English Language Proficiency Assessments for California

Initial ELPAC Test Administration Manual

2018–19

Important Dates

ELPAC Customer Support Center

Tel: 844-782-2714   **E-mail: ELPAC@ets.org**   **Fax: 855-448-3412**

Web Site: https://www.ELPAC.org/

Window / Deadline	Details
April 24–May 11, 2018	Primary Test Materials Order Window for standard test materials only
May 16–June 1, 2018	Test materials arrive in local educational agencies (LEAs)
June 1, 2018 through June 14, 2019	Supplemental Order Window for standard test materials and special test versions (braille and large print)
July 1, 2018 through June 30, 2019	Initial ELPAC Administration Window
July 2, 2018	Earliest delivery of large print and braille test materials in LEAs
July 9, 2018	Local Scoring Tool (LST) available in the Test Operations Management System (TOMS)

On April 24, 2018, primary test materials orders can be placed in TOMS. LEAs should place their orders as soon as possible, as ordering materials during this time ensures that test materials will be received prior to test administration. Once a primary order has been placed, LEAs must wait for the Supplemental Ordering Window to order additional test materials. *Note:* The Supplemental Ordering Window is for special test versions and small quantities of additional materials and should not be used to place an LEA's primary order.

Starting **June 1, 2018**, supplemental orders can be placed by LEAs online via TOMS or by calling the ELPAC Customer Support Center at 844-782-2714. This applies to both standard and special version test materials. Orders can be made from June 1, 2018 to June 14, 2019 and will be delivered 10–14 business days from the date they are placed. The earliest delivery of special test versions is July 2, 2018.

When placing your orders for the Initial ELPAC test materials, it is important to note that an additional 10 percent of materials is allocated as overage. In year one of the operational rollout, historical ELPAC counts won't be available, so totals from the prior year's California English Language Development Test administration will be compared to current Initial ELPAC orders. If the difference for any order is 10 percent greater than the order for the administration of the previous year, the system will display a warning message indicating that the quantity may be excessive. Although there will be no charge for excessive materials ordering, we ask LEAs to be cautious when placing test material orders, and use the prior year's information as guidance.

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Introduction

Welcome

This *Initial English Language Proficiency Assessments for California (ELPAC) Test Administration Manual* is designed to help you efficiently receive, organize, administer, score, and handle test materials after testing. The pages that follow provide general information about the Initial ELPAC, as well as a description of the responsibilities of the local educational agency (LEA) ELPAC Coordinators and Site ELPAC Coordinators, and the procedures that must be followed before, during, and after the administration. Read all the instructions presented in this manual and follow them carefully to ensure that the Initial ELPAC is administered properly.

ELPAC Web Site

A valuable resource for LEA ELPAC Coordinators and Site ELPAC Coordinators is the [ELPAC](https://www.ELPAC.org/) Web site. The ELPAC Web site is designed to be a centralized hub of information for LEA ELPAC Coordinators and Site ELPAC Coordinators.

The ELPAC Web site includes:

- ELPAC Customer Support Center and California Department of Education contact information

- Informational documents and resources

- Information for the Administration and Scoring Training workshops

- Online training presentations, tutorials, and archives

- ELPAC calendar of events and deadlines

Contact Information

ELPAC Customer Support Center

The ELPAC Customer Support Center is available to LEA ELPAC Coordinators for assistance with all questions related to the ELPAC administration. Contact information and hours of operation are:

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Monday through Friday, 7:30 a.m. to 5 p.m.
Telephone: 844-782-2714
Fax: 855-448-3412
E-mail: ELPAC@ets.org
Web Site: https://www.ELPAC.org/

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California Department of Education (CDE)

The CDE is available for assistance with questions related to ELPAC program policy requirements. The ELPAC program contact information at the CDE is:

English Language Proficiency and Spanish Assessments Office
ELPAC Program
Telephone: 916-319-0784
Fax: 916-319-0967
ELPAC E-mail: ELPAC@cde.ca.gov
ELPAC Web Site: https://www.cde.ca.gov/ta/tg/ep/

Test Operations Management System (TOMS)

TOMS is a secure Web site that permits ELPAC users to perform a number of tasks for the ELPAC program, including:

- Confirm or update the LEA shipping address and indicate if the LEA can receive pallet shipments

- Order test materials (including braille and large print forms), during scheduled ordering windows

- Add Site ELPAC Coordinators, Test Examiners, and new roles for the Initial ELPAC such as: Local Scoring Tool (LST) Data Entry staff and LST Correspondence Administrators

- Download the *TOMS System Guide for the ELPAC* and access Frequently Asked Questions

- Access the audio recordings to administer the Listening domain and Speaking—Summarize an Academic Presentation for grades three through twelve

- Access the LST for scoring and reporting of the Initial ELPAC

Reference materials available on the ELPAC.org Web site include:

- *TOMS System Guide for the ELPAC* for more detailed instructions on TOMS

- ELPAC Ordering Instructions Quick Start Guide for information about test materials ordering

- Frequently Asked Questions Web page to find answers to frequently asked questions,

- Local Scoring Tool (LST) Quick Start Guide Web document, which is posted to the Manuals and Instructions Web page for more information about using the LST

- LST Webcast, which is posted to the ELPAC Archived Webcasts Web page to view a recorded presentation about the LST which includes a demonstration of how to use the LST.

Note: For the best performance of TOMS, download the latest version of Internet Explorer, Firefox, Chrome, or Safari Web browser.

Who Must Take the Initial ELPAC?

All students whose primary language is not English, based on a home language survey, and who have not previously taken the California English Language Development Test must take the Initial ELPAC.

What is the difference between the Initial ELPAC and the Summative ELPAC?

Initial ELPAC	Summative ELPAC
A separate test used to identify a student as either an English learner, who needs support to learn English, or as proficient in English	A test used to measure the skills of English learners. The results will help the school or LEA determine if the student is ready to be reclassified as proficient in English.
Administered within 30 days of when the student enrolls in a California school for the first time	Administered every spring from February 1 to May 31
Student takes this test one time only	Student takes this test annually until reclassified
One test form/edition	Test form is revised annually
Six grades/grade spans: K, 1, 2, 3–5, 6–8, and 9–12	Seven grades/grade spans: K, 1, 2, 3–5, 6–8, 9–10, and 11–12
Locally scored by designated Test Examiner. Raw scores are entered in the LST, and student score reports are locally printed by designated staff	Scored by ETS, and student score reports are mailed by ETS to the LEAs
Primary Ordering Window begins in April	Round 1 Ordering Window begins in the fall

Local Scoring

Local scoring of the Answer Books is a requirement of the Initial ELPAC. With local scoring of the ELPAC, in combination with local assessment results, LEAs are able to place students into the appropriate English language development (ELD) program if identified as an English learner (EL). Instructions for completing local scoring are provided beginning in Section 8, Scoring Guide, of the *Examiner's Manual*. Ensure all Test Examiners know that they are not allowed to write in the Answer Book, unless directed to do so within the Examiner's Manual.

Local Scoring Tool (LST)

Examiners will score the operational assessments locally and use the LST to input raw hand-scored results.

- The LST will be accessible to LEAs through TOMS.

