



ELPAC

English Language Proficiency Assessments for California

2020–2021 INITIAL ELPAC

Rotating Score Validation Process

USER INSTRUCTIONS FOR TEST MATERIALS HANDLING AFTER TESTING

Important: These instructions are specifically for local educational agencies (LEAs) identified by the California Department of Education (CDE) as part of the group required to send scannable Answer Books to Educational Testing Service (ETS) for the Rotating Score Validation Process (RSVP).

Review these return instructions carefully. The instructions for the Initial English Language Proficiency Assessments for California (ELPAC) are different from the Summative ELPAC instructions.

The Initial ELPAC test materials are secure and must be treated as such. Initial ELPAC scannable Answer Books that are used for student testing must be returned to ETS by the LEA ELPAC coordinator for scoring in accordance with the schedule in the next section.

LEAs selected to participate in the RSVP should return only ELPAC scannable Answer Books that were ordered and received at the beginning of the 2020–2021 testing window. Answer Books received from previous administrations will not be processed.

It is recommended that the LEA hold the Answer Books for approximately one month after testing is completed and scored locally, and scores have been reported to parents/guardians. This one-month period allows parents/guardians an opportunity to review the Initial ELPAC results prior to the LEA returning the test materials to ETS. After the month has passed, the LEA should securely pack the scannable test materials and prepare them for shipping to ETS.

Unused Initial ELPAC test materials **are not** returned to ETS. Instead, they must be stored securely on-site for future testing until the end of the testing window.

Schedule for Scannable Test Materials Return

As part of the 10 percent of LEAs annually identified by the CDE to participate in the RSVP, scannable Initial ELPAC test materials administered by the LEA between July 2020 and October 2020 are to be returned to ETS. What follows is the schedule for returning test materials to ETS:

Initial ELPAC Administration Date	LEA Pickup Schedule
July 1 through September 18, 2020	October 26, 2020
September 21 through October 16, 2020	November 20, 2020
October 19 through October 30, 2020	December 14, 2020

Note: December 14, 2020, is the **final day** to request a pickup of testing materials for scoring to ETS. Test materials for students tested after October 30, 2020, do not need to be returned to ETS.

Procedures

LEA ELPAC Coordinator

- ETS will send precoded Group Identification Sheets (GISs) and a set of pre-identification (Pre-ID) labels to the LEA ELPAC coordinator approximately one month after score reports have been generated in the Test Operations Management System. Pre-ID labels will be generated between October and November 2020.
- The LEA ELPAC coordinator must send the precoded GISs to appropriate site ELPAC coordinators.
- Pre-ID labels may be sent, at the LEA ELPAC coordinator's discretion, to the appropriate site ELPAC coordinators. The LEA ELPAC coordinator must ensure that all Pre-ID labels are properly affixed to the corresponding student Answer Books according to the instructions provided with the Pre-ID labels.
- The LEA ELPAC coordinator should create a schedule of when test materials are to be returned to the LEA in preparation for shipping to ETS.
- The LEA ELPAC coordinator should return only Answer Books with Pre-ID labels to ETS, once per month, according to the test materials return schedule.
- To serve as a reference for both the LEA and ETS as to what is being returned in each shipment, an LEA ELPAC coordinator has the option to download and complete the ELPAC School Group List. Take the following steps to download this Microsoft Word form:
 1. Go to the ELPAC website.
 2. Select the [**Test Administration**] tab and then *Forms* from the drop-down list.
 3. Scroll down the ELPAC Forms web page to the "General Forms" section.
 4. Select the "ELPAC School Group List" to download this form.
- Should sites require additional white return cartons, the LEA ELPAC coordinator can contact the California Technical Assistance Center (CaTAC) to request these. Materials must be returned in **only the white return cartons** provided by ETS.

