English Language Proficiency Assessments for California Monthly Communication

Dear LEA ELPAC Coordinator:

The window for the operational administration of the Summative English Language Proficiency Assessments for California (ELPAC) opens on Friday, February 1, 2019. As you administer the 2018–19 ELPAC, Educational Testing Service (ETS) is providing you with information that will help you and your local educational agency (LEA) with the administration of the Initial and Summative ELPAC.

ELPAC Information

What's New?

- Help for LEA ELPAC coordinators on the elpac.org website landing page has been updated. You can now either call, email, or chat with the California Technical Assistance Center (CalTAC).

- The *2018–19 Summative ELPAC Test Administration Manual* is available on elpac.org to provide general test information and instructions.

- There is a new materials return process for the 2018–19 Summative ELPAC administration. LEA ELPAC coordinators will create their own United Parcel Service (UPS) shipping labels for returning materials to ETS. The 2018–19 Summative ELPAC Packing and Return Instructions has detailed instructions on how to create a UPS shipping label for returning test materials.

ELPAC Communications Survey

Have you submitted an ELPAC Communications Survey? As part of the California Assessment of Student Performance and Progress (CAASPP) and ELPAC programs consolidation, the Educational Testing Service ELPAC Project Team would like to solicit your opinion on moving to subject-based emails in lieu of monthly

communications. Please provide your input by submitting the [ELPAC Communications Survey](#) by February 28, 2019.

Summative ELPAC Information

Summative ELPAC Materials Order

Have you ordered your test materials or do you need additional test materials? The Summative ELPAC Supplemental Materials Orders window opened on January 21, 2019.

- **Supplemental Materials Ordering Window:** January 21–May 14, 2019 (Materials to arrive 10–14 days after the order has been placed)

- Please note that materials orders placed during the Supplemental Test Materials Ordering Window **will not be packaged by school site**, but by LEA grade level.

- The [Test Operations Management System (TOMS) Supplemental Materials Ordering Instructions Quick Start Guide](#) is available on the [elpac.org](#) website to provide reference information for placing a supplemental materials order.

All Round 2 test material orders have shipped. Upon receipt of the test materials order, all LEAs should check their orders and notify CalTAC in the event of any discrepancies.

Ordering Pre-Identification (Pre-ID) Labels

Have you ordered Pre-ID labels? The Round 1 window for ordering Summative ELPAC Pre-ID labels is open through April 11, 2019. There is no setup fee associated with Pre-ID labels; however, a purchase order must be created to place a Pre-ID order.

- **Round 1: January 2–April 11, 2019:** Pre-ID labels cost $0.38 each (Pre-ID labels to arrive by April 26, 2019)

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

The "Summative ELPAC Pre-Identification" section of the [Summative ELPAC Test Administration](#) web page on [elpac.org](#) has additional information on placing orders, estimated Pre-ID label arrival dates for approved orders, label placement, and submitting purchase orders.

Test Administration Preparation

Are you ready to administer the Summative ELPAC? Do you have all your test materials? Have you tested your audio for the Listening and Speaking domains? The *2018–19 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 *2018–19 Summative ELPAC Test Administration Manual* provides examples of what constitutes testing irregularities and security breaches, as well as the steps to follow to report the incident.

Post-Test—Summative ELPAC Test Materials Return Instructions

For Summative ELPAC post-administration test materials return, an LEA may combine test materials from 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. All **secure, scannable test materials should be returned in the white return cartons and must be returned using the UPS shipping return labels only**. Please note that, for the 2018–19 assessment, UPS return labels will be self-generated by each LEA. Packing and shipping errors could delay the processing of test materials and receipt of Student Score Reports. The 2018–19 Summative ELPAC Packing and Return Instructions are available on elpac.org to provide detailed instruction on returning test materials.

Initial ELPAC Information

Training—Initial ELPAC Administration and Scoring Training

Registration for the Initial ELPAC Administration and Scoring Trainings is open. LEA ELPAC coordinators were sent an email containing registration information for their LEA on January 31, 2019. Due to the limited number of seats at each training, only the LEA ELPAC coordinator will be allowed to register participants for trainings. LEAs may register additional staff to be placed on a waiting list. Wait-listed participants will be notified approximately one week before each training.

For more information, visit the Initial ELPAC Administration and Scoring Trainings web page on elpac.org. For further inquiries about the trainings, please contact CalTAC by phone at 800-955-2954 or by email at caltac@ets.org.

Initial ELPAC Score Comparison Report—Rotating Score Validation Process (RSVP)

The third Initial ELPAC Score Comparison Report data is available in TOMS for LEAs participating in the Initial ELPAC RSVP. The report is cumulative and can be filtered to obtain report data for LEAs whose scores were locked in the Local Scoring Tool between October 8 and November 5, 2018, **and** whose Answer Books were received by December 14, 2018. Instructions on how to access the report and a description of the information in the report are provided in the Guide to the Initial ELPAC Score Comparison Report resource document.

To report any errors, discrepancies, or incomplete information in the reports, please contact CalTAC by phone at 800-955-2954 or by email at caltac@ets.org.

Reminders

Updated Group Information Sheet (GIS)

LEAs should have received an updated GIS kit for the 2018–19 Summative ELPAC by January 31, 2019. The new sheets in the kit have "D" as part of the circle-marking selection for the Charter Code. Please discard all 2017–18 Summative ELPAC GIS upon receipt of the new kit.

California Technical Assistance Center (CalTAC)

CalTAC and the Customer Support Center have a single phone number (800-955-2954), email address (caltac@ets.org), and fax number (800?541-8455). Use this contact information when you need assistance with ELPAC or CAASPP. This update will not affect the elpac.org and caaspp.org websites.

General questions about 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/