



# ELPAC

## English Language Proficiency Assessments for California

### ELPAC and Alternate ELPAC SECURE DESTRUCTION AND RETURN INSTRUCTIONS

The English Language Proficiency Assessments for California (ELPAC) and Alternate ELPAC test materials used for the 2021–2022 test administration will need to be either securely destroyed locally by the local educational agency (LEA) or returned to ETS for destruction on or before July 15, 2022.

#### Initial ELPAC Test Materials List

- Used Form 1 kindergarten through grade two (K–2) Writing Answer Books
- Printed *Directions for Administration (DFAs)*
- Student rosters
- Unused pre-identification labels
- Paper–pencil test materials (Edition 1)
  - Used *Examiner’s Manuals*
  - Used Test Books (grades three through twelve)
  - Used kindergarten through grade twelve (K–12) Answer Books

#### Summative ELPAC Test Materials List

- Unused K–2 Writing Answer Books (Forms 1–6)
- Voided K–2 Writing Answer Books (Forms 1–6)
- Unused student pre-identification labels
- Student rosters
- Printed *DFAs*
- Paper–pencil test materials (Edition 1)
  - Used K–12 all domain Answer Books
  - Used Test Books (grade three through grade twelve)
  - Used Examiner’s Manuals

#### Alternate ELPAC Test Materials List

- Student rosters
- Printed *DFAs*
- Picture cards
- Test Item Preview (TIP) booklets

LEAs have the option to do one of the following:

1. Securely destroy the test materials locally
  - a. Provide confirmation of local destruction of all ELPAC and Alternate ELPAC test materials by completing the [2021–22 ELPAC Materials Return or Destruction Certification](#) form **no later than Friday, July 15, 2022.**

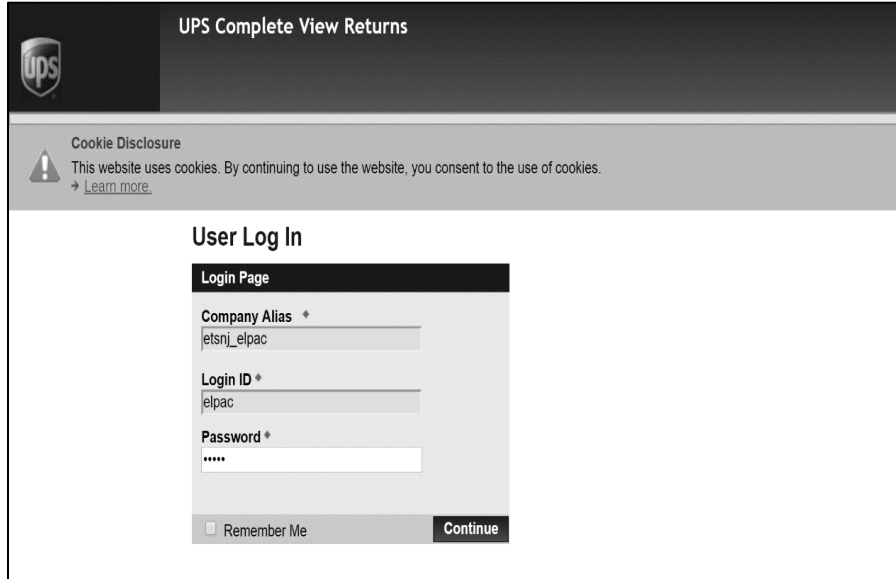
or

2. Return secure test materials to ETS for secure destruction via United Parcel Service (UPS)
  - a. Call UPS at 800-742-5877 to schedule a pickup.
  - b. **Do not** use any courier other than UPS.
  - c. Follow the directions for UPS shipping label creation. **Do not** photocopy UPS labels.

# 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 (case sensitive).
4. Enter **elpac** in the *Password* field (case sensitive).
5. Select the **[Continue]** button.



