English Language Proficiency Assessments for California

Initial ELPAC Test Administration Manual

2019–20
Important Dates

California Technical Assistance Center
Tel: 800-955-2954 Email: caltac@ets.org Fax: 800-541-8455
Website: https://www.elpac.org/

Table 1. Important Dates

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<th>Window / Deadline</th>
<th>Details</th>
</tr>
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<td>April 8–May 10, 2019</td>
<td>Primary Test Materials Order Window for all test materials only</td>
</tr>
<tr>
<td>April 30–May 31, 2019</td>
<td>Test materials arrive in local educational agencies (LEAs)</td>
</tr>
<tr>
<td>June 3, 2019 through June 12, 2020</td>
<td>Supplemental Order Window for standard test materials and special test versions (braille and large print)</td>
</tr>
<tr>
<td>July 1, 2019 through June 30, 2020</td>
<td>Initial ELPAC Administration Window</td>
</tr>
</tbody>
</table>

On April 8, 2019, primary test materials orders can be placed in Test Operations Management System (TOMS). Initial ELPAC 2018–19 test materials can be used for 2019–20. If additional test materials are needed, 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.

Starting June 3, 2019, supplemental orders can be placed by LEAs online via TOMS or by calling the California Technical Assistance Center (CalTAC) at 800-955-2954. This applies to both standard and special version test materials. Orders can be made from June 3, 2019, to June 12, 2020, and will be delivered 10–14 business days from the date they are placed.

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 an overage. The ELPAC counts from the 2018–19 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.

What’s New in 2019–20

The following is a summary of modifications made to ELPAC processes and test materials for 2019–20:

- Updated ELPAC regulations and test materials—Domain Exemptions (Box 11 and Box 12): Due to updates in the ELPAC regulations, there are new instructions for completing Accommodations (Box 11); also, the back cover of the Answer Book contains a new field, “Domain Exemption” (Box 12). Before marking anything in Box 11 or Box 12, go to the Manuals and Instructions web page on the ELPAC website for further instructions.

- The percentage of LEAs participating in the Rotating Score Validation Process (RSVP) has been reduced to 10 percent.

- At the end of the testing year, June 30, 2020, all test materials will be destroyed locally in a secure manner. LEAs are provided a link to electronically certify materials have been securely destroyed.

ELPAC Website

A valuable resource for LEA ELPAC coordinators and site ELPAC coordinators is the ELPAC website. The ELPAC website is designed to be a centralized hub of information for LEA ELPAC coordinators and site ELPAC coordinators.

The ELPAC Website Includes:

- CalTAC and California Department of Education (CDE) contact information
- A chat function
- 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

California Technical Assistance Center

The California Technical Assistance Center (CalTAC) is available to LEA ELPAC coordinators for assistance with all questions related to the ELPAC administration. Contact information and hours of operation are:

Monday through Friday, 7 a.m. to 5 p.m.
Telephone: 800-955-2954
Fax: 800-541-8455
Email: caltac@ets.org
Website: https://www.elpac.org/
Chat: http://ets.custhelp.com/app/chat/caaspp/chat_launch

California Department of Education (CDE)

The California Department of Education (CDE) is available for assistance with questions related to the 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 email: elpac@cde.ca.gov
ELPAC website: https://www.cde.ca.gov/ta/tg/ep/

Test Operations Management System (TOMS)

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

- confirming or updating the LEA shipping address and indicating if the LEA can receive pallet shipments;
- ordering test materials (including braille and large print forms) during scheduled ordering windows;
- adding 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;
- downloading the TOMS System Guide for the ELPAC and accessing Frequently Asked Questions;
- accessing the audio recordings to administer the Listening domain and Speaking—Summarize an Academic Presentation domain for grades three through twelve; and
• Accessing the LST for scoring and reporting of the Initial ELPAC.

Reference materials available on the ELPAC website 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; and

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

**Note:** For the best performance of TOMS, download the latest version of the 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 Summative ELPAC must take the Initial ELPAC.
General Test Administration Information

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

Table 2 offers a side-by-side view of the Initial ELPAC and the Summative ELPAC.

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

**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 Local Scoring Tool (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 8, 2019 through June 30, 2020), 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 that 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

Approximately 10 percent\(^1\) of LEAs will be identified by the CDE to annually take part in the rotating score validation process (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 Sheets (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 the ELPAC website annually prior to training. 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.

