2020–21 ELPAC Data Entry Interface
User Guide for Computer-based Assessment

- Initial ELPAC
- Summative ELPAC
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Figure 28. Test Submission Record screen for a completed Writing assessment
### Acronyms and Initialisms Used in the ELPAC Data Entry Interface User Guide

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBA</td>
<td>computer-based assessment</td>
</tr>
<tr>
<td>DEI</td>
<td>Data Entry Interface</td>
</tr>
<tr>
<td>DFA</td>
<td>Directions for Administration</td>
</tr>
<tr>
<td>ELPAC</td>
<td>English Language Proficiency Assessments for California</td>
</tr>
<tr>
<td>ETS</td>
<td>Educational Testing Service</td>
</tr>
<tr>
<td>LEA</td>
<td>local educational agency</td>
</tr>
<tr>
<td>PPT</td>
<td>paper–pencil test</td>
</tr>
<tr>
<td>SSID</td>
<td>Statewide Student Identifier</td>
</tr>
<tr>
<td>STAIRS</td>
<td>Security and Test Administration Incident Reporting System</td>
</tr>
<tr>
<td>TDS</td>
<td>Test Delivery System</td>
</tr>
<tr>
<td>THSS</td>
<td>Teacher Hand Scoring System</td>
</tr>
<tr>
<td>TOMS</td>
<td>Test Operations Management System</td>
</tr>
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</table>
1. Introduction

This manual provides instructions for English Language Proficiency Assessments for California (ELPAC) test examiners or designated staff to use when entering scores or student responses into the Data Entry Interface (DEI).

1.1. Initial ELPAC

Computer-based Initial ELPAC

The test examiner–generated scores of the computer-based Initial ELPAC Speaking and kindergarten through grade two Writing domains may be entered directly into the DEI during the administration of the Speaking and Writing domains or they may be entered on the student score sheet—the back page of the Directions for Administration (DFA) and the inside back cover of the Writing Answer Book—and then transferred into the DEI after the administration.

Table 1 indicates when the DEI is required for the computer-based Initial ELPAC.

<table>
<thead>
<tr>
<th>Grade Levels</th>
<th>Test Delivery</th>
<th>Domain</th>
<th>DEI Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>K–2</td>
<td>CBA</td>
<td>Listening and Reading</td>
<td>No, the test examiner will select the student’s responses in the Test Delivery System (TDS).</td>
</tr>
<tr>
<td>K–2</td>
<td>CBA</td>
<td>Speaking</td>
<td>Yes, the test examiner will enter scores in the DEI during or after the administration of the Speaking domain in the TDS.</td>
</tr>
<tr>
<td>K–2</td>
<td>CBA</td>
<td>Writing</td>
<td>Yes, the test examiner will enter scores in the DEI after the Writing Answer Books have been locally scored.</td>
</tr>
<tr>
<td>3–12</td>
<td>CBA</td>
<td>Listening and Reading</td>
<td>No, students will enter their answers in the TDS.</td>
</tr>
<tr>
<td>3–12</td>
<td>CBA</td>
<td>Speaking</td>
<td>Yes, the test examiner will enter scores in the DEI during or after the administration of the Speaking domain in the TDS.</td>
</tr>
<tr>
<td>3–12</td>
<td>CBA</td>
<td>Writing</td>
<td>No, the test examiner will enter scores in the Teacher Hand Scoring System (THSS) after students have completed the Writing domain in the TDS.</td>
</tr>
</tbody>
</table>
1.2. Summative ELPAC

Computer-based Summative ELPAC

The test examiner-generated scores of the computer-based ELPAC Speaking domain may be entered directly into the DEI during the administration of the Speaking domain or they may be entered on the student score sheet—the back page of the DFA—and then transferred into the DEI as soon as possible after the administration.

Table 2 indicates when the DEI is required for the computer-based Summative ELPAC.