- The LST will be available for Initial ELPAC operational use for test administration during the entire school year (July 9, 2018 through June 30, 2019), excluding scheduled system down times.

- In order to enter scores in the LST, the student's Statewide Student Identifier (SSID) and English Language Acquisition Status (ELAS) must exist in the California Longitudinal Pupil Achievement Data System (CALPADS) and TOMS. This is necessary for student data retrieval and validation. Please make sure to upload your students' records in CALPADS regularly.

- Through the LST, designated staff can enter, save, and print individual student score reports (SSRs) and also perform batch printing.

- The LST has the ability to provide various reports for the LEA, including but not limited to a student data file which will allow LEAs to merge data to a configurable/customizable parent/guardian notification letter template.

- For students whose primary language is Spanish, SSRs will be provided in both Spanish and English.

More information about the LST can be found in the ELPAC Local Scoring Tool Quick Start Guide on the ELPAC [Manuals and Instructions](#) Web page.

Rotating Score Validation Process (RSVP) for the Initial ELPAC

RSVP only

Approximately 25 percent of LEAs will be identified by the CDE to annually take part in the RSVP. These identified LEAs will be asked to submit their scannable Answer Books to ETS. Only identified LEAs will receive pre-identification (Pre-ID) labels and precoded Group Identification Sheet (GIS) to return scannable Answer Books to ETS.

For each subsequent year, a new group of LEAs will be identified by the CDE to take part in the RSVP. This RSVP list of LEAs will be posted on [ELPAC.org](#). The purpose of this process is for ETS and the CDE to collect statistical item analyses for the Initial ELPAC, as well as to conduct a comparison between the results provided by LEAs and the results determined by ETS. Each LEA that is a part of the RSVP will receive a comparison report that will be available in TOMS.

What follows is a chart that compares the additional materials and steps for LEAs participating in the RSVP versus materials and steps for LEAs not participating in the RSVP.

Participating in the RSVP (25 percent of LEAs)	Not Participating in the RSVP (75 percent of LEAs)
Receive secure, scannable Answer Books	Receive secure, nonscannable Answer Books
Receive an LEA ELPAC Coordinator kit and a Site ELPAC Coordinator kit that will include return instructions, packing tape, and paper bands for sending materials back to ETS	Receive instructions for test materials handling after testing
Locally score Answer Books, enter raw scores in the LST, print the student score report, and merge results into the parent/guardian notification letter	Locally score Answer Books, enter raw scores in the LST, print the student score report, and merge results into the parent/guardian notification letter
Receive Pre-ID labels and precoded GIS forms from ETS	Not applicable
Affix Pre-ID labels and include precoded GIS in the box before sending scannable Answer Books to ETS for scoring, following the return schedule and instructions listed on page 26	Not applicable

If your LEA has been identified as part of the RSVP, detailed return instructions can be found on page 26.

Initial ELPAC Pre–Identification (Pre-ID) Labels

Pre-ID labels are not used for the Initial ELPAC unless you are one of the LEAs identified by the CDE as participating in the RSVP. LEAs do not need to request or order these labels. The identified LEAs that are part of the RSVP will receive them monthly (from August to November) once raw scores are entered and locked in the LST.

Roles and Responsibilities

The following definitions are provided for the various roles addressed in this manual. Please note that there are two new roles specifically for the Initial ELPAC LST:

- The **LEA ELPAC Coordinator** is the person at the LEA level who manages the overall testing process. All LEA ELPAC Coordinators must sign the *2018–19 ELPAC Test Security Agreement* and the *ELPAC Test Security Affidavit* found under Forms on the [Test Administration](#) Web page. A copy of the *ELPAC Test Security Affidavit* is included on page 34. This person is responsible for ensuring that correct testing procedures have been followed, and that test materials are distributed to the schools and kept in a locked, secure area at all times. The LEA ELPAC Coordinator is responsible for ensuring that all Test Examiners are trained and certified to administer the Initial

ELPAC. Additionally, the LEA ELPAC Coordinator should also be responsible for the following:

○ Ordering test materials and supplemental test materials in TOMS

○ Ensuring adequate test materials are on hand and redistributed throughout the LEA during the testing window as needed

○ RSVP LEAs only: shipping secure, scannable materials back to ETS if a Pre-ID label has been received from ETS

○ Confirming destruction of used test materials at the end of the testing year

○ Accessing the LST to generate various LEA-related reports

- The **Site ELPAC Coordinator** is the test coordinator at the school level who is responsible for managing the ELPAC testing program at the school, ensuring the proper administration of all testing procedures, maintaining the security of all test materials at the site, and assuring the proper handling of test materials after testing, as instructed by the LEA ELPAC Coordinator. Additionally, Site ELPAC Coordinators will have access to the LST in TOMS to enter Initial ELPAC scores and generate reports as instructed by the LEA ELPAC Coordinator. All Site ELPAC Coordinators must sign the *2018–19 ELPAC Test Security Agreement* and the *ELPAC Test Security Affidavit* found under Forms in the Test Administration Web page. A copy of the *ELPAC Test Security Affidavit* is included on page 34.

- The **Test Examiner** administers the test, and **Proctors** assist Test Examiners during group administration of more than 10 students in grade two and 20 students in grades three through twelve. Test Examiners will have access to the LST to enter Initial ELPAC scores in TOMS, and generate reports as instructed by the LEA ELPAC Coordinator. Prior to accessing the test materials, Test Examiners and Proctors, along with all others handling ELPAC test materials, must sign the *ELPAC Test Security Affidavit* included on page 34 (also provided at the Administration and Scoring Training workshop and in the Test Administration Web page).

- The **LST Correspondence Administrator** is a **new** role in TOMS for the Initial ELPAC. The designated staff enters Initial ELPAC raw scores in the LST through TOMS from the Student Score Sheet on the inside back cover of the Answer Book, and generates reports as instructed by the LEA ELPAC Coordinator. Prior to accessing the test materials, the LST Correspondence Administrator must sign the *ELPAC Test Security Affidavit* found under Forms in the Test Administration Web page. A copy of the *ELPAC Test Security Affidavit* is included on page 34.

- The **LST Data Entry** staff is another **new** role in TOMS for the Initial ELPAC. Designated staff enters Initial ELPAC raw scores in the LST through TOMS from the Student Score Sheet on the inside back cover of the Answer Book, and prints student score reports as instructed by the LEA ELPAC Coordinator. Prior to accessing the test materials, the LST Data Entry staff must sign the *ELPAC Test Security Affidavit* found

under Forms in the Test Administration Web page. A copy of the *ELPAC Test Security Affidavit* is included on page 34.

Testing Irregularities and Security Breaches

The LEA ELPAC Coordinator is responsible for reporting all testing irregularities and security breaches immediately. The *ELPAC Testing Irregularities and Security Breach Form* is located on page 32 and is also available on the ELPAC Test Administration Web page under Forms.

If a testing irregularity/security breach occurs, the LEA ELPAC Coordinator must do the following:

1. Call the ELPAC Customer Support Center at 844-782-2714 **within 24 hours** of the incident.

2. Fill out the *ELPAC Testing Irregularities and Security Breach Report Form* (page 32). This form is also available on the ELPAC Test Administration Web page under Forms. The corrective action section **must** include the administrative procedural and/or policy changes that will be implemented within the LEA to avoid the same type of situation in the future. Do not include student-identifying information on this form. Fax or e-mail the form to the ELPAC Customer Support Center **within five working days** of the incident.