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\(^1\) Please note that this is a change from 2018–19.
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 in Table 3 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.

**Table 3. Participating in the RSVP versus Non-RSVP**

<table>
<thead>
<tr>
<th>Participating in the RSVP (10 percent of LEAs)</th>
<th>Not Participating in the RSVP (90 percent of LEAs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive secure, scannable Answer Books</td>
<td>Receive secure, nonscannable Answer Books</td>
</tr>
<tr>
<td>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</td>
<td>Receive instructions for test materials handling after testing</td>
</tr>
<tr>
<td>Locally score Answer Books, enter raw scores in the LST, print the student score report, and merge results into the parent/guardian notification letter</td>
<td>Locally score Answer Books, enter raw scores in the LST, print the student score report, and merge results into the parent/guardian notification letter</td>
</tr>
<tr>
<td>Receive Pre-ID labels and precoded GIS forms from ETS</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Affix Pre-ID labels and include precoded GIS forms in the box before sending scannable Answer Books to ETS for scoring, following the return schedule and instructions listed on page 29</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

If your LEA has been identified as part of the RSVP, detailed return instructions can be found on page 29.

**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 additional 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 electronically sign the 2019–20 ELPAC Test Security Agreement and the ELPAC Test Security Affidavit found within TOMS which can be accessed through the ELPAC website. 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 electronically sign the 2019–20 ELPAC Test Security Agreement and the ELPAC Test Security Affidavit located within TOMS.

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 must electronically sign the ELPAC Test Security Affidavit located within TOMS, and proctors, along with all others handling ELPAC test materials, must electronically sign the ELPAC Test Security Affidavit located on the Test Administration web page on elpac.org.

The LST correspondence administrator is the designated staff member who 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. The LST correspondence administrator is also responsible for downloading the data from LST needed to populate the parent/guardian letters. Prior to accessing the test materials, the LST correspondence administrator must electronically sign the ELPAC Test Security Affidavit located within TOMS.

The LST data entry is the role in TOMS for the designated staff member who 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 member must electronically sign the ELPAC Test Security Affidavit located within TOMS.
Testing Irregularities and Security Breaches

The LEA ELPAC coordinator is responsible for reporting all testing irregularities and security breaches immediately. A fillable ELPAC Testing Irregularities and Security Breach Form is 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 CalTAC at 800-955-2954 within 24 hours of the incident.
2. Fill out the ELPAC Testing Irregularities and Security Breach Report Form. This form is also available on the ELPAC Test Administration web page under Forms. The corrective action section must include the administrative procedural 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 email the form to CalTAC within five working days of the incident.

   Monday through Friday, 7 a.m. to 5 p.m. Pacific daylight time
   Fax: 800-541-8455
   Email: ELPAC@ets.org

3. ETS 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; and
  - 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; and
• 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 allowable 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; and
- allowing untrained personnel to administer the test.

**Students Who Move During or 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. The LEA ELPAC coordinator list can be found under the [Secure Materials] tab in TOMS. If it is not known to which LEA the student moved, write the word “MOVED” on the cover and keep it 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 email at ELPAC@cde.ca.gov.

Accommodations—Box 10

Accommodations should be noted in a student’s Individualized Education Plan (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 kindergarten through grade two.
- Contracted braille test forms are given to students in grades three through twelve.

Alternate Assessments—Box 11

When a student with the most significant cognitive disability(s), identified as an English learner, is not able to take the ELPAC (the entire test or any portion of it), the IEP teams may determine that an alternate assessment is appropriate and necessary. The locally-determined alternate assessment must be aligned with the 2012 California English Language Development (ELD) Standards. The results of an alternate assessment are not reported to ETS or the CDE, but should be kept locally as evidence of participation.

For a student taking an alternate assessment, mark the Alternate Assessment(s) circle (Box 11) on the Answer Book for each domain for which an alternate assessment was administered. Also note the following:

- The Alternate Assessment(s) 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 obtainable scale score (LOSS) 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.

Domain Exemption(s)—Box 12

In addition to the fields on the back cover of the Answer Book for Testing Irregularities, Accommodation(s), and Alternate Assessment(s), there is a new field for marking Domain Exemption(s).

