
- Initial ELPAC
- Summative ELPAC

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## Acronyms and Initialisms Used in the ELPAC Data Entry Interface User Guide

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

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

1.1. Initial ELPAC

Beginning of the Year (July 1–August 19, 2020) and Emergency Paper–Pencil Initial ELPAC

Please note, these instructions should be used for any paper-based Initial ELPAC testing that occurs from July 1–August 19, 2020. When computer-based Initial ELPAC testing begins on August 20, 2020, only students with documented accessibility needs or schools that require paper-based test materials due to an emergency should be testing on paper-based test materials.

The Initial ELPAC Paper–Pencil Test for kindergarten through grade twelve students is administered on Answer Books. The test examiner–generated scores of the paper–pencil Initial ELPAC Speaking and Writing domains must be entered into the DEI after the administration. Speaking scores can be entered during the administration or they may be marked on the student score sheet found in each Answer Book and then transferred into the DEI after the administration. Student responses from the paper–pencil Initial ELPAC Listening and Reading domain sections of the Answer Book should be entered into the DEI as soon as possible following the administration. Student score sheets and any other secure materials should be securely destroyed immediately after submitting the scores into the DEI.

Table 1 indicates when the DEI is required for the emergency paper–pencil Initial ELPAC.

Table 1. Emergency Paper–Pencil Initial ELPAC Domains That Require DEI Entry

<table>
<thead>
<tr>
<th>Grade Levels</th>
<th>Test Delivery</th>
<th>Domain</th>
<th>DEI Required?</th>
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<tr>
<td>K–12</td>
<td>PPT</td>
<td>Listening and Reading</td>
<td>Yes, the test examiner will enter the student’s responses in the DEI.</td>
</tr>
<tr>
<td>K–12</td>
<td>PPT</td>
<td>Speaking and Writing</td>
<td>Yes, the test examiner will enter scores in the DEI after the administration of the Speaking and Writing domains.</td>
</tr>
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1.2. Summative ELPAC

Emergency Paper–Pencil Summative ELPAC

Scores and student responses should be entered as soon as possible following the administration. Student score sheets and any other secure materials should be securely destroyed immediately after submitting the scores into the DEI.

Kindergarten Through Grade Two

The Summative ELPAC Paper–Pencil Test for kindergarten through grade two students is administered on scannable Answer Books that must be returned to Educational Testing Service for scoring. Refer to the 2019–2020 Paper-Pencil Testing Test Administration Manual for the Summative ELPAC for more information about returning paper–pencil test materials.

Grades Three Through Twelve

For paper–pencil testing in grades three through twelve, all student responses or scores must be entered into the DEI.

Table 2 indicates when the DEI is required for the emergency paper–pencil Summative ELPAC.

Table 2. Emergency Paper–Pencil Summative ELPAC Domains That Require DEI Entry

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

1.3. General Test Rules and Navigation

► Questions are reviewable before submitting the test.
► Selected responses for questions can only be changed if the test has not been submitted for scoring.
► A response or score entry may be left blank for any of the tests that must be entered into the DEI. If any of the responses or scores have been skipped—indicated by a red triangle on the Data Entry Summary screen—return to those
items and verify whether the item was intentionally skipped by the student. If not, enter the missing information before the test is submitted.

- If an item response was skipped unintentionally and the test was mistakenly submitted for scoring, the local educational agency (LEA) ELPAC coordinator or site ELPAC coordinator should file a Security and Test Administration Incident Reporting System case to reopen the test in the DEI so the responses can be entered. Refer to the *Summative ELPAC Security Incidents and Appeals Procedure Guide* or *Initial ELPAC Security Incidents and Appeals Procedure Guide* for steps on submitting this appeal.

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

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

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

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

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

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

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

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

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

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

**Figure 5. Is This the Student? screen**
3. Entering Responses for the Paper-based Initial and Summative ELPAC Listening Domain

1. Refer to the Logging on to the DEI section of this manual to log on to the DEI in preparation for entering responses. Confirm that the information in the DEI for the student matches the grade level or grade span on the student’s Answer Book (refer to figure 6).

Please note, these instructions should be used for any paper-based Initial ELPAC testing that occurs from July 1–August 19, 2020. When computer-based Initial ELPAC testing begins on August 20, 2020, only students with documented accessibility needs or schools that require paper-based test materials due to an emergency should be testing on paper-based test materials.

