

---

**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Monday, July 27, 2020 3:12 PM  
**To:**  
**Subject:** ELPAC: Grades K-2 Reports and Results Now Available



Dear LEA ELPAC Coordinator:

Because statewide testing was suspended, scoring and reporting for the 2019–2020 test administration year will look slightly different from prior years. This email describes what will be reported for each assessment; the requirements for a student to receive a score and a Student Score Report (SSR); and what information will be included in the aggregated data file.

Local educational agencies (LEAs) that were able to return kindergarten through grade two (K–2) Answer Books by June 12, 2020 will receive SSRs for K–2 students who completed all four domains. Summative ELPAC results, including electronic SSRs and the Summative Student Score Data Extract Reports, now include test results for students in K–2 as well as students in grades three through twelve who took the 2019–2020 Summative ELPAC. These test results are available in the [Test Operations Management System \(TOMS\)](#) and the [California Educator Reporting System \(CERS\)](#). Only the test results for students who completed all four domains of the computer-based Summative ELPAC during administration between February and May 2020 were released.

LEAs that returned materials after June 12, 2020, will receive results beginning in September.

## Test Operations Management System

### Student [Score Status] Tab

The [**Score Status**] tab in TOMS now allows users to access the following information about an individual student:

- Content score status (Available, Not Available, In Process)
- Unlisted Resources Changed Construct status
- Appeals status

### Student [Reporting] Tab

The **[Reporting]** tab of the student’s profile in TOMS allows users to access the following information about an individual student:

- A downloadable SSR PDF (This will appear as a link when available.)
- SSR in English
- SSR in the student’s primary language or other available language
- The language of an additional SSR

## Accessing Electronic Student Score Reports

Electronic SSRs are available for students who completed all four domains of the computer-based Summative ELPAC during administration in February through May 2020. 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 and then the *Summative ELPAC Student Score Reports PDFs* option from the list of options.
  - 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 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 able to download the 2019–2020 student data file (Summative Student Score Data Extract Report) containing data for all students who were

- enrolled in the LEA and listed in the California Longitudinal Pupil Achievement Data System as of June 26, 2020, and
- eligible for the Summative ELPAC.

The [Summative ELPAC 2019–2020 Student Data File Layout](#) 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. The student data file layout includes field descriptions, acceptable values for fields, and data sources.

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

1. Select the [**Reports**] tab in the top navigation bar.
2. Select the [**LEA Reports**] tab from the top menu bar.
3. Select “Summative Student Score Data Extract Report” from the *Available Reports* shown.
4. Select a test administration period from the *Administration Year* drop-down list. (New Functionality: Data files are available for both the current and previous ELPAC administrations.)
5. Select “By Enrolled LEA” or “By Tested LEA” from the *Report Type* drop-down list. (This option is available only for the 2019–2020 administration.)
6. Select an *SSR Available Start Date* of July 20, 2020 and today’s date for the *SSR Available End Date* in order to download only K–2 results.
7. Select the [**REQUEST NEW REPORT**] button.

## California Educator Reporting System

### Accessing Information in the California Educator Reporting System (CERS)

- Partial aggregated results at the group, school, and LEA levels for the ELPAC are available in the “Score Reports” section of the CERS.
- Results available in the CERS are partial and might not be an accurate representation of a school or LEA’s performance. Because results for students who were unable to complete testing prior to the suspension of testing may not accurately represent student abilities, these partial results are not appropriate for public release.
- To view these results, LEAs can access the [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.

For more information, please refer to the [CERS User Guide](#).

Questions regarding ELPAC Student Score Reports for the 2019–2020 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/>