When a student’s IEP or Section 504 plan specifies that the student has a disability for which there are no appropriate accommodations for assessment in one or more of the Speaking,
Listening, Reading, and Writing domains, the student shall be assessed in the remaining domains in which it is possible to assess the student, per 34 Code of Federal Regulations Section 200.6. For a student with approved exemptions, mark the Domain Exemption[s] circle on the Student Score Sheet for each domain for which an exemption was approved. The Student Score Sheet will be used to enter scores in the Local Scoring Tool (LST). Also note:

- A student may be assigned an overall score only if assessed in both oral and written language. To be considered as having been assessed in oral language, the student must have been assessed in either Speaking or Listening. To be considered as having been assessed in written language, the student must have been assessed in either Reading or Writing.

- In the instances where at least one of the domains in oral language and one of the domains in written language is administered, the student will receive a score. For example, if a student is exempt from the Listening domain, but participates in the Speaking domain, and participates in both of the Reading and Writing domains, the student will receive a calculated score for oral language, based on the performance in the Speaking domain, and an overall score.

- A valid score can only be provided in those instances where the student tested in at least one of the domains for oral language and written language.

The LST will provide the appropriate score result based on the information entered. The TOMS User Guide provides additional directions on how to enter scores within the LST.
Responsibilities of the LEA ELPAC Coordinator

Before Testing

Receive and Inventory Test Materials Ordered

Follow these inventory steps to prepare test materials before testing:

**STEP 1:** Read through materials. Review this *Initial ELPAC Test Administration Manual* in its entirety. Become familiar with all testing and administration procedures.

**STEP 2:** Obtain signatures on security forms. Monitor and keep an electronic record of the completion of the *ELPAC Test Security Agreements* and the *ELPAC Test Security Affidavits* from all site ELPAC coordinators through TOMS. Keep records of the completion at the LEA office for a minimum of 12 months. Do not return these forms to the CDE or to ETS.

**STEP 3:** 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 (e.g., “1 of 10,” “2 of 10”).

**STEP 4:** Report missing or damaged boxes. Immediately contact CalTAC if any boxes are missing, damaged, or if you received boxes addressed to another LEA.

**STEP 5:** Inventory LEA test materials against the shipping notice(s). Note any overages or 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 6:** 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 7:** Report overages and shortages. After the site ELPAC coordinators inventory their test materials, they must report overages, shortages, or incorrect grade materials to CalTAC immediately.
Responsibilities of the LEA ELPAC Coordinator

Order Additional Test Materials

If additional test materials are needed, the LEA ELPAC coordinator can order them through TOMS or call CalTAC. Supplemental orders will be delivered within 10—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 3, 2019 through June 12, 2020.

Note: There is an algorithm in place to determine the number of Examiner’s Manuals sent along with the test material orders and as an LEA overage.

- For kindergarten to grade five, there is one Examiner’s Manual sent per 15 test takers.
- For grades six to twelve, there is one Examiner’s Manual sent per 25 test takers.
- For LEA overage (at the Answer Book level):
  - 1 to 1,000 test takers = two additional Examiner’s Manuals
  - 1,001 to 5,000 test takers = five additional Examiner’s Manuals
  - 5,001 to 10,000-plus test takers = 10 additional Examiner’s Manuals

For a fee, an LEA can place an order for additional Examiner’s Manuals above what is provided with the test materials and included as overage. Refer to the ELPAC Fee-Based Services web page, found under the [Resources] tab on the ELPAC website, for additional information on ordering and pricing.

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 Manuals

RSVP-Only LEA Coordinator Kit:

RSVP only

For more information on RSVP, refer to page 5 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.
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; and

- 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.

During Testing
The LEA ELPAC coordinator needs to be available during testing for the site ELPAC coordinators to address any questions or concerns that arise and to assist with testing irregularities and security breaches. Refer to the Testing Irregularities and Security Breaches subsection for further information about reporting irregularities and security breaches.

Receiving and Checking Test Materials

Check Answer Books Returned from Sites
The LEA ELPAC coordinator is responsible for

- coordinating the return of Answer Books from the sites back to the LEA;
- checking all materials for completeness; and
- ensuring that the forms are completed properly.

To accomplish these tasks, the LEA ELPAC coordinator should follow these steps:

**STEP 1:** Ensure that required demographic information is completed and accurate on all Answer Books. Having a Statewide Student Identifier (SSID) for every Answer Book for every student is critical for processing.