UPS Complete View Returns

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### User Log In

Login Page

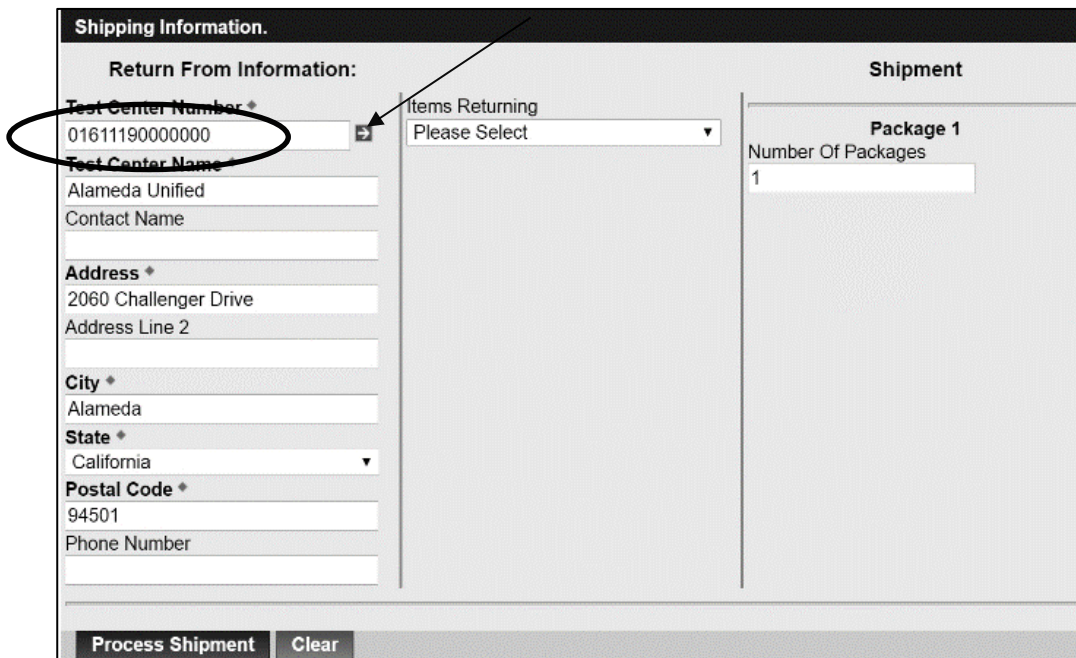
Company Alias \*  
etsnj\_elpac

Login ID \*  
elpac

Password \*  
.....

Remember Me **Continue**

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 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 assigned [LEA Success Agent](#) for assistance.



Shipping Information.

Return From Information:

Test Center Number \*  
01611190000000 🔍

Test Center Name \*  
Alameda Unified

Contact Name

Address \*  
2060 Challenger Drive  
Address Line 2

City \*  
Alameda

State \*  
California ▼

Postal Code \*  
94501

Phone Number

Items Returning  
Please Select ▼

Shipment

Package 1  
Number Of Packages  
1

**Process Shipment** **Clear**

## 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 *Non-Scoreable* option for returning test materials to be destroyed.

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

**Return From Information:**

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

**Items Returning:** A dropdown menu is open, showing options: "Please Select", "Non-Scoreable", and "Scoreable". "Non-Scoreable" is selected.

**Shipment:**

- Package 1: Number Of Packages: 1

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

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

This screenshot is similar to the previous one but shows the "Items Returning" dropdown menu with "IAOP Non-Scoreable" selected. The "Number Of Packages" field in the "Shipment" section is circled and contains the number "1". At the bottom of the form, the "Process Shipment" button is also circled.

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.

SHIP TO: 5 LBS  
RS  
SHIP FROM: 5 LBS  
TX 787 9-03  
UPS GROUND  
FOLD HERE

Instructions

UPS Electronic Return Label: View/Print Label

1. Ensure that there are no other tracking labels attached to your package.
2. Fold the printed label at the solid line above. Place the label in a USPS Priority Mailbox if you do not have a pouch with the label using clear packing tape over the adhesive. Make sure not to cover any seams or closures.
3. Collection and Drop-off
  - Schedule a same day or future day Pick-up to have a UPS driver pickup all of your Internet Shipping packages.
  - Take this package to any location of The UPS Store, UPS Drop Box, UPS Customer Center, UPS Access Point (Store, Depot, or Station), or Authorized Shipping Outlet near you. Items sent via UPS Return-to-M services (including via UPS Ground) are accepted at Drop Boxes. To find your closest UPS store, visit [www.ups.com/store-locator](http://www.ups.com/store-locator) and select Drop Off, Drop Off Local.

Daily Collection customers:

- Have your shipment(s) ready for the driver as usual.

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 the UPS labels to the return boxes.