Figure 6. Sample Answer Book cover
2. On the Available Tests screen, select the gray [Start Initial ELPAC Grades XX Listening - Paper Data Entry Interface] button for an Initial ELPAC student (refer to figure 7) or the [Start Summative ELPAC Grades XX Listening - Paper Data Entry Interface] button for a Summative ELPAC student (refer to figure 8).

![Figure 7. Available Tests screen—Initial ELPAC Listening Domain, paper data entry](image1)

![Figure 8. Available Tests screen—Summative ELPAC Listening Domain, paper data entry](image2)

3. The Instructions and Help screen, shown in figure 9, is the same as that used by a student taking assessments online.
   a. Select the [View Test Settings] button to review the student’s test settings assigned in TOMS. Note that these cannot be changed in the DEI.
   b. Select the [View Help Guide] button for an overview of the buttons the user will see in the DEI; these are the same buttons and tools a student would see
in the test delivery system. The guide is available on all screens by selecting the [Help] question mark [?] button in the top-right corner of any screen.

4. Select the [Begin Data Entry] button to enter the responses found in the student’s Answer Book or select [Return to Login] to exit.

5. The first response for entry in the DEI will match the same first test question within the Listening domain section in the student’s Answer Book; locate the response that was recorded for question number 1.
6. On the DEI screen, select the radio button that corresponds with the response the student marked in the Answer Book for question number 1 (refer to figure 10). If the student left a response blank in the Answer Book, the test examiner may leave the item blank in the DEI as well. Note that it is not necessary to listen to the audio in the DEI. After selecting the appropriate response, select the [Next] button at the top left of the DEI screen to continue to the next question.

7. When the user selects the [Next] button after entering a response for the last question in the Listening domain, the Attention message will pop up to advise the user to select the [End Test] button (refer to figure 11). Select the [OK] button.
8. On the screen for the last question, select the [End Test] button (outlined in red) at the top left of the screen (refer to figure 12).

![Figure 12. [End Test] button—Listening domain, paper data entry](image)

9. After selecting the [End Test] button, another Attention message will pop up to advise the user that the user has reached the end of the test and to select [Yes] to continue to the next page or to select [No] to keep working on the test (refer to figure 13). Select the [Yes] button if all response entries have been completed.

![Figure 13. Attention message box (reached the end of the test)](image)
10. After selecting [Yes], the Data Entry Summary screen will show any questions that did not have a response entered (refer to figure 14).

![Data Entry Summary Screen](image)

**Figure 14. Top of the Data Entry Summary screen—Listening domain, paper data entry**

11. Select a question number with the triangle icon to go back to that question to assign the missing response. Refer to the response in the student Answer Book to verify that all responses were entered correctly. If the student forgot or failed to mark a response in the Answer Book, then the response should be left blank in the DEI.
12. When all responses have been verified, select the [Submit Test] button. After selecting the [Submit Test] button, a Warning message will ask the user to confirm that the user wishes to submit the test (refer to figure 15). Select the [Yes] button to indicate that response entry has been completed for this test.

![Figure 15. Warning message box](image-url)
13. After the [Yes] button has been selected, the Test Submission Record screen will indicate that the test has been submitted (refer to figure 16).

![Test Submission Record](image)

**Figure 16. Test Submission Record screen for a completed Listening assessment**

14. The user can then select one of the following buttons at the bottom of the screen:
   - [Log Out] button—Exit the DEI.
   - [Enter Responses for a Different Test] button—Enter responses for a different test (if there are more associated tests for the student).
   - [Enter Responses for a Different Student] button—Return to the Logon screen to start the process over for a new student.
4. Entering Scores for the Paper-based Initial and Summative ELPAC Speaking Domain

1. Refer to the Logging on to the DEI section of this manual to log on to the DEI in preparation for entering scores. Confirm that the test form in the DEI matches the grade level or grade span at the top of the student’s Answer Book (refer to figure 17).

Please note, these instructions should be used for any paper-based Initial ELPAC testing that occurs from July 1–August 19, 2020. When computer-based Initial ELPAC testing begins on August 20, 2020, only students with documented accessibility needs or schools that require paper-based test materials due to an emergency should be testing on paper-based test materials.

Figure 17. Sample Answer Book cover
2. On the *Available Tests* screen, select the gray [Start Initial ELPAC Grades XX Speaking - Paper Data Entry Interface] button for an Initial ELPAC student (refer to *figure 18*) or the [Start Summative ELPAC Grades XX Speaking - Paper Data Entry Interface] button for a Summative ELPAC student (refer to *figure 19*).