**STEP 2:** Verify number of Answer Books. Confirm that the correct number of Answer Books have been returned.

After Testing

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.
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 LST data entry staff.

Designated staff will

1. log on to ELPAC TOMS to access the LST;
2. look up students using the Statewide Student Identifier demographic information from the front of the Answer Book; and
3. transfer student score information per domain task type from the Student Score Sheet to the LST.

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, 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 on the ELPAC website.

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.
Responsibilities of the LEA ELPAC Coordinator

Handling of Test Materials

Note: If your LEA has been identified by the CDE as part of the RSVP, please refer to page 29 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, 2020. 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 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.

**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 email communication.

**Securely destroy the following materials after the end of the administration window, June 30, 2020, as directed by the testing contractor:**

- Examiner’s Manuals
- Used Test Books (grades three through twelve)
- Used Answer Books or those damaged during testing
- VOIDED Answer Books
Responsibilities of the Site ELPAC Coordinator

Before Testing

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:** 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 2:** Obtain signatures on all security forms. Monitor and keep an electronic record of the completion of the *ELPAC Test Security Affidavits* for test examiners, the LST correspondence administrator, and LST data entry staff through TOMS. Proctors, along with all others handling ELPAC test materials, must also electronically sign the *ELPAC Test Security Affidavit* located on the *Test Administration* web page on elpac.org prior to accessing the test materials.

**STEP 3:** 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 4:** 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 or 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 5:** 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 6:** Discuss security with all designated staff handling ELPAC test materials. Ensure that designated staff such as test examiners, proctors, LST correspondence administrators, LST data entry members, 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 7:** Retain electronic records of all ELPAC designated school staff’s affidavits onsite for 12 months.
Responsibilities of the Site ELPAC Coordinator

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.

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.
Responsibilities of the Site ELPAC Coordinator

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 are not provided.

NOTE: Students and test examiners must use No. 2 pencils only.

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 that all stray marks are erased completely because these pages are scanned.
Figure 2. Answer Book Front and Back Cover Fields

Front Cover Fields

- **STUDENT NAME**
  - LAST NAME
  - FIRST NAME

- **TESTER/TEST EXAMER**
  - SCHOOL
  - LOCAL EDUCATIONAL AGENCY
  - LOCAL USE

- **DATE OF BIRTH**
  - Month
  - Day
  - Year

- **GRADE**
  - 1st
  - 2nd
  - 3rd

- **GENDER**
  - M
  - F

- **STUDENT ID NUMBER (OPTIONAL—LOCAL USE)**
- **STUDENT IDENTIFIER (SSN)**

Back Cover Fields

- **TESTING IRREGULARITIES**
  - Listening
  - Speaking
  - Reading
  - Writing

- **ACCOMMODATIONS**
  - Listening
  - Speaking
  - Reading
  - Writing

- **ALTERNATE ASSESSMENT**
  - Listening
  - Speaking
  - Reading
  - Writing

- **DOMAIN EXEMPTIONS**
  - Listening
  - Speaking
  - Reading
  - Writing

- **OPTIONAL—LOCAL USE**
Table 4. Demographic Fields on Answer Book.