<table>
<thead>
<tr>
<th>Grade Levels</th>
<th>Test Delivery</th>
<th>Domain</th>
<th>DEI Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>K–2</td>
<td>CBA</td>
<td>Listening and Reading</td>
<td>No, the test examiner will select the student’s responses in the TDS.</td>
</tr>
<tr>
<td>K–2</td>
<td>CBA</td>
<td>Speaking</td>
<td>Yes, the test examiner will enter scores in the DEI during or after the administration of the Speaking domain in the TDS.</td>
</tr>
<tr>
<td>K–2</td>
<td>CBA</td>
<td>Writing</td>
<td>No, the LEA will send the completed Writing Answer Book to ETS for scoring.</td>
</tr>
<tr>
<td>3–12</td>
<td>CBA</td>
<td>Listening, Reading, and Writing</td>
<td>No, students will enter their answers in the TDS.</td>
</tr>
<tr>
<td>3–12</td>
<td>CBA</td>
<td>Speaking</td>
<td>Yes, the test examiner will enter scores in the DEI during or after the administration of the Speaking domain in the TDS.</td>
</tr>
</tbody>
</table>

1.3. General Test Rules and Navigation

► Questions are reviewable before submitting the test.

► Selected responses for questions can only be changed if the test has not been submitted for scoring.

► A response or score entry may be left blank for any of the tests that must be entered into the DEI. If any of the responses or scores have been skipped—indicated by a red triangle on the Data Entry Summary screen—return to those items and verify whether the item was intentionally skipped by the student. If not, enter the missing information before the test is submitted.
If an item response was skipped unintentionally and the test was mistakenly submitted for scoring, the local educational agency (LEA) ELPAC coordinator or site ELPAC coordinator should file a Security and Test Administration Incident Reporting System case to reopen the test in the DEI so the responses can be entered. Refer to the Summative ELPAC Security Incidents and Appeals Procedure Guide or Initial ELPAC Security Incidents and Appeals Procedure Guide for steps on submitting this appeal.

If the [Mark as No Response] button is selected from the Context Menu, the answer choices are grayed out and cannot be selected. By deselecting the [Mark as No Response] button, the answer choices will be available for selecting again.

All scores and responses must be entered before the end of the ELPAC testing window.

If a student moves to a different school, all scores and responses along with the student score sheet or test materials would need to be sent to the new school to enter in the DEI. The new school will be able to enter these scores and responses into the DEI, whereas the previous school will not.
2. Logging On to the DEI

1. Use an internet browser to go to ELPAC.org and select the button for [Data Entry Interface and Teacher Hand Scoring System] (refer to figure 1).

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Figure 1. ELPAC.org website with the [Data Entry Interface and Teacher Hand Scoring System] button
2. On the Scoring for the Computer-based ELPAC landing page, select the button for [Data Entry Interface (DEI)] (refer to figure 2).

![Scoring for the Computer-based ELPAC](image)

**Figure 2. Scoring for the Computer-based ELPAC landing page with the [Data Entry Interface (DEI)] button**
3. On the user Logon screen, enter the user's Test Operations Management System (TOMS) username, which is the user’s email address, and password and then select the [Secure Logon] button (refer to figure 3).

![Figure 3. DEI Logon screen](image)
4. When the Enter Student Information screen opens, enter the student’s first name in the Student First Name field and the student’s Statewide Student Identifier (SSID) in the SSID field (figure 4). Then, select the [Sign In] button.

Figure 4. Enter Student Information screen
5. Verify the student’s personal information on the *Is This the Student?* screen (refer to figure 5) and then select the [Next] button.

![Is This the Student? screen](image)

*Figure 5. Is This the Student? screen*
3. Entering Scores for the Computer-based Initial and Summative ELPAC Speaking Domain

1. Refer to the Logging on to the DEI section of this manual to log on to the DEI in preparation for entering scores. On the Available Tests screen, select the gray [Start Initial ELPAC Grades XX Speaking - Online Data Entry Interface] button for an Initial ELPAC student (refer to figure 6) or the [Start Summative ELPAC Grades XX Speaking - Online Data Entry Interface] button for a Summative ELPAC student (refer to figure 7).