Site ELPAC Coordinator

- The site ELPAC coordinator must return secure, scannable Answer Books to the LEA ELPAC coordinator for only those students who test during the period of July 1 through October 30, 2020.
- The site ELPAC coordinator will receive precoded GISs for tallying the total number of Answer Books to be submitted by grade each month.
- If the site ELPAC coordinator receives Pre-ID labels for those students who tested the month prior, those should be affixed to the Answer Books according to the instructions provided with the Pre-ID labels. This should occur between October and November to align with the dates noted in the "Schedule for Scannable Test Materials Return" section on the previous page.
- The site ELPAC coordinator should pack the secure, scannable Answer Books and ensure they are delivered to the LEA ELPAC coordinator in accordance with the packing instructions that follow, coordinating with the LEA ELPAC coordinator as to when to return the site's test materials.
- The site ELPAC coordinator will return test materials in the provided white return cartons. The site ELPAC coordinator should contact the LEA ELPAC coordinator for additional white cartons if needed.
- **Unused test materials DO NOT need to be returned to the LEA ELPAC coordinator.** The site ELPAC coordinator should store these securely on-site to be used for future testing. However, at the end of the year, the site ELPAC coordinator should return all unused test materials to the LEA ELPAC coordinator.
- The site ELPAC coordinator should follow the directions provided by the LEA ELPAC coordinator for secure destruction of used test materials from administrations that occur from November 1, 2020, through June 30, 2021.

Packing ELPAC Test Materials

Items needed:

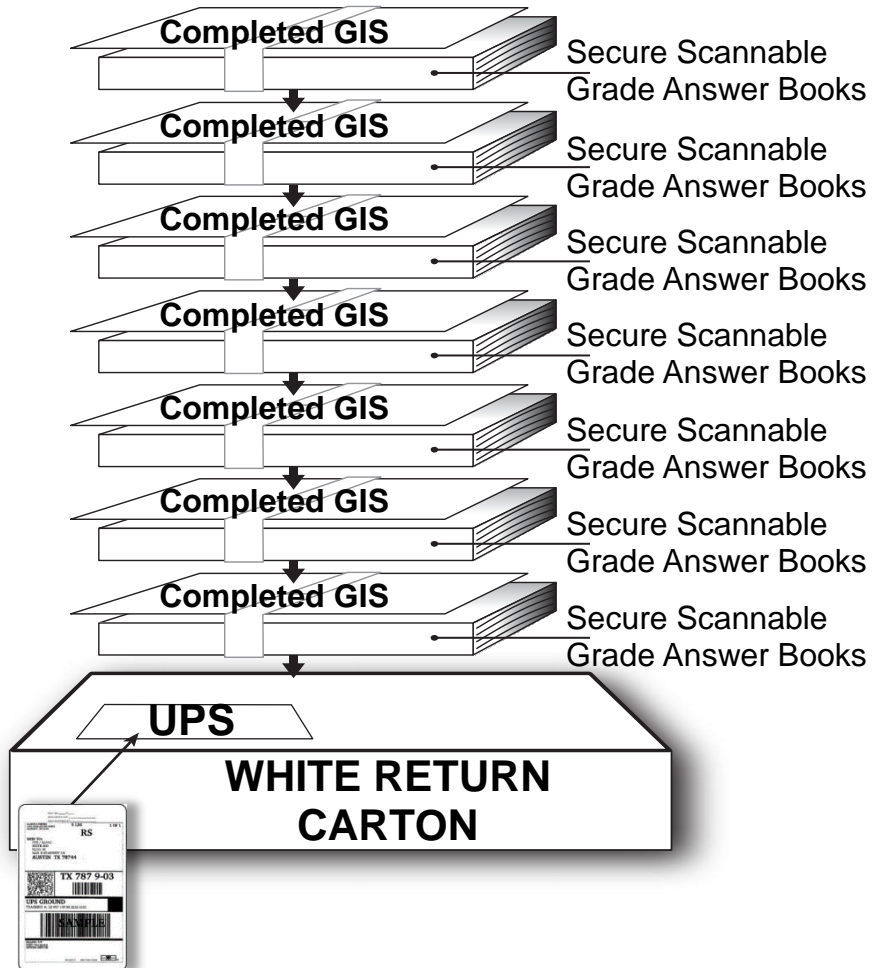
- White return carton(s) included in the shipment
- Precoded GISs provided by the LEA ELPAC coordinator
- Packing tape included in the LEA ELPAC Coordinator Kit and the Site ELPAC Coordinator Kit
- Paper bands included in the Site ELPAC Coordinator Kit
- United Parcel Service (UPS) labels (Follow the ordering instructions that start on page 4. Place labels on the boxes as shown in the diagram on the following page.)

