



ELPAC

English Language Proficiency Assessments for California

SUMMATIVE ELPAC PACKING AND RETURN INSTRUCTIONS

Review the Packing and Return Instructions carefully. Packing errors could delay the processing of test materials and the receipt of Student Score Reports.

The English Language Proficiency Assessments for California (ELPAC) Answer Books for kindergarten through grade two must be received by ETS for scoring by the dates listed in the Schedule to Return Answer Books for Scoring posted on the ELPAC website. The schedule allows for Answer Books to be returned twice per month. Local educational agencies (LEAs) are advised to return Answer Books in batches as students complete testing, since **it is not necessary to wait for all students to complete testing prior to returning test materials for scoring.**

Unused test materials must be securely stored until all testing has been completed. At the end of the testing window, unused test materials may be returned to ETS for destruction, or they may be securely destroyed locally by the LEA ELPAC coordinators. Detailed instructions on the secure local destruction of materials will be sent via email to the LEA ELPAC coordinators and will also be posted on the ELPAC website. **Do not** return secure, nonscannable test materials with the Answer Books.

Site ELPAC coordinators are responsible for packing Answer Books for scoring, delivering Answer Books to the LEA ELPAC coordinators, and returning unused secure materials to the LEAs at the end of the test administration window. Site ELPAC coordinators should do the following:

- Coordinate with the LEA ELPAC coordinator as to when to return the Answer Books for scoring
- Contact the LEA ELPAC coordinator regarding the return of nonscannable secure materials for destruction

LEA ELPAC coordinators are responsible for shipping Answer Books to ETS for scoring and ensuring the destruction of unused, secure, nonscannable test materials. Refer to page 8 for additional details on the destruction of materials.

Packing Answer Books to Return for Scoring

Items needed:

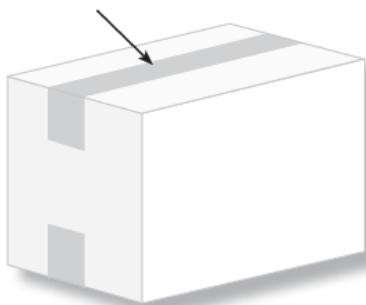
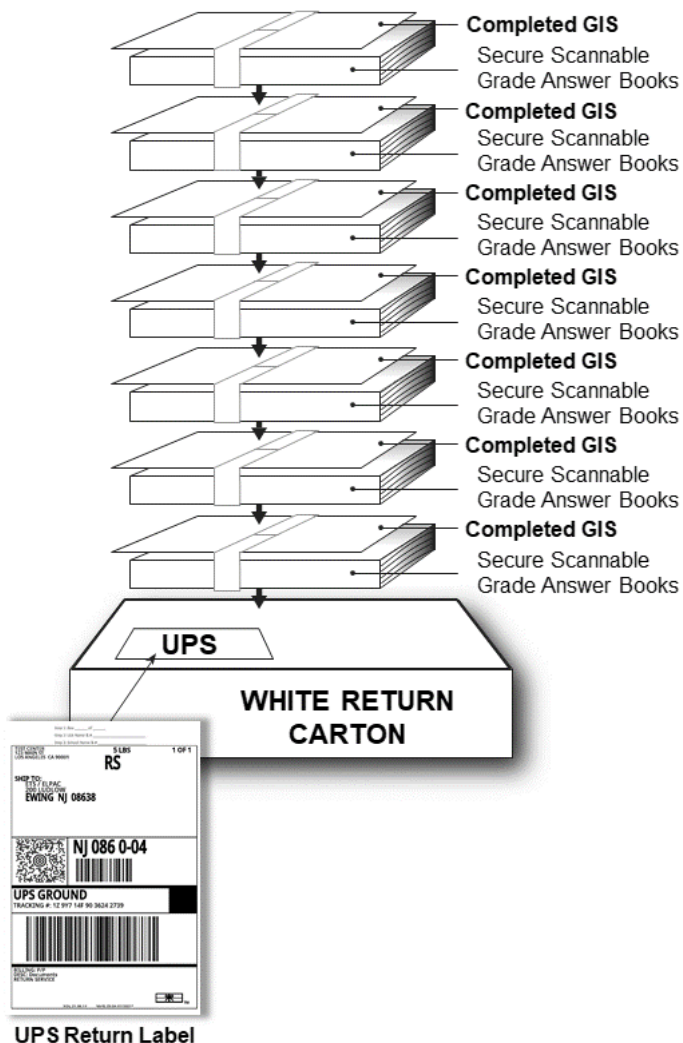
- White return carton(s) included in the shipment
- Precoded Group Identification Sheets (GIS) provided by the LEA ELPAC coordinator (**Note:** Use only the GIS provided for the current Summative ELPAC administration when returning Answer Books. **Do not** use GIS from previous test administrations.)
- Packing tape included in the LEA ELPAC Coordinator Kit and the Site ELPAC Coordinator Kit
- Paper bands included in the Site ELPAC Coordinator Kit
- United Parcel Service (UPS) labels (**Note:** Follow instructions on page 4.)