2. The Instructions and Help screen, shown in figure 8, is the same as that used by a student taking assessments online.
   a. Select the [View Test Settings] button to review the test settings used by the student in the test delivery system and assigned in TOMS. Note that these cannot be changed in the DEI.
b. Select the [View Help Guide] button for an overview of the buttons the user will see in the DEI; these are the same buttons and tools a student sees in the test delivery system. The guide is available on all screens by selecting the [Help] question mark [?] button in the top-right corner of any screen.

![Instructions and Help screen](image)

Figure 8. *Instructions and Help* screen

3. Select the [Begin Data Entry] button to enter the scores for the Speaking domain or select [Return to Login] to exit.
4. If the Speaking domain was administered offline—that is, student scores were not entered directly into the DEI but were entered on the student score sheet from the DFA instead—the first item for scoring in the DEI will match the same first test question that was on the student score sheet (refer to figure 9 and figure 10).

Refer to step 8 for instructions on entering student scores directly into the DEI during the Speaking domain administration.

Figure 9. Initial ELPAC Speaking domain student score sheet

Figure 10. Summative ELPAC Speaking domain student score sheet
5. If the score is identified on the student score sheet, refer to the DEI screen and select the appropriate score ("Score 0," "Score 1," "Score 2," etc.) for that item (refer to figure 11).

Figure 11. DEI Score Entry screen—Speaking Domain, online data entry

6. After selecting the appropriate radio button for the score, select the [Next] button at the top left of the DEI screen (indicated in figure 11) to continue to the next question.

7. Continue selecting the appropriate scores as were marked on the student score sheet. If the student had not responded to any questions or answered any questions correctly up to the stopping marker during the administration, the test examiner may have stopped administering the Speaking domain before the end of the test. For the Initial ELPAC, the test examiner should select the [End Test] button at the top of the screen in the DEI at this point. For the Summative ELPAC, the test examiner should select the [Next] button at the top of the screen in the DEI, continue selecting [Next] until reaching the last question, and then select [End Test]. No more score entry is necessary at this point. Continue at step 12.

8. If the Speaking domain is being administered online—that is, student scores will be entered directly into the DEI during the administration—the first item for scoring in the DEI will match the same first test question that is on the student secure browser. Follow the instructions and scripts in the DFA for the grade- and form-specific ELPAC Speaking domain while administering the test.
9. After the student has provided a response to a question, refer to the DEI screen and select the appropriate score ("Score 0," "Score 1," "Score 2," etc.) for that item (refer to figure 12). The test examiner should refer to the rubrics provided in the DFA for scoring the student’s response.

![DEI Score Entry screen—Speaking Domain, online data entry](image)

**Figure 12. DEI Score Entry screen—Speaking Domain, online data entry**

10. After selecting the appropriate radio button, select the [Next] button at the top left of the DEI screen (indicated in figure 12) to continue to the next question. Remember to select the [Next] button on the student’s testing interface to advance the screen to the next question as well.

11. Continue following the instructions and scripts in the DFA through the rest of the ELPAC Speaking domain and marking the scores in the DEI. If the student has not responded to any questions or answered any questions correctly up to the stopping marker in the Speaking domain DFA, the test examiner may stop administering the Speaking domain. For the Initial ELPAC, the test examiner should select the [End Test] button at the top of the screen in the DEI and on the student’s interface. For the Summative ELPAC, the test examiner should select the [Next] button at the top of the screen in the DEI and on the student’s interface until the last question and then select [End Test]. No more score entry is necessary at this point.

12. When the user selects the [Next] button after entering a score for the last question in the Speaking domain, the Attention message will pop up to advise the user to select the [End Test] button (refer to figure 13). Select the [OK] button.