Return Instructions

Site ELPAC Coordinators

Shipping Test Materials to the LEA (Secure, Scannable)

1. Assemble the provided white carton(s) with the provided tape. Use the provided white return carton(s) for packing all secure, scannable Answer Books.
2. Sort the secure, scannable Answer Books by grade. Use one GIS for each grade being returned and one paper band for each grade.
3. After sorting the Answer Books by grade, place a completed GIS on top of each grade.
4. Band and place the sorted secure, scannable Answer Books and completed GIS for each grade in the provided white return carton, filling it to capacity (refer to the diagram).
5. Securely tape the top and bottom seams of the white return carton(s) at least two times with the provided tape.



UPS Return Label

IMPORTANT

**Include a completed GIS for each banded grade.
Do not return SECURE, NONSCANNABLE test materials.**

Shipping Test Materials to ETS (Secure, Scannable)

LEA ELPAC Coordinators

General Instructions

- LEA ELPAC coordinators with shipments containing **fewer than 30 white return cartons** of Answer Books must be returned via the UPS instructions that start on page 5.
 - LEA ELPAC coordinators with shipments containing **more than 30 white return cartons** of Answer Books where freight was selected should contact CalTAC at 800-955-2954 for freight instructions.
1. Call UPS at 800-742-5877 to schedule a pickup.
 2. **Do not** use any courier other than UPS.
 3. Follow the directions that start on page 5 for UPS shipping label creation. **Do not** photocopy UPS labels.
 4. Standard practice is to ensure that all test materials are packed in white return cartons by school. However, an LEA may combine test materials from schools in a single white return carton, as long as the Answer Books are properly sorted and banded by school and grade, with the correct GIS on top of each grade (refer to the diagram on page 3).

How to Create UPS Shipping Labels

1. Open a device's web browser window and then type <https://row.ups.com/> in the address bar.
2. Enter **etsnj_elpac** in the *Company Alias* field.
1. Enter **elpac** in the *Login ID* field. (Case sensitive)
2. Enter **elpac** in the *Password* field. (Case sensitive)
3. Select the [**Continue**] button.

The screenshot shows the 'UPS Complete View Returns' login page. At the top, there is a 'Cookie Disclosure' message. Below that is the 'User Log In' section, which includes a 'Login Page' header and three input fields: 'Company Alias *' (containing 'etsnj_elpac'), 'Login ID *' (containing 'elpac'), and 'Password *' (masked with '****'). There is also a 'Remember Me' checkbox and a 'Continue' button.

4. After the *Shipping Information* screen opens, enter the LEA's county/district/school (CDS) code in the *Test Center Number* field and then select the [**Search**] blue-arrow [🔍] icon to the right of the field. The LEA address information will populate the other fields.
5. Review the address information for the LEA. If the LEA's CDS code is not found or there are issues with the address, please contact CalTAC at 800-955-2954 for assistance.

The screenshot shows the 'Shipping Information' screen. It has a header with 'Shipping Information.' and 'Select your preferred Language.'. The main content is divided into two columns: 'Return From Information' and 'Shipment'.
 Under 'Return From Information':
 - Test Center Number *: 01611190000000
 - Test Center Name *: Alameda Unified School District
 - Contact Name: Laura Lino
 - Address *: Alameda Unified School District
 - Address Line 2: 2060 Challenger Drive
 - City *: Alameda
 - State *: California
 - Postal Code *: 94501
 - Phone Number: [empty field]
 Under 'Shipment':
 - Items Returning: Please Select (dropdown menu)
 - Package 1 Number Of Packages: 1
 At the bottom, there are two buttons: 'Process Shipment' and 'Clear'.