Site ELPAC Coordinator Instructions

How to Pack Secure, Scannable Test Materials for Return to the LEA ELPAC Coordinator

Answer Books should be packed and delivered to the LEA ELPAC coordinator in accordance with the following packing instructions, unless otherwise directed by the LEA ELPAC coordinator.

1. Assemble white cartons with the tape provided. Use only the white cartons for packing all Answer Books. Please note that using a different box will cause scoring delays.
2. Sort the Answer Books by grade level and place a completed GIS on top of each grade level. One GIS will be needed for each grade level being returned. Refer to the *Summative ELPAC Online Test Administration Manual*—on the Manuals and Instructions web page under the [Test Administration] tab on the ELPAC website—for step-by-step instructions on completing the GIS.
3. Using one band per grade level, band and place the sorted Answer Books and completed GIS for each grade level in the provided white cartons, filling each one to capacity. Refer to the diagram on this page for guidance.
4. Securely tape the top and bottom seams of the cartons at least two times with the tape provided. Contact the LEA ELPAC coordinator if additional white cartons are needed.



5. After all Answer Books have been packed, site ELPAC coordinators should coordinate when and how to return the test materials to the LEA ELPAC coordinator.

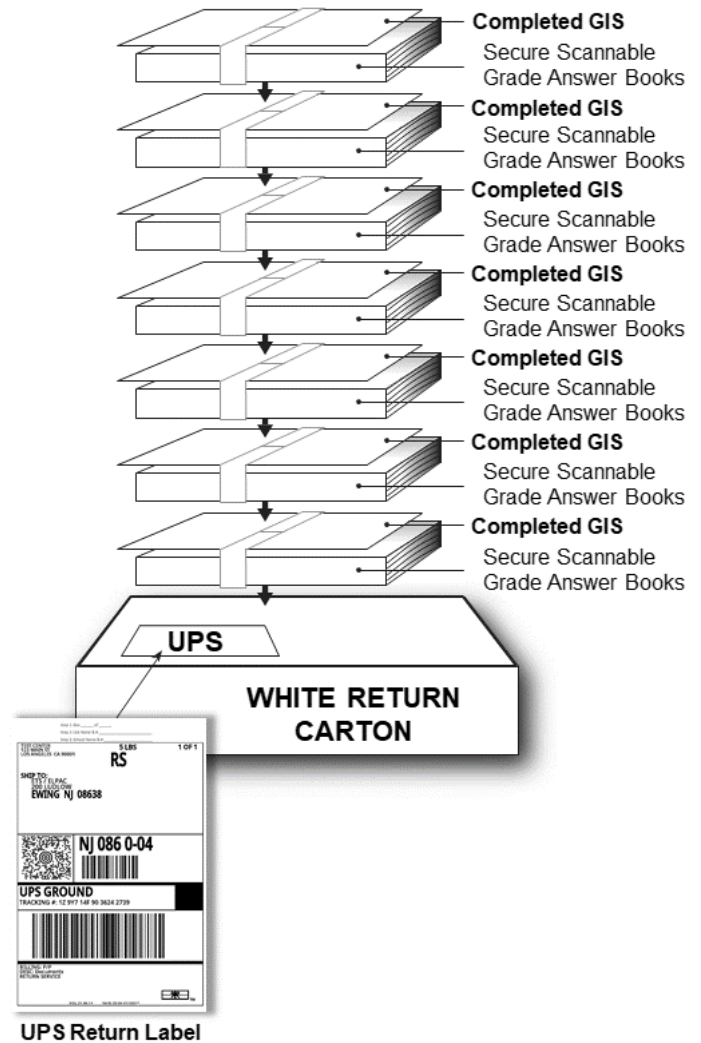
Important: Do not return secure, nonscannable test materials with the Answer Books. Detailed instructions for the nonscannable test materials will be provided by the LEA at the end of the testing window. Include a completed GIS for each grade level.

LEA ELPAC Coordinator Instructions

How to Return Test Materials to ETS—UPS Shipment

Note the following about the process for returning Answer Books, and follow the numbered steps on this page.