<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>STEPS TO FOLLOW</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 STUDENT NAME</strong></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><img src="example_image" alt="Last Name" /></td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td><strong>2 TEACHER/TEST EXAMINER, SCHOOL, LOCAL EDUCATIONAL AGENCY, LOCAL USE</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>3 DATE OF BIRTH</strong></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><img src="example_image" alt="Date" /></td>
</tr>
<tr>
<td><strong>4 GRADE</strong></td>
<td>Fill in the circle for the student’s current grade. Ensure that the grade-span of the Answer Book matches the student’s grade.</td>
</tr>
<tr>
<td><strong>5 GENDER</strong></td>
<td>Fill in the appropriate circle: F for Female, M for Male, and X for Non-binary.</td>
</tr>
<tr>
<td><strong>6 STUDENT ID NUMBER (OPTIONAL–LOCAL USE)</strong></td>
<td>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.</td>
</tr>
<tr>
<td>FIELD NAME</td>
<td>STEPS TO FOLLOW</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>7</strong> STATEWIDE STUDENT IDENTIFIER (SSID)</td>
<td>Starting at the left, print one digit of the SSID in each box. All students should have an SSID (10 digits). Fill in the corresponding circles for each number.</td>
</tr>
<tr>
<td><strong>8</strong> DATE TESTING COMPLETED</td>
<td>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.</td>
</tr>
<tr>
<td><strong>9</strong> TESTING IRREGULARITIES</td>
<td>If a student was caught cheating during the test or there were irregularities in the 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.</td>
</tr>
<tr>
<td><strong>10</strong> ACCOMMODATIONS</td>
<td>If a student requires resources or an alternate setting in order to complete one or more domains, as noted in his or her IEP or Section 504 plan, 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.</td>
</tr>
<tr>
<td><strong>11</strong> ALTERNATE ASSESSMENT</td>
<td>When a student with the most significant cognitive disability(s) is not able to take the ELPAC (the entire test or any portion of it), IEP team may determine that an alternate assessment is appropriate and necessary. Additional detailed instructions are available on the Test Administration Manuals and Instructions web page on the ELPAC website. Please read these instructions carefully before marking anything in this field.</td>
</tr>
<tr>
<td><strong>12</strong> DOMAIN EXEMPTION</td>
<td>When a student’s IEP or Section 504 plan specifies that the student has a disability for which there are no appropriate accommodations for assessment in one or more of the Speaking, Listening, Reading, and Writing domains, the student shall be assessed in the remaining domains in which it is possible to assess the student, per</td>
</tr>
</tbody>
</table>
**Responsibilities of the Site ELPAC Coordinator**

<table>
<thead>
<tr>
<th>FIELD NAME</th>
<th>STEPS TO FOLLOW:</th>
</tr>
</thead>
<tbody>
<tr>
<td>34</td>
<td>CRF Section 200.6. A student may be assigned an overall score only if assessed in both oral and written language. To be considered as having been assessed in oral language, the student must have been assessed in either Speaking or Listening. To be considered as having been assessed in written language, the student must have been assessed in either Reading or Writing. Additional detailed instructions are available on the Test Administration Manuals and Instructions web page on the ELPAC website. Please read these instructions carefully before marking anything in this field.</td>
</tr>
</tbody>
</table>

**OPTIONAL–LOCAL USE**

This is an optional field for LEA use.

**Requirements for the Listening Domain**

*This information should be shared with test examiners.*

The audio recording for the Listening domain and Speaking (Summarize an Academic Presentation) can only be accessed using the secure Test Operations Management System (TOMS) website. 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.
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.

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 in the 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

#### Review Answer Books

Review Answer Books for completeness. Confirm the statewide student identifier (SSID) number and student name are accurate.

#### 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. Student Score Sheets for students with a Domain Exemption can be found on the [Test Administration Forms](#) web page of the ELPAC website.

#### 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 LST data entry staff member.

Designated staff members 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.
Printing the Student Score Report

Once the scores for a student are locked and the official results are generated in the LST, the staff members designated by the LEA ELPAC coordinator, such as the site ELPAC coordinator, test examiner, LST correspondence administrator, or LST data entry staff member, can print the Initial ELPAC Student Score Report (SSR) individually or by batch. 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 of the ELPAC website.

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 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 of the ELPAC website.

Handling of Test Materials

Note: If your LEA has been identified by the CDE as part of the RSVP, please refer to page 29 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, 2020. 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 Books/Answer Books
- All unopened Answer Books and Test Books (kindergarten through grade twelve)
- Examiner’s Manuals
Return Special Test Version Materials (Braille and 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.

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. A survey site will be available toward the end of testing that will allow LEAs to certify the local secure destruction of secure Initial ELPAC test materials. Additional information on the secure destruction of test materials will be made available to the LEA ELPAC coordinators via an email communication.

Securely Destroy Student Rosters and Scratch Paper. Return the Following Materials after the End of the Administration Window, June 30, 2020, as Directed by the LEA ELPAC Coordinator:

- Examiner’s Manuals
- 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 LEAs Identified as Part of the RSVP

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 10 percent of LEAs annually identified by the CDE to participate in the RSVP, your scannable initial ELPAC test materials administered between July 1 and October 31, 2019, are to be returned to ETS. Table 5, which follows, is the schedule for returning test materials to ETS:

<table>
<thead>
<tr>
<th>Initial ELPAC Administration Date</th>
<th>LEA Request a Pickup Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 to August 2, 2019</td>
<td>September 13, 2019</td>
</tr>
<tr>
<td>August 5 to September 6, 2019</td>
<td>October 11, 2019</td>
</tr>
<tr>
<td>September 9 to October 4, 2019</td>
<td>November 15, 2019</td>
</tr>
<tr>
<td>October 7 to October 31, 2019</td>
<td>December 13, 2019</td>
</tr>
</tbody>
</table>

NOTE—December 13, 2019, is the final day to return materials for scoring to ETS. Test materials for students tested after October 31, 2019, 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 2019.