Monday through Friday, 7:30 a.m. to 5 p.m. Pacific daylight time
Fax: 855-448-3412
E-mail: ELPAC@ets.org

3. ETS and/or the CDE will contact the LEA ELPAC Coordinator with instructions on how to handle the situation. Do **not** take action (e.g., return the Answer Book, bubble the Testing Irregularities field) until instructions have been provided.

If a testing irregularity or security breach occurs at the school, the Test Examiner must report the incident to the Site ELPAC Coordinator who will report the incident to the LEA ELPAC Coordinator. Testing irregularities relate to incidents during the administration of the ELPAC that are likely to impact the reliability and validity of the test.

Testing Irregularities include, *but are not limited to*:

- Cheating by students

- Failure to follow test administration directions

- Rushing students through the test or parts of the test

- Coaching students, including, *but not limited to*:

  ○ Discussing questions with students before, during, or after testing

  ○ Giving or providing any clues to the answers

- Administering the wrong grade or grade-span test to a student or using mismatched test materials

- Writing on the scannable Answer Book by a Test Examiner that would cause the Answer Book to be unscorable; therefore, needing transcription to a new Answer Book

- Leaving instructional materials on walls in the testing room that may assist students in answering test questions

- Allowing students to have additional materials or tools (e.g., books, tables) that are **not** specified in an individualized education program (IEP), Section 504 plan, or approved by the CDE as an allowed testing accommodation

Security Breaches include, *but are not limited to:*

- Site ELPAC Coordinators, Test Examiners, Proctors, and students using electronic devices, such as cell phones, during testing

- Posting pictures of test materials on social media sites

- Missing test materials

- Copying or taking a photo of any part of the test materials

- Permitting eligible students access to test materials outside of the testing periods

- Failing to maintain security of all test materials

- Sharing of test items or other secure materials with anyone who has not signed the *ELPAC Test Security Affidavit*

- Discussing the test content or using test materials outside training and administration

- Allowing students to take the test out of the designated testing area

- Allowing Test Examiners to take the test home

- Allowing untrained personnel to administer the test

Students that Move During/After Testing

This section provides information on two potential scenarios and how to proceed with each.

Scenario 1: A student took a portion of the test and then moved out of the LEA.

Action: If it is known to which LEA the student moved, contact the LEA ELPAC Coordinator at that LEA and ship the incomplete test to him or her. Securely ship the test materials only to the current LEA ELPAC Coordinator on file via a carrier that provides a tracking number— check the LEA ELPAC Coordinator list in TOMS for the official names and addresses to use—and confirm receipt of the document. If it is not known to which LEA the student moved, write the word "MOVED" on the cover and keep on file until the end of the school year.

Note for Scenario 1: Partial scores will not be saved in the LST.

Scenario 2: A student completed the test and then moved out of the LEA.

Action: Score the Answer Book according to the procedures under the Scoring Guide of the *Examiner's Manual*. Raw scores from the Student Score Sheet on the Answer Book must be transferred to the LST by designated staff. Print the score report and initial notification letter and send these to the new LEA, if the new LEA is known.

Test Resources

Students may need special testing resources in order to complete one or more domains of the ELPAC, such as universal tools, designated supports, accommodation(s), or alternate assessment(s). Test Examiners who are accessing resources for test administration should refer to *Matrix Four: Universal Tools, Designated Supports, and Accommodations for the English Language Proficiency Assessments for California*, which is found on the CDE Assessment Information Web page. If an LEA identifies a resource that is not on Matrix Four, an LEA may submit an unlisted resource request for approval to the CDE by e-mail at ELPAC@cde.ca.gov.

Accommodations

Accommodations should be noted in a student's IEP or Section 504 plan, and marked on Box 10 of the demographics page of the Answer Book for the appropriate domains. Accommodations **do not** result in the Lowest Obtainable Scale Score (LOSS).

Braille Test Forms

- Uncontracted braille test forms are given to students in grades kindergarten through two.
- Contracted braille test forms are given to students in grades three through twelve.

Alternate Assessments

IEP teams may determine that a student is unable to participate in one or more domains of the ELPAC, even with accommodations, due to short- or long-term disabilities. In this instance, the IEP team may determine that the student should be tested with an alternate assessment. Mark the alternate assessment circle (Box 11) for each appropriate domain. Also note that:

- The alternate assessment circles in Box 11 should **not** be filled in for students who take the braille test version. The braille test version of the ELPAC is **not** an alternate assessment.

- Students who take an alternate assessment will receive the lowest score for each domain marked as an alternate assessment. If the student takes an alternate assessment for all domains, the Overall Scale Score will be the LOSS.

Additional information will be available in the *ELPAC Information Guide* on the ELPAC Resources section of the CDE ELPAC Web site.

Responsibilities of the Local Educational Agency (LEA) English Language Proficiency Assessments for California (ELPAC) Coordinator

Before Testing

I. Receive and Inventory Test Materials Ordered

Follow these inventory steps to prepare test materials before testing:

STEP 1: **Count all school and LEA boxes immediately upon receipt.** Verify that each school will receive the correct number of boxes according to the numbers shown on the box labels (for example, "1 of 10," "2 of 10," etc.).

STEP 2: **Report missing or damaged boxes.** Immediately report to the ELPAC Customer Support Center if any boxes are missing, damaged, or if you received boxes addressed to another LEA.

STEP 3: **Inventory LEA test materials against the shipping notice(s).** Note any overages, shortages, or the incorrect receipt of test materials on the shipping notice(s).

- Overages—receiving more or different test materials than stated on the shipping notice(s)

- Shortages—missing items or missing one or more boxes in your shipment

A copy of each LEA's shipping notice(s), which provides documentation of the contents of the school boxes, is provided with the LEA packing list for reference.

Note: The Site ELPAC Coordinator must inventory the site's own test materials. The LEA ELPAC Coordinator should only inventory the contents of the school boxes if the school is closed.

STEP 4: **Provide school materials to Site ELPAC Coordinators.** Forward the boxes of materials to the schools identified on the box labels. Remind Site ELPAC Coordinators that they must retain the boxes for use in storing test materials.

STEP 5: **Report overages and shortages.** After the Site ELPAC Coordinators inventory their test materials, they must report overages, shortages, or incorrect grade materials to the ELPAC Customer Support Center immediately.

STEP 6: **Read through materials.** Review this *Initial ELPAC Test Administration Manual* in its entirety. Become familiar with all testing and administration procedures.

STEP 7: Obtain signatures on security forms. Collect the *ELPAC Test Security Agreements* and the *ELPAC Test Security Affidavits* from all Site ELPAC Coordinators and keep all of them on file at the LEA office for a minimum of 12 months. Do **not** return these forms to the CDE or to ETS.

II. Order Additional Test Materials

If additional test materials are needed, the LEA ELPAC Coordinator can order them through the Test Operations Management System (TOMS) or call the ELPAC Customer Support Center. Supplemental orders will be delivered within 10 to 14 business days.

- If it is determined that more test materials are needed, limit the number of documents to the exact number needed for testing.

