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Sent: Monday, April 8, 2019 1:43 PM
To:
Subject: ELPAC April Monthly Update



English Language Proficiency Assessments for California (ELPAC) Monthly Communication

Dear LEA ELPAC Coordinator:

Concurrent to the 2018–19 Initial and Summative ELPAC, Educational Testing Service (ETS) is helping to support you and your local educational agency (LEA) with the administration with key information.

ELPAC Information

What's New?

- The instructional web document on the procedure changes for the [2018–19 Summative ELPAC Answer Book Boxes 11 and 12](#) is available on the [Manuals and Instructions](#) web page, which is found using the [Test Administration] tab on [elpac.org](#).
- LEA ELPAC coordinators now have access to the *LEA Coordinators Security Forms Status Report*, which provides a list of Test Operations Management System (TOMS) users who have completed the necessary security forms. The report can be accessed in TOMS by selecting [Reports] and then [LEA Reports] on the left navigation ribbon.
- Beginning on **July 8, 2019**, LEA ELPAC coordinators can establish 2019–20 users in TOMS to prepare for Initial ELPAC testing. Users will immediately receive an email to sign and complete the security forms once uploaded. Once the security forms are signed, these users will have access to TOMS.
- The [ELPAC Fee-Based Services](#) web page is now available using the [Resources] tab on [elpac.org](#).
- The [Student Score Report Options](#) web page is now available using the [Test Administration] tab on [elpac.org](#). Starting with the 2018–19 school year, the

ELPAC Student Score Reports (SSRs) will be available electronically. The [Student Score Report Options](#) web page provides the four options for accessing and providing ELPAC SSRs to parents or guardians. To learn about the benefits of electronic student score reports, view the [Electronic Student Score Reports Benefits Flyer \(PDF\)](#).

- Dates and locations for the computer-based Summative ELPAC 2019 trainings will be posted on the [Summative ELPAC Administration and Scoring Trainings](#) web page on [elpac.org](#) by May 1, 2019.
- A new Educator Opportunities Portal is launching in early April on [elpac.org](#). Educators can use this portal to apply to participate in ELPAC and Alternate ELPAC educator opportunities. The announcement of the portal launch will be in the *News and Tips for the ELPAC Administration* section on the [elpac.org](#) landing page.

Summative ELPAC Information

Test Administration Preparation

Do you have all your test materials? Have you tested your audio prior to administration of the Listening and Speaking domains? The [Summative ELPAC Test Administration Manual](#) provides recommended steps to prepare you for a successful administration.

Test Administration—Testing Irregularities and Security Breaches

The LEA ELPAC coordinator is responsible for reporting all testing irregularities and security breaches immediately. The [Testing Irregularities and Security Breaches](#) email provides important reminders to assure a secure standardized test administration.

Post-Test—Summative ELPAC Test Materials Return Instructions

You do not need to wait for all testing to be completed in your LEA before returning Answer Books. An LEA may combine test materials from several schools in a single carton as long as the test materials are properly sorted and banded by school and grade, with the correct Group Identification Sheet (GIS) on top of each grade or grade span.

All secure, scannable test materials should be returned in the white return cartons and shipped using the United Parcel Service (UPS) shipping return labels only. Please note that, for the 2018–19 administration, UPS return labels will be self-generated by each LEA. Packing and shipping errors could delay the processing of test materials and receipt of ELPAC Student Score Reports. The [2018–19 Summative ELPAC Packing and Return Instructions](#) provide detailed instruction on returning test materials and is available on [elpac.org](#).

Ordering Pre-Identification Labels

Have you ordered your Pre-Identification (Pre-ID) labels? The order window for **Round 1 ordering of Pre-ID labels closes on April 11, 2019**. For guidance on how to place an order for Pre-ID labels, please refer to the [TOMS Pre-ID Labels Instructions Quick Start Guide](#).

- **Round 2: April 12–May 13, 2019: Pre-ID labels cost \$0.44 each**
(Pre-ID labels will arrive by May 24, 2019.)

Initial ELPAC Information

Initial ELPAC Administration and Scoring Trainings

2019–20 Initial ELPAC Administration and Scoring Trainings will begin on April 15, 2019. There will be 16 Initial ELPAC Administration and Scoring Trainings held statewide; the locations are listed on the [Initial ELPAC Administration and Scoring Trainings](#) web page on [elpac.org](#). Ten trainings will be focused on kindergarten (K) through grade twelve (K–12), and six trainings will be focused on grades six through twelve.

Contact the California Technical Assistance Center (CaTAC) by phone at 800-955-2954 or by email at caltac@ets.org with any questions about these trainings.

Initial ELPAC Moodle Site

The 2019–20 Initial ELPAC Moodle Training Site will launch on April 19, 2019. All current and new Moodle users will need to establish a new user account for the ELPAC Moodle Training Site.

For further inquiries about the trainings, please contact CaTAC by phone at 800-955-2954 or by email at caltac@ets.org.

Reminders

IMPORTANT NOTES ABOUT PREPRINTED LEA MATERIALS

It is imperative that you and your staff follow the instructions for the use of Pre-ID labels and GISs outlined in the [2018–19 Summative ELPAC Test Administration Manual](#) to facilitate the processing of test materials and receipt of students' scores and to prevent results from being reported under an incorrect LEA.

Pre-ID Labels

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 identify students based on information from the California Longitudinal Pupil Achievement Data System. **LEAs should not share or use Pre-ID labels not associated with their school codes.**

Precoded GIS

Precoded GISs are scannable documents containing unique information for the county, LEA, school, and grade. The GIS determines which school and LEA the results are assigned to for accountability. **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.**

2019–20 ELPAC Coordinator Designation Forms

If your superintendent has not yet done so, please assist him or her to access ELPAC TOMS to designate an LEA ELPAC coordinator for the 2019–20 administration. [**California Code of Regulations, Title 5, Section 11518.40\(a\)**](#) **states that no later than April 1 of each year, each LEA superintendent shall designate an LEA ELPAC coordinator for the following school year.**

General questions about the ELPAC should be directed to CalTAC by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

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