator:

This email contains important information for local educational agencies (LEAs) regarding the local secure destruction or return of 2018–19 Summative English Language Proficiency Assessments for California (ELPAC) secure nonscorable test materials.

The 2018–19 Summative ELPAC window closed on May 31, 2019. LEAs have the option to either securely destroy secure nonscorable test materials locally or return the secure nonscorable test materials to Educational Testing Service (ETS) for destruction during the materials-destruction period. LEAs must inform ETS of the method of destruction of test materials by completing the [2018–19 Summative ELPAC Post-Test Materials Destruction](#) survey.

The following materials are considered secure nonscorable test materials and are to be securely destroyed or returned to ETS for destruction:

- Used and unused Test Books
- Unused Answer Books (kindergarten to grade twelve)
- Voided Answer Books
- Summative ELPAC *Examiner's Manuals*

Exception: Please note that all braille and large-print Test Books and Answer Books **must** be returned to ETS.

Secure destruction of materials is defined as shredding of materials to a point that it is completely unreadable and cannot be accessed or used for unauthorized purposes. Shredding can be done locally on-site or with a certified shredding company. Please note that burning materials is not considered secure destruction. The following steps are required to complete the certification of the secure destruction of nonscorable test materials:

1. Access the required survey.

2. Complete all required information.
3. Submit the required survey.

If returning materials to ETS, please refer to the [2018–19 Summative ELPAC Packing and Return Instructions](#) for instructions on how to return test materials to ETS.

General questions about the ELPAC or questions about how to return ELPAC materials should be directed to the California Technical Assistance Center by phone at 800-955-2954 or by email at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center  
Educational Testing Service  
Phone: 800-955-2954  
Email: [caltac@ets.org](mailto:caltac@ets.org)  
Website: <https://www.elpac.org/>