- LEA ELPAC Coordinators may place multiple supplemental orders in any calendar month.

- Supplemental orders may be placed from June 1, 2018 through June 14, 2019.

III. Use LEA Overage Test Materials (as needed)

LEAs will receive an overage of test materials in the boxes labeled for the LEA. Use these test materials for reference and provide them to schools as needed.

The LEA's test materials box contains:

- 10 percent overage of Test Books and Answer Books
- Additional *Examiner's Manual*s

IV. RSVP Only LEA Coordinator Kit:

RSVP only

For more information on RSVP, refer to page 4 of this manual.

LEAs that are part of the RSVP will receive an LEA Coordinator kit that includes the following contents:

- Return instructions
- Packing tape

Note: LEAs not participating in the RSVP will not be returning test materials to ETS and therefore, will not receive the return instructions.

V. Prepare for Testing

To prepare for testing, the LEA ELPAC Coordinator should:

- Ensure that sites have adequate testing materials and materials are redistributed throughout the LEA as necessary.

- Check on the progress of Test Examiner training in the Moodle Training Site.

- Ensure that the Site ELPAC Coordinator and the Test Examiner(s) are aware of the security, inventory, and tracking requirements for keeping all test materials in a secure location prior to, during, and after testing.

After Testing

I. Locally Scoring Answer Books

Initial ELPAC Answer Books must be locally scored by qualified, trained personnel, such as the Test Examiner. The Test Examiner should follow information provided on the grade or grade-span specific *Examiner's Manual*, beginning in Section 8, Scoring Guide, for guidance on local scoring. Raw scores for each task type and Writing questions will be marked on the Student Score Sheet found on the inside back cover of each Answer Book.

II. Entering Scores in the Local Scoring Tool (LST)

Once a Student Score Sheet has been completed, scores may be entered in the LST. The LEA ELPAC Coordinator will designate staff to perform this function. If it is necessary to have additional staff, aside from the Test Examiner perform this task, the LEA ELPAC Coordinator may create new roles in TOMS for an LST Correspondence Administrator and/or LST Data Entry staff.

Designated staff will:

1. Log on to the ELPAC TOMS to access the LST.

2. Look up students using the Statewide Student Identifier demographic information from the front of the Answer Book.

3. Transfer student score information per domain task type from the Student Score Sheet to the LST.

III. Printing the Student Score Report

Once the scores for a student are locked and the official results are generated in the LST, the staff designated by the LEA ELPAC Coordinator, such as the Site ELPAC Coordinator, Test Examiner, LST Correspondence Administrator, and/or LST Data Entry staff, can print the Initial ELPAC Student Score Report (SSR) individually. Both the LEA ELPAC Coordinator and the LST Correspondence Administrator may also print SSRs by batch. The Initial ELPAC SSR will include the student's Overall Scale Score, Overall Performance Level and Composite Performance Level for Oral Language and Written Language.

More information on the Initial ELPAC SSR can be found in the ELPAC Local Scoring Tool Quick Start Guide on the ELPAC [Manuals and Instructions](#) Web page.

IV. Generating Initial Parent/Guardian Notification Letter Data File and Downloading Notification Letter Template

Through the LST, the LEA ELPAC Coordinator and LST Correspondence Administrator can download the Initial Parent/Guardian Notification Letter Data file. This excel file will contain pertinent information that was generated from the LST to produce the official score, which can be merged into the Initial Parent/Guardian Notification Letter template. The template is available in English and Spanish. LEAs are able to customize the template with pertinent information relating to their LEA.

More information about the generating the Initial Parent/Guardian Notification Letter Data file and merging this with the Notification Letter Template can be found in the ELPAC Local Scoring Tool Quick Start Guide on the ELPAC Manuals and Instructions Web page.

V. Handling of Test Materials

Note: If your LEA has been identified by the CDE as part of the RSVP, please refer to page 26 for return instructions and handling of test materials.

Initial ELPAC test materials received from ETS should be kept secure at all times as the administration window continues until June 30, 2019. The following information describes the handling of test materials after testing.

Securely store the following materials on-site for future use:

- Unused secure, scannable Answer Books (kindergarten through grade twelve)
- Unused Test Books (grades three through twelve)
- All unopened Answer Books and Test Books (kindergarten through grade twelve)
- *Examiner's Manuals*

Return special test version materials (braille and/or large print) to ETS

If you order special test version materials, the bundle you receive will include the test materials along with a cover letter and instructions for returning used test materials to ETS. Follow the information on the packet to return all of your special test version materials after scoring and printing of the student score report and initial parent/guardian notification letter.

VI. Secure Destruction of Used Test Materials

The *California Code of Regulations*, Title 5, Division 1, Chapter 11, Subchapter 7.6, Article 5; 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 locally and securely destroyed.

At the end of each Initial ELPAC administration year, LEA ELPAC Coordinators must arrange for the secure destruction of the used Initial ELPAC materials

identified above **and**, indicate the LEA's method of destruction. Additional information on the secure destruction of test materials will be made available to the LEA ELPAC Coordinators via an e-mail communication.

Securely destroy the following materials after the end of the administration window, June 30, 2019 as directed by the testing contractor:

- Student rosters
- Used Test Books (grades three through twelve)
- Used Answer Books or those damaged during testing
- VOIDED Answer Books

Responsibilities of the Site English Language Proficiency Assessments for California (ELPAC) Coordinator

Before Testing

I. Receive and Inventory Test Materials

The LEA ELPAC Coordinator will provide each school or site with all test materials and forms needed for testing. The Site ELPAC Coordinator should follow these steps to prepare for testing:

STEP 1: **Locate the school shipping notice(s) enclosed in the test materials shipment.** A shipping notice will be at the top of each box received.

STEP 2: **Report overages and shortages to the LEA ELPAC Coordinator.**

Inventory all test materials against the shipping notice(s) immediately after receipt from the LEA. Report any overages, shortages, or the receipt of the wrong material to the LEA ELPAC Coordinator immediately.

- Overages—receiving more or different test materials than stated on the shipping notice(s)

- Shortages—missing or damaged items or boxes in your shipment

STEP 3: **Retain boxes.** Keep all test materials in a secure, locked location. Retain the original shipping boxes, as they will be used to store test materials until the end of the administration window.

STEP 4: **Read through materials.** Review the *Initial ELPAC Test Administration Manual* and the *Examiner's Manuals* in their entirety. Become familiar with all testing and site administrative procedures.

STEP 5: **Discuss security with all designated staff handling ELPAC test materials.** Ensure that designated staff such as: Test Examiners, Proctors, LST Correspondence Administrator, LST Data Entry and all others handling test materials understand the security, inventory, and tracking requirements for keeping all test materials in a secure location prior to, during, and after testing.

STEP 6: **Obtain signatures on all security forms.** Sign a copy of the *2018–19 Test Security Agreement* for LEA ELPAC Coordinator and Site ELPAC Coordinator and *2018–19 ELPAC Test Security Affidavit* for LEA ELPAC Coordinator and Site ELPAC Coordinator that are available on the [ELPAC Test Administration](#) Web page. Have all Test Examiners and Proctors, along with all others handling ELPAC test materials such as the new roles for LST (LST Correspondence Administrator and LST Data Entry staff) sign the *ELPAC Test Security Affidavit* prior to accessing the test materials.

