
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Monday, January 7, 2019 11:48 AM
To:
Subject: ELPAC January Monthly Update



English Language Proficiency Assessments for California Monthly Communication

Dear LEA ELPAC Coordinator:

As you administer the 2018–19 English Language Proficiency Assessments for California (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 ELPAC and the upcoming Summative ELPAC.

IMPORTANT NOTE:

Starting January 2, 2019, the California Technical Assistance Center (CaTAC) and 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 the ELPAC or the California Assessment of Student Performance and Progress (CAASPP). This update will not affect the elpac.org and caaspp.org websites.

ELPAC Information

ELPAC Communications Survey

As part of the CAASPP and ELPAC programs consolidation, the ELPAC Project Team would like to solicit your input on moving to subject-based emails in lieu of monthly communications. Please provide your input by submitting the [ELPAC Communications Survey](#).

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 CaTAC.

Summative ELPAC Materials Order Information

Ordering Test Materials

Have you ordered your test materials or do you need additional test materials? The Summative ELPAC Round 2 Test Materials Ordering Window has closed. Your next opportunity to order Summative ELPAC materials for the 2018–19 administration starts on January 21, 2019, during the supplemental materials ordering window.

- **Supplemental Materials Ordering Window:** January 21–May 14, 2019 (Materials to arrive 10–14 days after the order has been placed)
- The [TOMS Supplemental Materials Ordering Instructions Quick Start Guide](#) is available on the elpac.org website, provide information for your reference.

Round 2 test material orders will arrive by January 18, 2019. 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

The Round 1 window for ordering Summative ELPAC Pre-ID labels is now open. Pre-ID is the process of electronically identifying students through a barcoded label rather than filling in student demographic information on the Answer Book. There is no setup fee associated with Pre-ID labels; however, a purchase order must be created to place a Pre-ID order.

There are two ordering windows to order Pre-ID labels. Round 1 labels should contain the LEA's primary order; Round 2 labels should be ordered only for those students who were enrolled after Round 1 labels were ordered or whose California Longitudinal Pupil Achievement Data System (CALPADS) data has changed since the Round 1 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)

Once the Round 2 window closes, LEAs can no longer order Pre-ID labels. For guidance on how to order Pre-ID labels, please reference the [Pre-ID Labels Instructions Quick Start Guide](#) or view the [ELPAC Test Operations Management System \(TOMS\) Archived Webcast](#) at the 58:30 time stamp. The [Summative ELPAC Pre-Identification](#) section on elpac.org has additional information on placing orders, label placement, and submitting purchase orders.

Training

CAASPP/ELPAC 2018–19 Pretest Workshops

Have you registered to attend a CAASPP/ELPAC Pretest Workshop? In-person CAASPP/ELPAC Pretest Workshops will be conducted in various locations throughout the month of January. The target audience for the Pretest Workshops is

LEA CAASPP and ELPAC coordinators who disseminate information to their test site coordinators and schools.

The goal of the CAASPP/ELPAC Pretest Workshop is to educate attendees on how to prepare for and administer the following:

- Initial and Summative ELPAC
- Smarter Balanced Summative Assessments
- California Science Test (CAST)
- California Alternate Assessments (CAAs)
- The new California Spanish Assessment (CSA)

Select the [2018–19 CAASPP/ELPAC Pretest Workshop](#) registration form for **session details, dates, locations, and the opportunity to register**. This workshop will be presented as a live webcast recorded at the Santa Clara County Office of Education on Thursday, January 24, 2019, beginning at 9 a.m. Registration is not required to view the webcast online if you are unable to participate in person. The webcast will be archived on the training tab on the [ELPAC website](#) and [CAASPP Portal](#).

Initial ELPAC Administration and Scoring Training

The 2019–20 Initial ELPAC testing window will begin on July 1, 2019. There will be 16 California Department of Education-sponsored Initial ELPAC Administration and Scoring Trainings held statewide. Ten trainings will focus on the Speaking and Writing domains for kindergarten through grade twelve, and six trainings will focus on the Speaking and Writing domains for grades six through twelve. All trainings will take place from April 15 through May 21, 2019. Visit the [Initial ELPAC Administration and Scoring Trainings](#) web page for dates and information. This is a mandatory training; each LEA must send a trainer. Makeup trainings will be held in August 2019; these dates will be announced this spring.

Registration for the Initial ELPAC Administration and Scoring Trainings will open on **Monday, February 4, 2019**. LEA ELPAC coordinators will receive an email by January 7, 2019, containing LEA registration information. Please note that each LEA will have only one seat; only the LEA ELPAC coordinator will be allowed to register this participant for training. LEAs may register additional staff to be placed on a waiting list. Wait-listed participants will be notified approximately one week before each training.

Initial ELPAC Information—Rotating Score Validation Process (RSVP)

RSVP Material Return Dates

The **processing of Initial ELPAC RSVP test materials ended as of December 14, 2018**. The LEAs participating in the [2018–19 RSVP](#) should discontinue the return of Answer Books to ETS for Score Comparison Report data.

Initial ELPAC Score Comparison Report

The second Initial ELPAC Score Comparison Report data is available in TOMS to 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 September 6 and October 7, 2018, **and** whose Answer Books were received by November 15, 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 Sheets (GISs)

An updated GIS kit for the 2018–19 Summative ELPAC is on the way. The new sheets in the kit have “D” as part of the circle-marking selection for the Charter Code. The kits will arrive by January 31, 2019; please discard all 2017–18 Summative ELPAC GISs upon receipt of the new kit.

Systems Downtime

The ELPAC Test Operations Management System (TOMS) will be unavailable from Friday, January 4, through Monday, January 7, 2019, for scheduled system downtime. Note that the system may go offline the day prior to a scheduled downtime day (no earlier than 5 p.m.) and will resume by 8 a.m. the day following a scheduled downtime.

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/>