![Attention message box (finished entering responses)](image)

**Figure 13. Attention message box (finished entering responses)**
13. On the screen for the last question, select the [End Test] button (outlined in red) in the top left of the screen (refer to figure 14).

![Figure 14. [End Test] button—Speaking Domain, online data entry](image)

14. After selecting the [End Test] button, another Attention message will pop up to advise the user that the end of the test has been reached and to select [Yes] to continue to the next page or select [No] to keep working on the test (refer to figure 15). Select the [Yes] button if all scores have been entered.

![Figure 15. Attention message box (reached the end of the test)](image)
15. After selecting [Yes], the Data Entry Summary screen will show any questions that did not have a score assigned (refer to figure 16). Select a question number with the triangle icon to go back to that question to assign a score if a score was recorded on the student score sheet. Do not readminister or rerecord the response for any questions that did not have a score assigned. If all entries have been completed, select the [Submit Test] button.

![Data Entry Summary Screen](image)

Figure 16. Top of the Data Entry Summary screen—Speaking Domain, online data entry
After selecting the [Submit Test] button, a *Warning* message will ask the user to verify test submission (refer to figure 17). Select the [Yes] button if all score entries have been completed.

![Warning message box, Data Entry Summary screen for online data entry](image)

**Figure 17.** *Warning* message box, *Data Entry Summary* screen for online data entry
17. After the [Yes] button has been selected, the **Test Submission Record** screen will indicate that the test has been submitted (refer to **figure 18**).

![Test Submission Record](image)

**Figure 18.** Test Submission Record screen for a completed Speaking assessment

18. The user can then select one of the following buttons at the bottom of the screen:

- **[Log Out]** button—Exit the DEI.
- **[Enter Responses for a Different Test]** button—Enter responses for a different test (if there are more associated tests for the student).
- **[Enter Responses for a Different Student]** button—Return to the Logon screen to start the process over for a new student.

19. Securely destroy all student score sheets after scores have been entered in the DEI.
4. Entering Scores for the Computer-based Initial ELPAC Writing Domain for Grades K–2

1. Refer to the Logging on to the DEI section of this manual to log on to the DEI in preparation for entering scores. On the Available Tests screen, select the gray [Start Initial ELPAC Grades XX Writing - Online Data Entry Interface] button (refer to figure 19).

![Available Tests screen—Writing Domain, online data entry](image)

Figure 19. Available Tests screen—Writing Domain, online data entry

2. The Instructions and Help screen, shown in figure 20, is the same as that used by a student taking assessments online.

   a. Select the [View Test Settings] button to review the test settings used by the student in the test delivery system and assigned in TOMS. Note that these cannot be changed in the DEI.

   b. Select the [View Help Guide] button for an overview of the buttons the user will see in the DEI; these are the same buttons and tools a student sees in the test delivery system. The guide is available on all screens by selecting the [Help] question mark [?] button in the top-right corner of any screen.
3. Select the [Begin Data Entry] button to enter the scores from the Writing student score sheet or select [Return to Login] to exit.

4. The first item in the DEI will have the name of the task type of the first test question from the student secure browser of the ELPAC Writing domain. Follow the instructions and scripts in the DFA for the grade- and form-specific ELPAC Writing domain while administering the test.
5. After the Writing domain has been administered and scores have been entered on the student score sheet from the Answer Book, the first item for scoring in the DEI will match the same first test question that was on the student score sheet (refer to figure 21). The test examiner should refer to the rubrics provided in the DFA for scoring the student’s responses. If there are any blank or unmarked scores on the student score sheet, refer to the Answer Book to confirm whether all questions that were answered have been scored. If there are any discrepancies, defer score entry in the DEI until all responses have been scored.

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Figure 21. Writing domain student score sheet
Entering Scores for the Computer-based Initial ELPAC Writing Domain for Grades K–2

6. After the score is identified on the student score sheet, refer to the DEI screen and select the appropriate score (“Score 0,” “Score 1,” “Score 2,” etc.) for that item (refer to figure 22).