STEP 7: Submit own Site ELPAC Coordinator's test security forms to the LEA ELPAC Coordinator. Retain other ELPAC designated school staff's affidavits onsite for 12 months.

II. Organize and Distribute Test Materials

Materials Provided for Site ELPAC Coordinators

Each school will receive sufficient test materials for your site to administer the ELPAC.

RSVP only

Additionally, if your school is part of the RSVP identified by the CDE you will receive the following materials:

- A Site ELPAC Coordinator kit including:
  - Return instructions
  - Packing tape
  - Paper bands

Note: LEAs not participating in the RSVP will not be returning test materials to ETS and therefore, will not receive the return instructions.
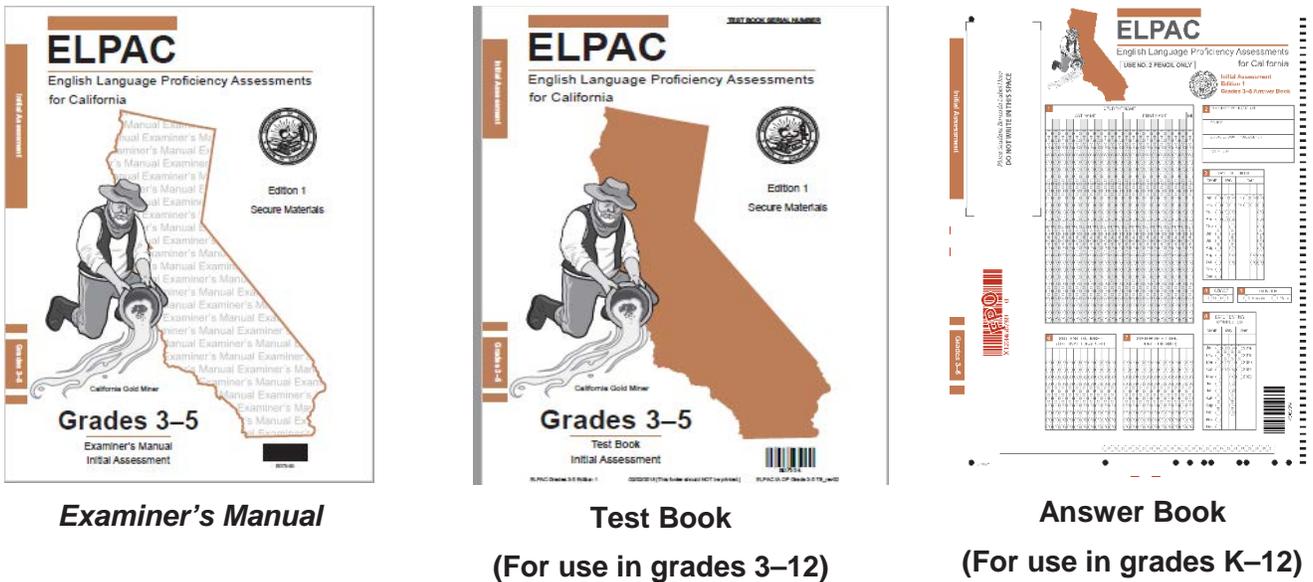
Materials for Test Examiners

Distribute test materials to the Text Examiners. Each Test Examiner must verify receipt of the appropriate test materials, and that the *Examiner's Manual(s)* provided matches the grade or grade span and version of the Test Books being administered (refer to Figure 1). The test materials provided include the following:

- *Examiner's Manual(s)*
- Test Books: One for each student in grades three through twelve
- Answer Books: One for each student in kindergarten through grade one, and grades three through twelve
- Test Book/Answer Book for grade two

Note: Do not use Test Books, Answer Books, or *Examiner's Manuals* from previous test administrations.

Figure 1. Test Material Cover Samples (Form 1)

Examiner's Manual

Test Book

(For use in grades 3–12)

Answer Book

(For use in grades K–12)

Additional Materials Needed by Test Examiners

- No. 2 pencils with erasers for Test Examiner and students (not provided)

- "Do Not Disturb" sign (not provided)

- One 5 inches by 8 inches card or folded 8½ inches by 11 inches paper (for kindergarten through grade one Reading and Writing test administrations) (cards not provided)

NOTE: Students and Test Examiners must use No. 2 pencils only.

III. Prepare Test Books and Answer Books

Filling in Demographic Information

The front and back covers of the Answer Book are the demographics pages that contain important student- and school-related information that must be filled in accurately. The demographics information is critical, as it is used during the local scoring and processing of student results. As needed, additional information will be extracted from the California Longitudinal Pupil Achievement Data System based on the Statewide Student Identifier (SSID) provided on the demographics page of the Answer Book. Site ELPAC Coordinators or Test Examiners should ensure the demographics information is accurate and complete for all students.

Refer to Figure 2 and the steps provided after the figure and in the following subsections for further information on how to ensure the demographics pages for students are complete. Specifically, for the LEAs that are part of the RSVP, staff should ensure there are no extraneous marks on the demographics pages, and all stray marks must be erased completely because these pages are scanned.

Figure 2. Answer Book Front and Back Cover Fields

Front Cover (Figure 2)

FIELD NAME	STEPS TO FOLLOW:
1 **STUDENT NAME**	Starting at the left, print one letter of the student's last name in each box. If the student's last name has more letters than there are boxes, print only as many letters as there are boxes. For example, if the last name is Aschenbrenner, fill in the boxes as shown below. L A S T N A M E A | S | C | H | E | N | B | R | E | N | N If the student's first name has more letters than there are boxes, print only as many letters as there are boxes. In the space labeled "MI," print the student's middle initial. If the student does not have a middle initial, leave this space blank. Fill in the corresponding circles for each letter. Fill in the empty circles to indicate a blank space.
2 **TEACHER/TEST EXAMINER, SCHOOL, LOCAL EDUCATIONAL AGENCY, LOCAL USE**	Print the name of the teacher, the name of the school, and the name of the LEA. The Local Use section may be used for any additional information needed for student identification or any purpose defined by the LEA.
3 **DATE OF BIRTH**	Print the "Month," "Day," and "Year" of the student's Date of Birth in the appropriate spaces and fill in the corresponding circles. For "Day," one digit in each column must be filled in. If the day is between 1 and 9, precede it with a leading zero, as in 01, 02, 03, etc. For "Year," fill in circles for 19 or 20 before filling in remaining circles. Month | Day | Year
4 **GRADE**	Fill in the circle for the student's current grade. Ensure that the grade span of the Answer Book matches the student's grade.
5 **GENDER**	Fill in the appropriate circle for Female or Male.
6 **STUDENT ID NUMBER (OPTIONAL–LOCAL USE)**	If your LEA or school does not use local student numbers, leave this field blank or use it to track any additional information that is of importance to your LEA. Starting at the right, print one digit of the student's number in each box and fill in the corresponding circles. Note: This field is right- justified, so include leading zero(s) if the ID number has fewer than 10 digits.

