
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Friday, March 16, 2018 2:22 PM
To:
Subject: ELPAC Communications Update--Summative ELPAC Post-Administration Test Material Return



Dear LEA ELPAC Coordinator:

Summative ELPAC Post Administration Test Materials Return

We need your assistance! In order to reach the required volumes (5,000 Answer Books per grade/grade span) to perform quality control processes for scoring and reporting, we are encouraging all local educational agencies (LEAs) to return any completed scannable test materials as early as possible. Waiting to submit test materials until all LEA testing is complete is **not** necessary. LEAs that have already administered the assessment and are preparing to return materials can request a pickup by **Thursday, March 22, 2018**, so test materials can be picked up by **Friday, March 23, 2018**.

Quality control procedures are implemented for the English Language Proficiency Assessments for California (ELPAC) to verify that the scoring processes, scores, student score reports, report labels, and data files produced are correct. It is our goal to provide LEAs with accurate data and reports that contribute to the best possible decisions for students' education. To perform these critical checks, ETS needs answer documents to be returned for scoring from kindergarten and grades one through twelve, across many LEAs, and from varying demographics.

What happens during the quality control process?

1. The ETS ELPAC Project team collects a sample of test scores that represent the State of California.
2. ETS staff perform statistical analysis of scores is performed for accuracy of score keys.
3. ETS staff validate ELPAC score reports and data files for accuracy.
4. The ETS ELPAC Project team approves the quality of the data and presents a sample to the California Department of Education (CDE) for approval.
5. The CDE approves the data as meeting required specifications.

6. ETS generates Student Score Report (SSR) data files and PDFs are generated and posts to the Test Operation Management System.
7. ETS prints, packages, and ships the SSRs to LEAs for distribution.

If you have questions or concerns about returning Summative ELPAC materials, please contact the ELPAC Customer Support Center by phone at 844-782-2714 or by e-mail at ELPAC@ets.org.

Thank you for your attention to this important matter.

Sincerely,

ELPAC Project Team
Educational Testing Service