Dear LEA ELPAC Coordinator:

Your local educational agency (LEA) has been identified by the California Department of Education (CDE) as one of the LEAs participating in the Rotating Score Validation Process (RSVP) for the Initial ELPAC.

Every year, approximately 10 percent of LEAs are identified to participate in the RSVP for the Initial ELPAC. These lists are posted on the ELPAC website. This process assists in producing item statistics, validating scores, and providing technical assistance for scoring. This communication contains several reminders to assist your LEA with the RSVP process.

- **Reminder: Order testing materials.**
  - Order testing materials within the Supplemental Order Window if they were not ordered during the Primary Test Materials Order Window. [Initial ELPAC Test Materials Ordering Windows](https://www.ets.org) dates are listed on the ELPAC website.
  - Supplemental materials ordering is ongoing during that window. Delivery of the materials will occur within 10–14 business days after the order is placed.
  - Order testing materials through the [Test Operations Management System (TOMS)](https://www.ets.org) or by calling the California Technical Assistance Center (CalTAC) at 800-955-2954.

- **Reminder: Photocopy score sheets (back page of Answer Book) before preparing the Answer Books for shipment to Educational Testing Service (ETS).**
  - Because LEAs participating in RSVP return Answer Books for scoring, the copies become a point of reference for the student raw scores entered in the local scoring tool (LST) once the LEA’s comparison report is released in November, December, and January.

- **Reminder: Return testing materials.**
Per the original Initial ELPAC Post-Administration Destruction or Return of Secure Materials email sent on August 1, 2019, identified LEAs will return their scannable Answer Books to ETS after local scoring, LST data entry, and parent notification of results have been completed.

A month after testing has begun, the LEA ELPAC coordinator will receive precoded Group Identification Sheets and a set of pre-identification (Pre-ID) labels for the prior months Initial ELPAC students whose scores were entered in the LST. These Pre-ID labels will be generated monthly between August and November 2019.

Prior to sending the Answer Books to ETS for scoring, ensure that the appropriate Pre-ID label for the student has been attached. Do not send Answer Books without a Pre-ID label or the student’s demographic information bubbled in completely.

The schedule for returning materials and the Initial ELPAC Return Instructions for LEAs Participating in the Rotating Score Validation Process instructions are available starting on page 29 of the Initial ELPAC Test Administration Manual on the ELPAC website.

Any questions about the RSVP process or how to return ELPAC materials can 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/