FIELD NAME	STEPS TO FOLLOW:
7 **STATEWIDE STUDENT IDENTIFIER (SSID)**	Starting at the left, print one digit of the SSID in each box. All students should have an SSID (ten digits). Fill in the corresponding circles for each number. **7** STATEWIDE STUDENT IDENTIFIER (SSID)
8 **DATE TESTING COMPLETED**	This field must be filled in for all students at the time of testing. Print the "Month," and "Day," to indicate the last day the student's testing was completed in the appropriate spaces and fill in the corresponding circles. This is a required field. **Do not leave blank.** For "Day," one digit in each column must be filled in, and if the day is between 1 and 9, precede it with a leading zero, as in 01, 02, 03, etc.
9 **TESTING IRREGULARITIES**	If a student was caught cheating during the test or there were irregularities in administration of the test, fill in the circle(s) identifying the domain(s) of the test in which the irregularity occurred. Report the situation to the LEA ELPAC Coordinator, who will then report the incident to Educational Testing Service (ETS) per the instructions provided in the *ELPAC Test Administration Manual*.
10 **ACCOMMODATIONS**	If a student requires special testing situations in order to complete one or more domains, such as a test accommodation, or alternate test as noted in their individualized education program (IEP), fill in the circle(s) identifying the domain(s) at the time of testing. Refer to the CDE's *Matrix Four: Universal Tools, Designated Supports, and Accommodations for the English Language Proficiency Assessments for California (ELPAC)* at the CDE Assessment Information Web page.
11 **ALTERNATE ASSESSMENT**	If a student is unable to participate in one or more domains even with accommodations, due to short or long-term disabilities as noted in their IEP, fill in the circle(s) identifying the domain(s) at the time of testing. Refer to the CDE's *Matrix Four: Universal Tools, Designated Supports, and Accommodations for the English Language Proficiency Assessments for California (ELPAC)* at the CDE Assessment Information Web page.
12 **OPTIONAL–LOCAL USE**	This is an optional field for LEA use.

IV. Requirements for the Listening Domain

This information should be shared with Test Examiners.

The audio recording for the Listening domain and Speaking—Summarize and Academic Presentation can only be accessed using the secure Test Operations Management System (TOMS) Web site. Your Test Examiners should familiarize themselves with TOMS prior to administering the Listening section and Speaking task type of the ELPAC. Once logged on to TOMS, there is a Help link where Test Examiners can review the *TOMS System Guide for the ELPAC* prior to testing. For the best performance, your Test Examiners should download the latest version of one of the following supported Web browsers:

- Internet Explorer 10 and above
- Mozilla Firefox 45 and above
- Google Chrome 51 and above
- Safari 7 and above

Remind your Test Examiners to play the sample audio and make sure that the speakers they are using present the audio to students loudly and clearly enough for them to understand the test questions without straining. This should be checked a few days before the actual administration.

V. Audio File Troubleshooting Checklist

This information should be shared with Test Examiners.

If the audio file stops at 99 percent or does not complete downloading, advise your Test Examiners of the troubleshooting steps that follow:

- Check your antivirus software. Temporarily disable it, if possible, and determine if problems persist.

- Check if there is a proxy server. Temporarily bypass it, if possible, and determine if problems persist.

- Check alternate browsers, if possible.

- Run a test on your network speed. Here are two Web-based speed testing services you can use: Speedtest or Speakeasy Speed Test.

If these steps do not resolve the audio problems, Test Examiners should contact their Site ELPAC Coordinator for further assistance. If Site ELPAC Coordinators need further assistance, they should contact their LEA ELPAC Coordinator.

VI. Disruptions to Audio Playback

This information should be shared with Test Examiners.

Disruptions to audio playback include, *but are not limited to*:

- Intercom announcements
- Fire drills

- Student health issues
- Audio malfunctions

Disruptions to audio playback are not considered testing irregularities.

Steps for Resuming Audio Playback

Test Examiners should follow these steps when resuming audio playback after a disruption has occurred.

1. Follow the "**Test Materials and Procedures**" in the ELPAC *Examiner's Manual*, resuming the audio as described.

2. Locate the starting point for resuming audio playback.

   - For Listening, playback of the audio recording in TOMS should start at the beginning of the task during which the interruption occurred. Use the Audio Timing Table *Examiner's Manual* to find the time stamp for the beginning of the interrupted task type.

   - For Speaking (Summarize an Academic Presentation), playback of the audio recording in TOMS should start at the beginning of the presentation.

3. For Listening only, before starting playback of the audio for the task in which the disruption occurred, read the following aloud to the students.

   SAY   **We will listen and answer questions.**

   Let's get ready. [*Pause.*]

   On this test, each question has only one answer. Fill in only one circle for each question.

   When I begin the audio playback, raise your hand if you cannot hear the recording clearly.

4. Begin the audio playback in TOMS.

After Testing

I. Locally Scoring Answer Books

Initial ELPAC Answer Books will be locally scored by qualified, trained personnel such as the Test Examiner. The Test Examiner should follow information provided on the grade or grade-span specific *Examiner's Manual*, beginning in Section 8, Scoring Guide, for guidance with local scoring. Raw scores for each task type and Writing questions will be marked on the Student Score Sheet found in the inside back cover of each Answer Book.

II. Entering Scores in the LST

Once a Student Score Sheet has been completed, scores may be entered in the LST. The LEA ELPAC Coordinator will designate staff to perform this function. If it is necessary to have additional staff, aside from the Test Examiner perform this task, the

LEA ELPAC Coordinator may create new roles in TOMS for an LST Correspondence Administrator and/or LST Data Entry staff.

Designated staff will:

1. Log on to ELPAC/TOMS to access the LST.

2. Look up students using the SSID demographic information from the front of the Answer Book.

3. Transfer student score information per domain task type from the Student Score Sheet to the LST.

III. Printing the Student Score Report

Once the scores for a student are locked and the official results are generated in the LST, the staff designated by the LEA ELPAC Coordinator, such as the Site ELPAC Coordinator, Test Examiner, LST Correspondence Administrator, and/or LST Data Entry staff, can print the Initial ELPAC Student Score Report (SSR) individually. Both the LEA ELPAC Coordinator and the LST Correspondence Administrator may also print SSRs by batch. The Initial ELPAC SSR will include the student's Overall Scale Score, Overall Performance Level and Composite Performance Level for Oral Language and Written Language.

More information on the Initial ELPAC SSR can be found in the ELPAC Local Scoring Tool Quick Start Guide on the ELPAC [Manuals and Instructions](#) Web page.

IV. Generating Initial Parent/Guardian Notification Letter Data File and Downloading Notification Letter Template

Through the LST, the LEA ELPAC Coordinator and LST Correspondence Administrator can download the Initial Parent/Guardian Notification Letter Data file. This excel file will contain pertinent information that was generated from the LST to produce the official score, which can be merged into the Initial Parent/Guardian Notification Letter template. The template is available in English and Spanish. LEAs are able to customize the template with pertinent information relating to their LEA.

More information about the generating the Initial Parent/Guardian Notification Letter Data file and merging this with the Notification Letter Template can be found in the ELPAC Local Scoring Tool Quick Start Guide on the ELPAC [Manuals and Instructions](#) Web page.

V. Handling of Test Materials

Note: If your LEA has been identified by the CDE as part of the RSVP, please refer to page 26 for return instructions for your scannable Answer Books.

