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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Thursday, August 22, 2019 7:43 AM  
**To:**  
**Subject:** Non-TOMS Users ELPAC Test Security Affidavit



Dear LEA ELPAC Coordinator:

As the LEA ELPAC coordinator, you are responsible for handling administrative and security responsibilities for all components of administration of the Summative and Initial ELPAC. Educational Testing Service (ETS) is helping to support ELPAC coordinators and local educational agencies (LEAs) by providing key information.

As the 2019–20 Initial and Summative ELPAC is administered, users with roles that do not require access to TOMS must complete the [ELPAC Test Security Affidavit for Non-TOMS Users](#). Site ELPAC Coordinators are **required to have all non-TOMS users inclusive of proctors and LEA staff with access to secure materials** submit the *ELPAC Test Security Affidavit for Non-TOMS Users*.

To make this process more efficient, the [ELPAC Test Security Affidavit for Non-TOMS Users](#) is available on the forms page of the test administration link on the [elpac.org](#) website for submittal. The completed electronic form submittal will route to the respective ELPAC Site Coordinator. **Please note**, users with roles that require access to TOMS and the test delivery system must be assigned access before logging on and signing security affidavits in TOMS.

If you have any questions about the *ELPAC Test Security Affidavit for Non-TOMS Users*, please contact the California Technical Assistance Center by phone at 800-955-2954 or by email at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

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