

---

**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Wednesday, September 30, 2020 8:35 AM  
**To:**  
**Subject:** 2019-2020 Summative ELPAC: Optional Fall Administration Reports and Results



Dear LEA ELPAC Coordinator:

The optional fall Summative ELPAC administration will conclude on October 30, 2020. This email describes what will be reported for this optional administration, the requirements for a student to receive a score and a Student Score Report (SSR), and what information will be included in the student-level data file.

Summative ELPAC results, including electronic SSRs and the Summative Student Score Data Extract Reports, will include test results for students in kindergarten through grade twelve who took the 2019–2020 Summative ELPAC during the spring and the optional fall administration. These test results became available beginning September 24, 2020, in the [Test Operations Management System \(TOMS\)](#) and the [California Educator Reporting System \(CERS\)](#).

- SSRs will be produced for students who completed and submitted all four domains of the computer-based Summative ELPAC. SSRs will be available in TOMS within four weeks of submitting all four domains for grades three through twelve or the receipt of Writing Answer Books for kindergarten through grade two.
- Student Score Data Extract Reports will include all results for students who submitted all four domains. These reports will be updated weekly.

Local educational agencies (LEAs) must complete testing—including entering in Speaking scores into the Data Entry Interface—by October 30, 2020, and return kindergarten through grade two Answer Books by November 16, 2020, to receive results.

## **TOMS**

### ***Accessing Electronic SSRs***

Electronic SSRs are available for students who completed and submitted all four domains of the computer-based Summative ELPAC during the spring and optional fall administration. LEAs have options for providing electronic SSRs to parents and guardians.

1. ELPAC SSRs can be provided electronically, as PDFs, either in TOMS or through a locally provided parent or student portal. Contact the LEA's student

or parent portal provider for instructions on accessing electronic SSRs from that vendor.

2. Users can access the electronic SSR PDFs by selecting the **[Reports]** tab on the top navigation bar, the *Summative ELPAC Student Score Reports PDFs* option from the list of options, and then the **[2019–2020 Administration]** tab.
  - a. **Bulk Download:** SSR PDFs can be downloaded by school, grade, date, assessment, and language. They can also be downloaded in one large file or in individual files. Select the *Merge File* option and then the **[REQUEST REPORT]** button to download one combined PDF containing all the selected SSR PDFs.
  - b. **Individual Download:** LEAs can also access and download individual SSRs. Enter the student’s Statewide Student Identifier and select the **[REQUEST REPORT]** button to download an individual SSR.

For more information about electronic SSRs, refer to the ELPAC [Student Score Report Options](#) web page.

### ***Accessing the ELPAC Student Score Data Extract Report***

LEAs are now able to download the 2019–2020 student data file in two report types—by enrolled LEA and by tested LEA. The files are available as a data file or a comma-separated value (CSV) file. The “By Enrolled LEA” report type contains data for all students who were eligible to take the 2019–2020 Summative ELPAC as of May 31, 2020. The “By Tested LEA” report type contains data for all students who were tested in the LEA.

The Student Score Data Extract Report will include files containing students eligible for the Summative ELPAC. The [Summative ELPAC 2019–2020 Student Data File Layout](#), which includes field descriptions, acceptable values for fields, and data sources, is available on the [ELPAC Score Reporting](#) web page and in [TOMS](#). It appears when users select “Summative Student Score Data Extract Report” from the *Available Reports* list.

Take the following steps to access the ELPAC Student Score Data Extract Report in [TOMS](#):

1. Log on to TOMS using a user role in the 2020–2021 Administration Year.
2. Select the **[Reports]** tab in the top navigation bar.
3. Select the **[LEA Reports]** tab from the top menu bar.
4. Select “Summative Student Score Data Extract Report” from the *Available Reports* list shown.
5. Select the 2019–2020 administration year from the *Administration Year* drop-down list.
6. Select “By Enrolled LEA” or “By Tested LEA” from the *Report Type* drop-down list.
7. Select an SSR Available Start Date of August 20, 2020, and the current date for the SSR Available End Date to download only optional fall administration results.

8. Select the **[REQUEST NEW REPORT]** button.

## CERS

### ***Accessing Information in CERS***

- To obtain partial aggregated results at the group, school, and LEA levels for the ELPAC, go to the *Score Reports* section of CERS.
- To interpret such results appropriately, understand that results available in CERS might not be an accurate representation of a school or LEA's performance. Because some students were unable to complete testing prior to the suspension of testing, these results are not appropriate for public release.
- To view these results, LEAs can access [CERS](#) using a TOMS user account.
- To access these results, LEAs can search by student, school, or assigned groups from the *Access Assessment Results* section on the CERS landing page.
- To download a file containing student results, LEAs can select the **[Custom Aggregate Report]** button and customize a yearly, longitudinal, or domain report for an LEA or school.
- To export a CSV file containing all the LEA or school assessment results that can be used for analysis in another application, LEAs can also select the **[District/School Exports]** button.
- To find more information, please refer to the [CERS User Guide](#) for more information.

Questions regarding Summative ELPAC Student Score Reports for the 2019–2020 optional administration should be directed to CalTAC, by phone at 800-955-2954 or by email at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center

Phone: 800-955-2954

Fax: 800-541-8455

Email: [caltac@ets.org](mailto:caltac@ets.org)

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