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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Monday, July 2, 2018 12:13 PM  
**To:**  
**Subject:** ELPAC July Monthly Update



Dear LEA ELPAC Coordinator:

This communication contains information that will help you and your local educational agency (LEA) with the administration of the Summative and Initial English Language Proficiency Assessments for California (ELPAC).

## **Initial ELPAC Information**

### ***Initial ELPAC Test Administration***

- The Initial ELPAC administration window opened on July 1.
- Pursuant to *California Code of Regulations*, Title 5, Section 11518.5(d), the LEA is required to administer the Initial ELPAC to newly enrolled students whose primary language is not English, within 30 calendar days of enrollment.
  - LEA-designated staff entering student raw scores in the Local Scoring Tool (LST) will be able to enter scores only for students whose English Language Acquisition Status (ELAS) is “To Be Determined” (by selecting “TBD”).
- The Test Operations Management System (TOMS) will experience downtime from July 2 through July 8, 2018, to prepare for the transition to the 2018–19 school year, during which the ELPAC TOMS will be inaccessible. During that time, LEAs may administer all Initial ELPAC domains, except Listening, at grades three through twelve. LEAs can administer Speaking—Summarize an Academic Presentation—by reading aloud the recorded audio script provided in the *Examiner’s Manual*.
- Note that systems 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.
  - Raw scores cannot be entered in the LST for any student whose ELAS is blank.

- Because California Longitudinal Pupil Achievement Data System data feeds into the ELPAC TOMS LST, LEAs should regularly update this data.

### ***Local Scoring Tool***

The LST will be available in TOMS on **Monday, July 9, 2018**. The following resources are provided to assist you as you work in the LST:

- If you missed the ELPAC TOMS LST webcast or would like to view it again for reference, you can access the archived video on the [ELPAC Archived Webcasts](#) web page.

**IMPORTANT NOTE:** Student raw scores must be confirmed for accuracy **prior to** submitting and locking a student's scores within the LST. Once a student's scores are locked, the scores cannot be edited or changed.

### ***Initial ELPAC Materials Orders Delivery***

Delivery of special test versions (braille and large print) and supplemental order materials begins today, July 2.

### ***Initial ELPAC Makeup Trainings in August***

There will be three, two-day Initial ELPAC Administration and Scoring Makeup Trainings held statewide for new LEA ELPAC Coordinators and trainers. More information is posted on the [Initial ELPAC Administration and Scoring Trainings](#) web page.

### **ELPAC Resources—Coming Soon!**

- Resource on navigating the LST, the ELPAC TOMS LST Instructions Quick Start Guide, will be posted on ELPAC.org soon.
- The new “ELPAC Summative Score Report” video for parents, available in English and Spanish, will be posted on ELPAC.org in July 2018.
- The “Introduction to the Initial ELPAC for Parents” video, also available in English and Spanish, will be posted on ELPAC.org in July 2018.

### **General ELPAC Information and Reminders**

- ***2017–18 Summative ELPAC Invoices***

LEAs that have submitted their purchase order for Pre-identification (Pre-ID) labels to the Customer Support Center (CSC) can expect to receive their invoice in early July. If your LEA has not submitted its purchase order for your Pre-ID labels, please send it as soon as possible to the ELPAC CSC by fax at 800-541-8455 or by email at [ELPAC@ets.org](mailto:ELPAC@ets.org).

- ***User Rollover for 2018–19***

During system downtime, the CSC will remove *all* 2017–18 user roles in TOMS and will register LEA ELPAC Coordinators who have been designated by their superintendent for 2018–19 and have returned the necessary [2018–19 Test Security Agreement for LEA ELPAC Coordinator and Site ELPAC Coordinator](#) and [2018–19 Test Security Affidavit for LEA ELPAC Coordinator and Site ELPAC Coordinator](#) forms.

- ***Educator Opportunities for Item Writer Training***
  - Information regarding 2018–19 educator opportunities is now live on the ELPAC.org website. The application that can be submitted for participation in such events as the Item Writing Training, as well as Writing and Speaking Range Finding Meetings, is available on the [ELPAC Event Opportunities](#) web page.
  - The deadline to apply to be involved in Item Writer Training is July 6, 2018, so fill out your application soon!
  - Your participation plays a significant role in the continued development of the ELPAC and provides you with an excellent opportunity to network with other California educators.

General questions about the ELPAC should be directed to the ELPAC CSC by email at [ELPAC@ets.org](mailto:ELPAC@ets.org) or by phone at 844-782-2714.

Sincerely,

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