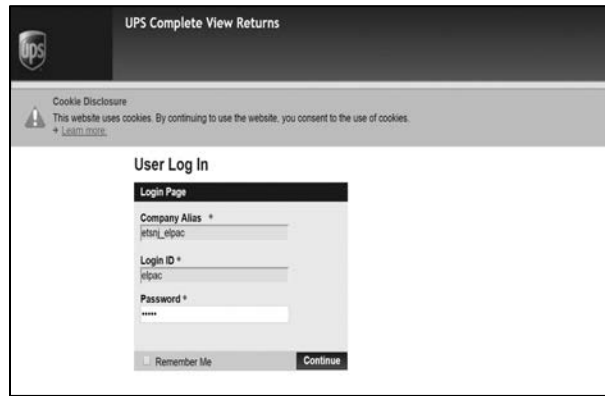
- If fewer than 30 white cartons of Answer Books are being returned, follow the directions on page 4 for how to create a UPS shipping label.
 - If more than 30 cartons of Answer Books and selected freight are being returned, refer to the freight instructions on page 7.
1. Call UPS at 800-742-5877 to schedule a pickup.
 2. **Do not** use any courier other than UPS.
 3. Follow the directions on page 4 for UPS shipping label creation. **Do not** photocopy UPS labels.
 4. Standard practice is to ensure all test materials are packed in white cartons by school. An LEA may combine test materials from schools in a single carton, however, as long as the Answer Books are properly sorted and banded by school and grade level, with the correct GIS on top of each grade level.
 - a. Refer to the diagram on this page for guidance.
 - b. Complete the Carton and GIS Request Form at <https://bit.ly/ETScarton> if the LEA needs to request additional white cartons or GIS.



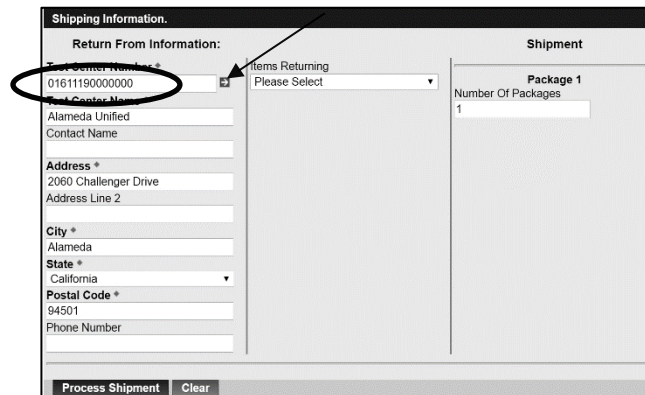
LEA ELPAC Coordinator Instructions

How to Create UPS Shipping Labels

1. Open a web browser window on the computer and type <https://row.ups.com> in the address bar.
2. Enter **etsnj_elpac** in the *Company Alias* field.
3. Enter **elpac** in the *Login ID* field. (Note: This field is case sensitive.)
4. Enter **elpac** in the *Password* field. (Note: This field is case sensitive.)
5. Select the [**Continue**] button.



6. Once on the *Shipping Information* screen, enter the LEA's county/district/school (CDS) code in the *Test Center Number* field and select the [**Search**] blue-arrow [🔍] icon to the right of the field. The LEA's address information will populate the other fields. Review the address information for the LEA. If the CDS code is not found or there are issues with the address, please contact the LEA's assigned Success Agent for assistance. Use the tool on the Success Agent Lookup web page at <https://ca-toms-help.ets.org/contact/lea-success-agents/> to identify the LEA's assigned Success Agent.



LEA ELPAC Coordinator Instructions

How to Create UPS Shipping Labels (continued)

7. Select the type of item that is being returned from the *Items Returning* drop-down list in the center column:
 - a. Select the *Scoreable* option if returning used scannable Answer Books to be scored.
 - b. Select the *Non-Scoreable* option if returning unused nonscannable test materials to be destroyed.

Note: It is important to make the correct *Items Returning* selection, as the scorable and nonscorable materials are returned to different locations. Choosing incorrectly may delay the processing of Answer Books for score reporting.

The screenshot shows a web form titled "Shipping Information." It is divided into two main sections: "Return From Information:" and "Shipment".

- Return From Information:** Includes fields for Test Center Number (01611190000000), Test Center Name (Alameda Unified), Contact Name, Address (2060 Challenger Drive), City (Alameda), State (California), Postal Code (94501), and Phone Number.
- Items Returning:** A dropdown menu is open, showing options: "Please Select", "Non-Scoreable", and "Scoreable". "Scoreable" is selected.
- Shipment:** Includes a section for "Package 1" with a "Number Of Packages" field containing the value "1".

8. If the LEA has multiple cartons, the total number of cartons can be entered in the *Number Of Packages* field. This will allow unique shipping labels to be printed for each carton available. If only one carton is being returned, please select 1 in this field to generate a single return label.