7. After selecting the appropriate radio button, select the [Next] button at the top left of the DEI screen (indicated in figure 22) to continue to the next question.

8. Continue entering scores in the DEI in this manner. If the student did not respond to any questions or answer any questions correctly up to the stopping marker in the Writing domain DFA, the test examiner may have stopped administering the Writing domain. During the administration, the test examiner should mark the student score sheet if the student was unable to continue after the stopping marker to indicate that testing was completed for this domain. During score entry in the DEI, select the [Next] button at the top of the screen in the DEI until the last question, and then select [End Test]. No more score entry is necessary at this point.

9. When the user selects the [Next] button after entering a score for the last question in the Writing domain, the Attention message will pop up to advise the user to select the [End Test] button (refer to figure 23). Select the [OK] button.

Figure 22. DEI Score Entry screen—Writing Domain, online data entry

Figure 23. Attention message box (finished entering responses)
10. On the screen for the last question, select the [End Test] button (outlined in red) in the top left of the screen (refer to figure 24).

![Figure 24. [End Test] button—Writing Domain, online data entry](image)

11. After selecting the [End Test] button, another Attention message will pop up to advise the user that the end of the test has been reached and to select [Yes] to continue to the next page or select [No] to keep working on the test (refer to figure 25). Select the [Yes] button if all score entries have been completed.

![Figure 25. Attention message box (reached the end of the test)](image)
12. After selecting [Yes], the Data Entry Summary screen will show any questions that did not have a score assigned (refer to figure 26). Select a question number with the triangle icon to go back to that question to assign a score if a score was recorded on the student score sheet. Do not readminister any questions that did not have a score assigned. If all scores have been entered, select the [Submit Test] button.

Figure 26. Top of the Data Entry Summary screen—Writing Domain, online data entry
13. After selecting the [Submit Test] button, a Warning message will ask the user to verify test submission (refer to figure 27). Select the [Yes] button if all score entries have been completed.

*Figure 27. Warning message box, Data Entry Summary screen for online data entry*
14. After the [Yes] button has been selected, the Test Submission Record screen will indicate that the test has been submitted (refer to figure 28).

15. The user can then select one of the following buttons at the bottom of the screen:
   - [Log Out] button—Exit the DEI.
   - [Enter Responses for a Different Test] button—Enter responses for a different test (if there are more associated tests for the student).
   - [Enter Responses for a Different Student] button—Return to the Logon screen to start the process over for a new student.

16. Securely destroy all student score sheets after scores have been entered in the DEI.
5. Correcting Scores or Responses Entered Incorrectly in the DEI

If a student’s score(s) or response(s) has been entered incorrectly and submitted in the DEI, the user will need to request to have the DEI for the test reopened or reset by entering an incident in the Security and Test Administration Incident Reporting System (STAIRS).

The LEA ELPAC coordinator or site ELPAC coordinator is responsible for entering incidents in STAIRS. The STAIRS incident form must be completed in TOMS and the testing issue, “An error was made entering information into the Data Entry Interface (by the test examiner) or the test delivery system (by the test examiner in the student interface) (Data Entry Issue),” should be selected. The LEA ELPAC coordinator or the site ELPAC coordinator can then choose between two options depending on the situation:

1. **Reopen the test in the DEI**, if only one or a few of the student’s scores or responses need to be corrected and resubmitted; or

2. **Reset the test in the DEI**, if all of the student’s scores or responses need to be reentered in the DEI. Please note, however, that this option will remove all of the previously entered scores or responses.

Once the test has been reset or reopened, the user can log on to the DEI and correct the score(s) or response(s) that were entered incorrectly and submit the test.

For the complete instructions for submitting an incident form in STAIRS, please refer to the *Summative ELPAC Security Incidents and Appeals Procedure Guide* or *Initial ELPAC Security Incidents and Appeals Procedure Guide*. 