![Figure 18. Available Tests screen—Initial ELPAC Speaking domain, paper data entry](image)

![Figure 19. Available Tests screen—Summative ELPAC Speaking domain, paper data entry](image)

3. The *Instructions and Help* screen, shown in *figure 20*, is the same as that used by a student taking assessments online.
   a. Select the [View Test Settings] button to review the student’s test settings assigned in TOMS. Note that these cannot be changed in the DEI.
   b. Select the [View Help Guide] button for an overview of the buttons the user will see in the DEI; these are the same buttons and tools a student would see
Entering Scores for the Paper-based Initial and Summative ELPAC Speaking Domain

in the test delivery system. The guide is available on all screens by selecting the [Help] question mark [?] button in the top-right corner of any screen.

Figure 20. Instructions and Help screen

4. Select the [Begin Data Entry] button to enter the scores recorded in the student’s Answer Book or select [Return to Login] to exit.
5. The first question for scoring in the DEI will match the same first test question that was in the scoring section of the student Answer Book; locate the score that was recorded for question number 1 (refer to figure 21).

![Figure 21. Sample Speaking domain Answer Book section](image)

6. On the DEI screen, select the matching score (“Score 0,” “Score 1,” etc.) for question number 1 (refer to figure 22). After selecting the appropriate score, select the [Next] button at the top left of the DEI screen to continue to the next question.

![Figure 22. DEI Score Entry screen—Speaking domain, paper data entry](image)
7. When the user selects the [Next] button after entering a score for the last question in the Speaking domain, the Attention message will pop up to advise the user to select the [End Test] button (refer to figure 23). Select the [OK] button.

![Figure 23. Attention message box (finished entering responses)](image)

8. On the screen for the last question, select the [End Test] button (outlined in red) at the top left of the screen (refer to figure 24).

![Figure 24. [End Test] button—Speaking domain, paper data entry](image)

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

![Figure 25. Attention message box (reached the end of the test)](image)
10. After selecting [Yes], the *Data Entry Summary* screen will show any questions that did not have a score selected (refer to *figure 26*).

![Figure 26. Top of the Data Entry Summary screen—Speaking domain, paper data entry](image)

11. Select a question number with the triangle icon to go back to that question to assign the missing score. Refer to the score recorded in the student’s Answer Book when assigning scores and verify that all scores were entered correctly. If the user forgot or failed to mark the score, then the score entry should be left blank in the DEI.
12. When all scores have been verified, select the **Submit Test** button. After selecting the **Submit Test** button, a *Warning* message will ask the user to confirm that the user wishes to submit the test (refer to figure 27). Select the **Yes** button to indicate that score entry has been completed for this test.

![Figure 27. Warning message box](image-url)
13. After the [Yes] button has been selected, the Test Submission Record screen will indicate that the test has been submitted (refer to figure 28).

Figure 28. Test Submission Record screen for a completed Speaking assessment

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

1. Refer to the Logging on to the DEI section of this manual to log on to the DEI in preparation for entering responses. Confirm that the information in the DEI for the student matches the grade level or grade span on the student’s Answer Book (refer to figure 29).

Please note, these instructions should be used for any paper-based Initial ELPAC testing that occurs from July 1–August 19, 2020. When computer-based Initial ELPAC testing begins on August 20, 2020, only students with documented accessibility needs or schools that require paper-based test materials due to an emergency should be testing on paper-based test materials.

![Figure 29. Sample Answer Book cover](image-url)
2. On the *Available Tests* screen, select the gray [Start Initial ELPAC Grades XX Reading - Paper Data Entry Interface] button for an Initial ELPAC student (refer to [figure 30](#)) or the [Start Summative ELPAC Grades XX Reading - Paper Data Entry Interface] button for a Summative ELPAC student (refer to [figure 31](#)).

![Available Tests screen—Initial ELPAC Reading Domain, paper data entry](#)

**Figure 30. Available Tests screen—Initial ELPAC Reading Domain, paper data entry**

![Available Tests screen—Summative ELPAC Reading Domain, paper data entry](#)

**Figure 31. Available Tests screen—Summative ELPAC Reading Domain, paper data entry**

3. The *Instructions and Help* screen, shown in [figure 32](#), is the same as that used by a student taking assessments online.
   a. Select the [View Test Settings] button to review the student’s test settings assigned in TOMS. Note that these cannot be changed in the DEI.
b. Select the [View Help Guide] button for an overview of the buttons the user will see in the DEI; these are the same buttons and tools a student would see in the test delivery system. The guide is available on all screens by selecting the [Help] question mark [?] button in the top-right corner of any screen.