Note: For multiple carton returns, **do not** copy one label for use on all of the cartons. This will interfere with UPS' ability to move the cartons within its network and will ultimately delay the shipments. Unique shipping labels **must** be created for each carton.

This screenshot is similar to the previous one, but with two additional annotations:

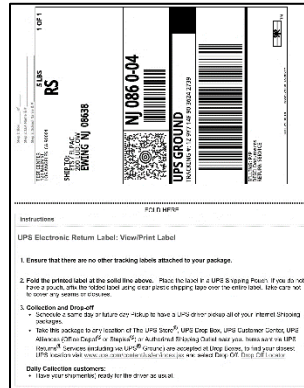
- The "Number Of Packages" field in the "Shipment" section, which contains the value "1", is circled in black.
- The "Process Shipment" button at the bottom left of the form is also circled in black.

9. Select the [**Process Shipment**] button at the bottom-left corner of the screen.

LEA ELPAC Coordinator Instructions

How to Create UPS Shipping Labels (continued)

10. The UPS label will appear on the next screen. Choose the local printer and select the **[Print]** button.



11. Complete the following three steps on the top of the UPS label.
- Step 1.** Write on the label which box this is in the count (i.e., “Box 1 of 3,” “Box 2 of 3”).
 - Step 2.** Optional: Write in the LEA name and LEA code.
 - Step 3.** Optional if more than one: Write in the school name and school code.
12. Affix one UPS label to each white return carton.

If there are any questions, please contact the LEA’s assigned Success Agent for assistance.

LEA ELPAC Coordinator Instructions

How to Return Test Materials to ETS—Freight Shipment

- If freight shipment was selected when the materials order was placed in the Test Operations Management System (TOMS) and more than 30 cartons of Answer Books are being returned, use the white return cartons for the freight return of Answer Books.
- If freight shipment was selected when the materials order was placed in TOMS and fewer than 30 cartons of test materials are being returned, use the white return cartons to return the test materials—however, it is important to follow the UPS process beginning on page 3.
- If freight shipment was not selected when the materials order was placed and more than 30 white cartons of Answer Books are being returned, download and print UPS labels and affix one to each of the white return cartons. Refer to page 4 for directions on printing UPS labels.
- Once the boxes are packed, follow these instructions:
 1. Ensure that all Answer Books are loaded onto pallets securely. When possible, load a school's entire shipment on a single pallet.
 2. Once all Answer Books for all schools in the LEA have been completed (i.e., received and palletized), contact **the LEA's assigned Success Agent** to schedule a freight shipment. The following information must be communicated to schedule the shipment:
 - a. Pickup location (LEA address)
 - b. Total carton count
 - c. Total pallet count
 - d. Requested pickup date and time
 - e. LEA contact name and number
 - f. LEA email address
 3. Once the shipment is scheduled, a copy of the freight bill of lading (B/L) will be emailed with the details of the shipment. The B/L should contain the following information regarding the shipment:
 - a. Ship-from information (the LEA)
 - b. Ship-to information (ETS, New Jersey)
 - c. Number of pallets
 - d. Total number of cartons
 - e. Weight of the shipment (should be preprinted)
 - f. B/L or tracking number (for tracking purposes)
 4. Print two copies of the email:
 - a. A personal copy
 - b. A freight carrier copy
 5. Verify the information in step 3 to confirm that the records are accurate based on the counts of the cartons and pallets. If there is a discrepancy, notify **the LEA's assigned Success Agent** as soon as possible.

If there are any questions, please contact the LEA's assigned Success Agent for assistance.

LEA ELPAC Coordinator Instructions

Secure, Nonscannable Test Materials Destruction

Secure, nonscannable test materials need to remain on site with the site ELPAC coordinator until the end of the testing window. At the end of the window, all secure, nonscannable test materials must be returned by the site ELPAC coordinators to the LEA ELPAC coordinator as directed.

These nonscannable test materials must be destroyed by either the LEA or ETS, as described next.

LEAs have the option to do one of the following:

1. Securely destroy test materials locally.
 - a. In the spring, LEAs will receive an email providing more detailed instructions for documenting the destruction of the test materials. These instructions will also be posted on the ELPAC website.
2. Return secure, nonscannable test materials to ETS for secure destruction.
 - a. If returning the materials to ETS for destruction, follow the instructions on page 4 for UPS shipping label creation and affix the UPS label(s) to the original **brown** cartons in which the materials arrived.
 - b. If more than 30 brown cartons of secure, nonscannable test materials are being returned to ETS to be destroyed, follow the freight instructions on page 7.

Securely destroy the following:

- Unused Answer Books (for kindergarten through grade two)
- Voided Answer Books
- Large-print Test Books and Answer Books
- Student rosters
- Unused pre-identification labels
- Printed *Directions for Administration*