- 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, 2019.

- 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
  - responses are filled in completely using a No. 2 pencil;
  - all stray marks are erased completely;
  - any issues in the Potential Scanning Problems and Resolutions table are resolved; and
  - 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 return of unused test materials to the LEA.

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

### Table 6. Potential Scanning Problems and Resolutions

<table>
<thead>
<tr>
<th>IF YOU FIND THIS ...</th>
<th>DO THIS ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scratch paper</td>
<td>Remove the extraneous material.</td>
</tr>
<tr>
<td>Sticky notes</td>
<td></td>
</tr>
<tr>
<td>Staples</td>
<td></td>
</tr>
<tr>
<td>Pins/paper clips</td>
<td></td>
</tr>
<tr>
<td>Paper damaged by erasures</td>
<td>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.</td>
</tr>
<tr>
<td>Tape or sticky labels of any kind</td>
<td></td>
</tr>
<tr>
<td>Ripped or torn sheets</td>
<td></td>
</tr>
<tr>
<td>Grease marks</td>
<td></td>
</tr>
<tr>
<td>Coffee spills</td>
<td></td>
</tr>
<tr>
<td>Bodily fluids</td>
<td></td>
</tr>
<tr>
<td>Light marks</td>
<td>Erase light marks or make them heavier as needed.</td>
</tr>
<tr>
<td>Incomplete erasures</td>
<td></td>
</tr>
<tr>
<td>Stray marks</td>
<td></td>
</tr>
<tr>
<td>Smudges</td>
<td></td>
</tr>
<tr>
<td>Student writing on separate sheets of paper</td>
<td>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.</td>
</tr>
<tr>
<td>Writing in the margins of the book or outside the box provided for the response</td>
<td>Do nothing; however, note that only responses within the boxes will be scored.</td>
</tr>
</tbody>
</table>

**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 ETS

It is critical that the directions in the ELPAC Return Instructions for returning test materials are followed. Detailed ELPAC Return Instructions are posted on the Test Operations Management System (TOMS) under the Help section and in the site ELPAC coordinator kit that is 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](image-url)
Table 7. GIS Form Fields

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

Items to Be Returned to ETS:

- Used secure, scannable Answer Books (kindergarten through grade twelve) with Pre-ID labels for students tested from July 1–October 31, 2019
- Used and unused braille and large print Test Books, Examiner’s Manuals, and Answer Books (Please refer to the cover letter of the braille or large print test material bundle for detailed information about returning materials to ETS.)

Items that Do Not Need to Be Returned to ETS:

**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, 2019
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. A survey site will be available toward the end of testing that will allow LEAs to certify the local secure destruction of secure Initial ELPAC test materials. Additional information on the secure destruction of test materials will be made available to the LEA ELPAC coordinators via an email communication.
Appendix

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 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 California Technical Assistance Center at 800-541-8455 or email to caltac@ets.org. All fields are required.

**Testing Administration:**  ☐ Initial ELPAC  ☐ Summative ELPAC

**Date of Incident:**  Click here to enter a date.

**LEA name:**  Click here to enter text.  **County-LEA code:**  Click here to enter text.

**School name:**  Click here to enter text.  **School code:**  Click here to enter text.

**LEA ELPAC coordinator name:**  Click here to enter text.  **Email:**  Click here to enter text.

**Phone number:**  Click here to enter text.

**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):**  Click here to enter text.

For irregularities related to the Initial ELPAC, will student score(s) need to be removed or unlocked from the Local Scoring Tool?  ☐ Yes  ☐ No

**Number of students involved:**  Click here to enter text.  **Number of staff involved:**  Click here to enter text.

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

Click here to enter text.

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.*

Click here to enter text.
Appendix

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.*

Click here to enter text.

*Add extra pages, if necessary.

Note: A downloadable version of this form is available on the ELPAC Forms web page of the ELPAC website.