![Instructions and Help screen](image)

**Figure 32. Instructions and Help screen**

4. Select the [Begin Data Entry] button to enter the responses found in the student’s Answer Book or select [Return to Login] to exit.

5. The first question for entry in the DEI will match the same first test question within the Reading domain section in the student’s Answer Book; locate the response the student entered for question number 1.
6. On the DEI screen, select the radio button that corresponds with the response the
student marked in the Answer Book for question number 1 (refer to figure 33). If
the student left a response blank in the Answer Book, the test examiner may leave
the item blank in the DEI as well. After selecting the appropriate response, select
the [Next] button at the top left of the DEI screen to continue to the next question.

Figure 33. DEI Data Entry screen—Reading domain, paper data entry

7. When the user selects the [Next] button after entering a response for the last
question in the Reading domain, the Attention message will pop up to advise the
user to select the [End Test] button (refer to figure 34). Select the [OK] button.

Figure 34. Attention message box (finished entering responses)
8. On the screen for the last question, select the **End Test** button (outlined in red) at the top left of the screen (refer to figure 35).

![Figure 35. [End Test] button—Reading domain, paper data entry](image)

9. After selecting the **End Test** button, another **Attention** message will pop up to advise the user that the user has reached the end of the test and to select **Yes** to continue to the next page or to select **No** to keep working on the test (refer to figure 36). Select the **Yes** button if all response entries have been completed.

![Figure 36. Attention message box (reached the end of the test)](image)
10. After selecting [Yes], the **Data Entry Summary** screen will show any questions that did not have a response entered (refer to [figure 37](#)).

![Data Entry Summary](image)

**Figure 37.** Top of the **Data Entry Summary** screen—Reading domain, paper data entry

11. Select a question number with the triangle icon to go back to that question to assign the missing response. Refer to the response in the student Answer Book to verify that all responses were entered correctly. If the student forgot or failed to enter a response in the Answer Book, then the response should be left blank in the DEI.
12. When all responses have been verified, select the [Submit Test] button. After selecting the [Submit Test] button, a Warning message will ask the user to confirm that the user wishes to submit the test (refer to figure 38). Select the [Yes] button to indicate that response entry has been completed for this test.

Figure 38. Warning message box
13. After the [Yes] button has been selected, another Test Submission Record screen will indicate that the test has been submitted (refer to figure 39).

![Figure 39. Test Submission Record screen for a completed Reading assessment](image)

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

1. Refer to the Logging on to the DEI section of this manual to log on to the DEI in preparation for entering scores. Confirm that the test form in the DEI matches the grade level or grade span at the top of the student’s Answer Book (refer to figure 40).

Please note, these instructions should be used for any paper-based Initial ELPAC testing that occurs from July 1–August 19, 2020. When computer-based Initial ELPAC testing begins on August 20, 2020, only students with documented accessibility needs or schools that require paper-based test materials due to an emergency should be testing on paper-based test materials.

Figure 40. Sample Answer Book cover
2. On the **Available Tests** screen, select the gray [Start Initial ELPAC Grades XX Writing - Paper Data Entry Interface] button (refer to figure 41).

![Available Tests screen](image)

**Figure 41. Available Tests screen—Initial ELPAC Writing domain, paper data entry**

3. The **Instructions and Help** screen, shown in figure 42, is the same as that used by a student taking assessments online.
   a. Select the [View Test Settings] button to review the student’s test settings assigned in TOMS. Note that these cannot be changed in the DEI.
   b. Select the [View Help Guide] button for an overview of the buttons the user will see in the DEI; these are the same buttons and tools a student would see in the test delivery system. The guide is available on all screens by selecting the [Help] question mark [?] button in the top-right corner of any screen.
4. Select the [Begin Data Entry] button to enter the scores recorded in the student’s Answer Book or select [Return to Login] to exit.

5. The first question for scoring in the DEI will match the same first test question that was in the scoring section of the student Answer Book; locate the score that was recorded for question number 1 (refer to figure 43).

Figure 42. Instructions and Help screen

Figure 43. Sample Writing domain Answer Book section
6. On the DEI screen, select the matching score (“Score 0,” “Score 1,” etc.) for question number 1 (refer to figure 44). After selecting the appropriate score, select the [Next] button at the top left of the DEI screen to continue to the next question.