6. Select the **IAOP Scorable** option from the **Items Returning** drop-down list in the center column to return used, scannable Answer Books to be scored.

The screenshot shows a web form titled "Shipping Information." with a sub-header "Select your preferred Language." The form is divided into two main sections: "Return From Information:" and "Shipment".

Return From Information:

- Test Center Number *: 01611190000000
- Test Center Name *: Alameda Unified School District
- Contact Name: Laura Lino
- Address *: Alameda Unified School District
- Address Line 2: 2060 Challenger Drive
- City *: Alameda
- State *: California
- Postal Code *: 94501
- Phone Number: (empty)

Items Returning:

A dropdown menu is open, showing the following options: "Please Select", "IAOP Non-Scoreable", "IAOP Scorable" (highlighted with a black arrow), "SOAP - Non-Scoreable", and "SOAP - Scoreable".

Shipment:

- Package 1
- Number Of Packages: 1

At the bottom of the form, there are two buttons: "Process Shipment" and "Clear".

7. If the LEA has multiple white cartons, enter the total white return cartons count in the *Number Of Packages* field. This will print unique shipping labels for each white return carton available. If the LEA has only one white carton to return, select 1 in this field to generate a single return label.

Note: For multi-carton returns, please **do not** copy one label and use it for all white return cartons. This will interfere with UPS' ability to move the white return cartons within its network and will ultimately delay the shipments.

8. Select the **[Process Shipment]** button in the bottom-left corner of the screen.

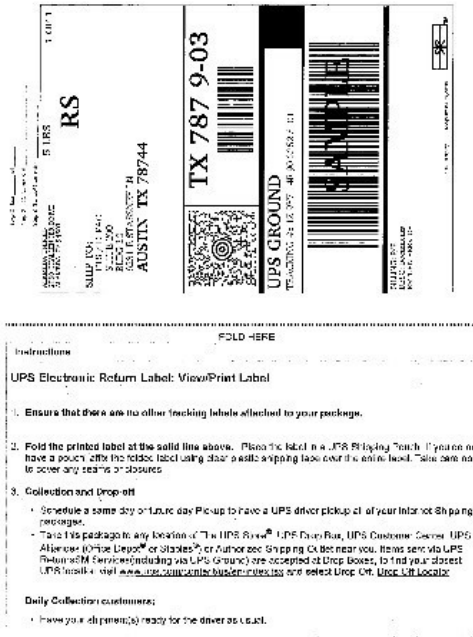
This screenshot is similar to the previous one, but with two specific elements circled in black:

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

The "Items Returning" dropdown menu is now set to "Scoreable".

How to Create UPS Shipping Labels

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



10. Complete all 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,” etc.
- Step 2.** Write in the LEA name and LEA code. (Optional)
- Step 3.** Write in the school name and school code. (Optional if more than one)
11. Affix all UPS labels to the white return cartons.

Secure Destruction of Used Test Materials

Pursuant to *California Code of Regulations*, Title 5, Division 1, Chapter 11, Subchapter 7.6, Article 5, Section 11518.50, the ELPAC Test Security Agreement and the ELPAC Test Security Affidavit require LEA ELPAC coordinators, site ELPAC coordinators, and all persons who come in contact with ELPAC test materials to take all necessary precautions to safeguard all tests and test materials. At the end of each school year, LEAs are required to ensure that all used Initial ELPAC test materials are securely destroyed locally.

At the end of each Initial ELPAC administration year, LEA ELPAC coordinators must arrange for the secure destruction of the used Initial ELPAC materials **and** indicate the LEA's method of destruction by completing an online certification form that will be made available to LEA ELPAC coordinators via email communication close to the end of the administration window.

Note: Questions about returning Initial ELPAC test materials should be directed to CalTAC at 800-955-2954.