Initial ELPAC test materials received from ETS should be kept secure at all times, as the administration window continues through June 30, 2019. The following information describes the handling of test materials after testing.

Securely store the following materials on-site for future use:

- Unused secure, scannable Answer Books (kindergarten through grade twelve)

- Unused Test Books (grades three through twelve)

- Unused grade two Test Book/Answer Books

- All unopened Answer Books and Test Books (kindergarten through grade twelve)

- *Examiner's Manuals*

Return special test version materials (braille and/or large print) to ETS

If you order special test version materials, the bundle you receive will include the test materials along with a cover letter and instructions for returning used test materials to ETS. Follow the information on the packet to return all of your special test version materials after scoring and printing of the student score report and Initial ELPAC parent/guardian notification letter.

VI. Secure Destruction of Used Test Materials

The *California Code of Regulations*, Title 5, Division 1, Chapter 11, Subchapter 7.6, Article 5; 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 locally and securely destroyed.

At the end of each Initial ELPAC administration year, LEA ELPAC Coordinators will provide the Site ELPAC Coordinator with the process for the secure destruction of the used Initial ELPAC materials identified in the previous section **and**, indicate the LEA's method of destruction. Additional information on the secure destruction of test materials will be made available to the LEA ELPAC Coordinators via an e-mail communication.

Securely destroy the following materials after the end of the administration window, June 30, 2019 as directed by the LEA ELPAC Coordinator:

- Student rosters
- Used Test Books (grades three through twelve)
- Used Answer Books or those damaged during testing
- VOIDED Answer Books

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Return Instructions and Test Materials Handling for the Local Educational Agencies (LEAs) Identified as Part of the Rotating Score Validation Process (RSVP)

RSVP only

If your LEA has been identified by the CDE as part of the RSVP, please read the following information pertaining to return instructions for your scannable Answer Books to ETS.

The Initial ELPAC test materials are secure, scannable test materials 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.

It is recommended that the LEA holds the Answer Books for approximately one month after the testing is completed and scored locally, and scores have been reported to parents/guardians. This one-month period allows parents/guardians an opportunity to discuss their child's Initial ELPAC results with their teacher prior to the LEA returning the test materials to ETS. This extra time allows for the correction of classification errors process, if applicable. After the month has passed, the LEA should securely pack the scannable test materials and prepare them for mailing to ETS.

Unused Initial ELPAC test materials DO NOT need to be returned to ETS. They must be stored securely on-site for future testing.

Schedule for Scannable Test Materials Return

As part of the 25 percent of LEAs annually identified by the CDE to participate in the RSVP, your scannable initial ELPAC test materials administered between the months of July 1– October 31, 2018 are to be returned to ETS. Below is the schedule for returning test material to ETS:

Initial ELPAC Administration Date	LEA Request a Pickup Schedule
July 1 to August 3, 2018	September 14, 2018
August 6 to September 5, 2018	October 15, 2018
September 6 to October 5, 2018	November 15, 2018
October 8 to October 31, 2018	December 14, 2018

NOTE—**December 14, 2018,** is the **final day** to return materials for scoring to ETS. Test materials for students tested after October 31, 2018, do not need to be returned to ETS.

LEA ELPAC Coordinator Procedures

- A month after testing has begun, the LEA ELPAC Coordinator will receive precoded GISs and a set of Pre-ID labels from ETS. These Pre-ID labels will be generated for all Initial ELPAC students whose scores were entered into the LST on a monthly basis. Pre-ID labels will be generated between August and November 2018.

- The LEA ELPAC Coordinator must send the precoded GISs to the appropriate Site ELPAC coordinators.

- Pre-ID labels may be sent, at the LEA ELPAC Coordinators 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.

- LEA ELPAC Coordinators should create a schedule of when test materials should be returned to the LEA in preparation for shipping to ETS.

- Only Answer Books with Pre-ID labels are to be returned to ETS, once per month, according to the Test Materials Return Schedule.

Site ELPAC Coordinator Procedures:

- Secure, scannable Answer Books must be returned to the LEA ELPAC Coordinator for only those students who test during the period of July 1–October 31, 2018.

- 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, please affix to the Answer Books according to the instructions provided with the Pre-ID labels. This should occur once per month, between August and November.

- Prior to returning materials to the LEA ELPAC Coordinator, the site ELPAC Coordinator must check student response sections to ensure that:

  o Responses are filled in completely using a No. 2 pencil.

  o All stray marks are erased completely.

  o Resolve any issues in the Potential Scanning Problems and Resolutions table.

  o Speaking domain scores are recorded in the Answer Book (this is critical for student results processing).

- The secure, scannable Answer Books should be packed and delivered to the LEA ELPAC Coordinator in accordance with the packing instructions that follow. Site

ELPAC Coordinators should coordinate when to return their test materials with their LEA ELPAC Coordinator.

- **Unused test materials DO NOT need to be returned to the LEA ELPAC Coordinator.** They must be securely stored on-site to be used for future testing.

- At the end of the assessment window, follow instructions from your LEA ELPAC Coordinator for secure storage of unused test materials that will be used for the following school year's Initial ELPAC administration.

- **Used test materials, beginning November 1, should be returned to the LEA as directed by the LEA ELPAC Coordinator for secure destruction.**

Potential Scanning Problems and Resolutions

IF YOU FIND THIS⋯	DO THIS⋯
Scratch paper Sticky notes Staples Pins/paper clips	Remove the extraneous material.
Paper damaged by erasures Tape or sticky labels of any kind Ripped or torn sheets Grease marks Coffee spills Bodily fluids Highlighting, colored pencil, crayon, or pen marks	Transfer student responses to an unused Answer Book. Transfer responses exactly as written by the student, including errors, and have a second person review the transcription for accuracy. Write "Voided" on the front of the damaged Answer Book.
Light marks Incomplete erasures Stray marks Smudges	Erase light marks or make them heavier as needed.
Student writing on separate sheets of paper	Remove the paper and transcribe the writing to the appropriate writing box in the Answer Book, if necessary. Transfer responses exactly as written by the student, including errors, and have a second person review the transcription for accuracy. Securely destroy the sheets of paper.
Writing in the margins of the book or outside the box provided for the response	Do nothing; however, note that only responses within the boxes will be scored.

IMPORTANT: Do not mark on student Answer Books when conducting local scoring, except in the areas identified for the local scoring of the Speaking and Writing domains and the Student Score Sheet found in the inside back cover.

Pack and Ship Test Materials to LEAs

It is critical that the directions in the ELPAC Return Instructions for returning test materials are followed. Detailed ELPAC Return Instructions is posted on the Test Operations Management System (TOMS) under the Help section or in the Site ELPAC Coordinator kit are included with your test materials. When preparing materials to be returned, always use the precoded GISs provided by your LEA ELPAC Coordinator.

A sample of a blank GIS is shown in Figure 3 for reference. Do **not** share precoded GISs. **DO NOT use a photocopy of the GIS.** It is important to note that these instructions have changed from the Summative ELPAC administered in spring 2018.

