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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Thursday, December 19, 2019 2:23 PM  
**To:**  
**Subject:** Action Required! ELPAC Field Test Materials Return/Destruction Certification



Dear Field Test LEA ELPAC Coordinator:

This email was sent because this local educational agency (LEA) participated in the recent English Language Proficiency Assessments for California (ELPAC) field test and contains important information regarding the local secure destruction or return to Educational Testing Service (ETS) of all 2019–20 ELPAC field test materials.

The 2019–20 field test ended on November 8, 2019. LEAs have the option to either securely destroy test materials locally or return the field test materials to ETS for destruction. **LEAs must inform ETS of the method of destruction of the field test materials** by completing the [ELPAC Field Test Materials Return or Destruction Certification](#) **no later than Friday, January 10, 2020.**

Securely destroy *all* test materials for the mode comparability study and field test that were assigned to your LEA to administer. These include, but are not limited to:

- Used and unused Test Books
- Unused Answer Books (kindergarten through grade twelve)
- Unused Answer Books for kindergarten through grade two (for those assigned the field test forms)
- Voided Answer Books
- 2018–19 Summative ELPAC *Examiner's Manuals*
- Student rosters
- Unused pre-identification (Pre-ID) labels
- Printed logon tickets
- Printed *Directions for Administration (DFA)*
- Electronic copies of *DFAs*

Secure destruction of materials is defined as shredding of materials to a point that the material is completely unreadable and cannot be accessed or used for

unauthorized purposes. Shredding can be done on-site or with a certified shredding company. Please note that burning materials is not considered secure destruction.

A file that was downloaded should be securely deleted from the test examiner's device. It must be removed in such a way that the file does not remain in a temporary storage location such as the Windows Recycle Bin, where it can be undeleted. Test examiners and site ELPAC coordinators should use the school's or LEA's preferred method of secure file deletion.

The following steps are required to complete the certification of the destruction of field test materials.

1. Access the [required certification](#).
2. Complete all required information.
3. Submit the required certification no later than Friday, January 10, 2020.

**If returning the materials to ETS for destruction**, follow the return instructions included in the LEA coordinator and site coordinator kits with the test materials mailed to the LEA or school. Return the materials via **United Parcel Service (UPS)** in the original brown cartons in which the materials arrived. Schedule the UPS pick up of materials **no later than Wednesday, January 8, 2020**. UPS is the only courier to be used to return materials to the following address:

ETS/ELPAC  
Suite 200  
Building 10  
Austin, TX 78744

Direct all questions about the return of the ELPAC field test materials 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  
Phone: 800-955-2954  
Fax: 800-541-8455  
Email: [caltac@ets.org](mailto:caltac@ets.org)  
Website: <https://www.elpac.org/>