Dear LEA ELPAC Coordinator:

To support reclassification of students who were unable to complete testing in 2019–2020 due to the suspension of testing, the California Department of Education (CDE) has extended the 2019–2020 Summative ELPAC. **The optional fall administration window is open from August 20 through October 30, 2020.**

Please note all Test Operations Management System (TOMS) users will need to reset their passwords by selecting the [Forgot Your Password?] link on the TOMS logon screen. Users with active 2020–2021 TOMS accounts will be presented, upon logon, with the functionality to toggle between roles for the optional 2019–2020 Summative ELPAC administration and the standard 2020–2021 Summative ELPAC administration. Users must electronically sign the appropriate test security agreement or affidavit to access the optional Summative ELPAC administration. Once the optional Summative ELPAC administration is selected, users will view a landing page containing important considerations for the optional testing window. Local educational agencies (LEAs) not participating in the optional fall administration should retain all used and unused kindergarten through grade two (K–2) materials. LEAs will receive more information regarding the secure destruction of materials at a later date.

To prepare for the optional fall administration, LEAs should take the following steps:

1. Identify the students who will be administered the test. Keep in mind that students will be tested in the academic grade in which they were enrolled during the 2019–2020 administration year.

2. Review and update test settings for students who will be testing. Test settings assigned before June 25, 2020, will persist. Test settings can be adjusted for each student individually. For additional assistance, view the Configuring Student Test Settings One-by-one in TOMS demonstration video.

3. Ensure the LEA's test examiners are calibrated in the grade level they will be administering. For example, grade nine students will be administered the grades six through eight Summative ELPAC. Test examiners administering this assessment should be calibrated for grades six through eight in the ELPAC Administration and Scoring Moodle Training Site.

4. Use existing 2019–2020 K–2 materials. LEAs should use the same form as indicated on the [Forms Assignment for the 2019–20 Summative ELPAC Administration](#) web page. To order additional materials, users must change their role to the 2020–2021 administration to access the *Orders* screen in TOMS.

Results will be available electronically for a student within four to six weeks of submitting all four domains for grades three through twelve. For students in K–2, results will be available electronically once the Writing Answer Book for K–2 is scored.

Questions regarding the optional fall administration of the 2019–2020 Summative ELPAC should be directed to CalTAC, by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

California Technical Assistance Center
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