Figure 3. ELPAC GIS

SECTION OF GIS FORM	INSTRUCTIONS
1 **LOCAL EDUCATIONAL AGENCY/SCHOOL NAME**	Clearly write the name of the local educational agency and school.
2 **SCHOOL NAME**	The circles under the school name have been precoded.
3 **COUNTY-DISTRICT-SCHOOL CODE**	The County-District-School Code has been precoded.
4 **CHARTER CODE**	The Charter Code has been precoded for charter schools.
5 **GRADE**	Write in the grade of the group and fill in the corresponding circle.
6 **NUMBER OF DOCUMENTS TO BE SCORED**	Write in the exact number of documents to be scored for the grade group and fill in the corresponding circles.

Items to be returned:

- Used secure, scannable Answer Books (kindergarten through grade twelve) with Pre-ID labels for students tested from July 1–October 31, 2018

- Used and unused braille and large print Test Books, *Examiner's Manuals*, and Answer Books (Please refer to the cover letter of the braille and/or large print test material bundle for detailed information about returning materials to ETS.)

Items that do not need to be returned:

Securely store the following materials on-site for future use:
- Unused secure, scannable Answer Books (kindergarten through grade twelve)
- Unused Test Books (grades three through twelve)
- Unused Test Book/Answer Books for grade two
- All unopened Answer Books and Test Books (kindergarten through grade twelve)
- *Examiner's Manuals*
- Unused paper bands
- Unused white cartons

Securely destroy locally the following materials:
- Student rosters
- Used Test Books (grades three through twelve)
- Secure, scannable Answer Books that were damaged during testing
- VOIDED Answer Books
- Used Answer Books of students who tested after October 31, 2018

Secure Destruction of Used Test Materials

The *California Code of Regulations*, Title 5, Division 1, Chapter 11, Subchapter 7.6, Article 5; 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 destroyed locally and in a secure manner.

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. Additional information on the secure destruction of test materials will be made available to the LEA ELPAC Coordinators via an e-mail communication.

Appendixes

English Language Proficiency Assessments for California (ELPAC) Testing Irregularities and Security Breach Report Form

Use this form to provide information related to testing irregularities and security breaches to Educational Testing Service and the California Department of Education. Refer to the Report Testing Irregularities and Security Breaches section on page 7 of the *ELPAC Test Administration Manual* for examples of irregularities and security breaches as well as instructions to follow prior to submitting this form. Immediately fax this form to the ELPAC Customer Support Center at 855-448-3412 or e-mail to ELPAC@ets.org. All fields are required.

Date of Incident: _____ / _____ / _____

LEA name: County-LEA code:

School name: School code:

LEA ELPAC Coordinator name: E-mail:

Phone number:

Incident Information

Mark all that apply: □Testing Irregularity   □Security Breach

Domains involved: □Listening   □Speaking   □Reading   □Writing

Grades or grade spans involved: □K   □1   □2   □3–5   □6–8   □9–10   □11–12

Test materials involved (e.g., Answer Book, Test Book, Examiner's Manual):

Number of students involved: Number of staff involved:

Describe the incident in **detail**. Do not include student-identifying information (e.g., names, SSIDs) on this form.*

Describe **in detail** all actions taken by administrative staff, teachers, support staff, and students to correct the incident. Do not include staff disciplinary action on this form.*

Describe **in detail** the new LEA-wide procedures and reminders you will put in place for all examiners, proctors, and/or students to ensure similar incidents will be prevented in the future.*

*Add extra pages, if necessary.

Note: A downloadable version of this form is available on ELPAC Forms Web page.

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English Language Proficiency Assessments for California (ELPAC) Test Security Affidavit

I acknowledge that I will have access to one or more of the English Language Proficiency Assessments for California (ELPAC) initial and summative assessments pursuant to Education Code section 60810, for the purpose of administering the test(s) to eligible pupils. I understand that these materials are highly secure and may be under copyright restrictions, and it is my responsibility to protect their security as follows:

1) I will not divulge the contents of the test materials to any other person through verbal, written, or any other means of communication. This includes, but is not limited to, sharing or posting test content via the Internet or by e-mail without the express prior written permission of the California Department of Education (CDE) and test contractor.

2) I will not copy or take a photo of any part of the test materials. This includes, but is not limited to, photocopying (including enlarging) and recording without the express prior written permission from the CDE and test contractor.

3) I will keep all test materials secure prior to and following the distribution of the test(s).

4) I will permit eligible pupils access to test materials only during testing periods. I will permit only eligible pupils who are testing, and individuals participating in the test administration who have signed an ELPAC Test Security Affidavit, to be in the room when and where the ELPAC assessments are being administered.

5) I will not allow any pupils to use any electronic devices that allow them to access outside information, communicate with any other pupils, or photograph or copy test content. This includes, but is not limited to, cell phones, personal digital assistants, tablets, laptops, cameras, and electronic translation devices.

6) When acting as a test examiner, I will: (a) collect and account for all test materials following each testing session; (b) not permit any pupils to remove any test materials by any means from the room(s) where testing takes place; and (c) count all test books and answer documents before allowing any pupil to leave the testing room.

7) I will not review any test questions, passages, or other test items with any pupils or any other person at any time, including before, during, or following testing. I understand that this includes any discussion between local educational agency (LEA) staff for training or professional development, whether it be in a one-on-one or in a staff meeting setting.

8) I will not, for any test, develop scoring keys, review any pupil responses, or prepare answer documents. I understand that this includes coaching pupils or providing any other type of assistance to any pupils that may affect their responses. This includes, but is not limited to, both verbal cues and nonverbal cues that may indicate correct or incorrect answers, or completing or changing any pupils' answers.

9) I will return all test materials to the designated site ELPAC coordinator in accordance with his or her instructions.

10) When acting as a test examiner or proctor, I will actively supervise all pupils throughout the testing session to ensure that they are working on the correct test section or part, marking their answers in the correct section of their answer documents, following instructions, and are accessing only authorized materials (non-embedded universal tools, designated supports, or accommodations) for the test being administered.

11) I will administer the ELPAC in accordance with the directions for test administration and test administration manuals prepared by the test contractor, or any additional guidance provided by the test contractor. I understand that the unauthorized copying, sharing, or reusing of any test book (test books may be appropriately reused in accordance with the test contractor's terms and conditions), test question, or answer document by any means is prohibited. This includes, but is not limited to, photocopying, recording, e-mailing, messaging (instant, text, or multimedia messaging service, or digital application), using a camera/camera phone, and/or sharing or posting test content via the Internet without the express prior written permission from the CDE and test contractor.

12) I have been trained to carry out my responsibilities in the administration of the ELPAC.

By signing my name to this document, I assure that I have completely read this affidavit and will abide by the above requirements and have received all training necessary for the administration of the ELPAC.

Signed: _____

Print Name: _____

Position: _____

School: _____

LEA: _____

Date: _____

LEA ELPAC Coordinator will keep the signed Test Security Affidavit for the Site ELPAC Coordinator on file for a minimum of 12 months. The Site ELPAC Coordinator will retain the signed Test Security Affidavit from designated school staff for a minimum of 12 months. Do not return these forms to the California Department of Education or Educational Testing Service.

An online version of this form is available for the LEA ELPAC Coordinator and the Site ELPAC Coordinator and a downloadable version is available for all other designated staff. Both versions are posted on the ELPAC Forms Web page.