![Figure 44. DEI Score Entry screen—Writing domain, paper data entry](image)

7. When the user selects the [Next] button after entering a score for the last question in the Writing domain, the Attention message will pop up to advise the user to select the [End Test] button (refer to figure 45). Select the [OK] button.

![Figure 45. Attention message box (finished entering responses)](image)
8. On the screen for the last question, select the [End Test] button (outlined in red) at the top left of the screen (refer to figure 46).

![Figure 46. [End Test] button—Writing domain, paper data entry](image)

9. After selecting the [End Test] button, another Attention message will pop up to advise the user that the user has reached the end of the test and to select [Yes] to continue to the next page or to select [No] to keep working on the test (refer to figure 47). Select the [Yes] button if all score entries have been completed.

![Figure 47. Attention message box (reached the end of the test)](image)
10. After selecting [Yes], the *Data Entry Summary* screen will show any questions that did not have a score selected (refer to figure 48).

![Data Entry Summary Screen](image)

**Figure 48.** Top of the *Data Entry Summary* screen—Writing domain, paper data entry

11. Select a question number with the triangle icon to go back to that question to assign the missing score. Refer to the score recorded in the student’s Answer Book when assigning scores and verify that all scores were entered correctly. If the user forgot or failed to mark the score, then the score entry should be left blank in the DEI.
12. When all scores have been verified, select the [Submit Test] button. After selecting the [Submit Test] button, a Warning message will ask the user to confirm that the user wishes to submit the test (refer to figure 49). Select the [Yes] button to indicate that score entry has been completed for this test.

Figure 49. Warning message box
13. After the [Yes] button has been selected, the Test Submission Record screen will indicate that the test has been submitted (refer to figure 50).

Figure 50. Test Submission Record screen for a completed Writing assessment

14. The user can then select one of the following buttons at the bottom of the screen:
   - [Log Out] button—Exit the DEI.
   - [Enter Responses for a Different Test] button—Enter responses for a different test (if there are more associated tests for the student).
   - [Enter Responses for a Different Student] button—Return to the Logon screen to start the process over for a new student.
7. Entering Responses for the Paper-based Summative ELPAC Writing Domain for Grades Three through Twelve

1. Refer to the Logging on to the DEI section of this manual to log on to the DEI in preparation for entering responses. Confirm that the information in the DEI for the student matches the grade level or grade span on the student’s Answer Book (refer to figure 51).

Please note, Writing Answer Books for Kindergarten through Grade Two must be returned to Educational Testing Service for scoring.

Figure 51. Answer Book cover
2. On the Available Tests screen, select the gray [Start Summative ELPAC Grades XX Writing - Paper Data Entry Interface] button (refer to figure 52).

![Available Tests screen](image)

Figure 52. Available Tests screen—Summative ELPAC Writing Domain, paper data entry

3. The Instructions and Help screen, shown in figure 53, is the same as that used by a student taking assessments online.
   a. Select the [View Test Settings] button to review the student’s test settings assigned in TOMS. Note that these cannot be changed in the DEI.
   b. Select the [View Help Guide] button for an overview of the buttons the user will see in the DEI; these are the same buttons and tools a student would see in the test delivery system. The guide is available on all screens by selecting the [Help] question mark [?] button in the top-right corner of any screen.
4. Select the [Begin Data Entry] button to enter the responses found in the student’s Answer Book or select [Return to Login] to exit.

5. The first question for entry in the DEI will match the same first test question within the Writing domain section in the student’s Answer Book; locate the response the student entered for question number 1.

6. On the DEI screen, transcribe the student’s written response verbatim in the response field that corresponds with the item the student responded to in the Answer Book for question number 1 (refer to figure 54). If the student left a response blank in the Answer Book, the test examiner may leave the item blank in the DEI as well. Note the following about entering student responses in the DEI for the Writing domain:

   - Enter student responses in the response field (indicated in figure 54).
   - Instead of scrolling down the page when a stimulus has multiple test questions associated with it, the Writing domain assessment can have two or more tabs per stimulus. Select the question number for the next question to continue, or just select the [Next] button (also indicated in figure 54).
   - When entering the response, copy spelling and punctuation as presented by the student.
• Use the text response formatting tools only if such formatting, such as an underline, was included in the student’s response.

• It is not necessary to listen to the audio in the DEI.

7. After entering the student’s response, select the [Next] button at the top left of the DEI screen to continue to the next set of questions.
8. When the user selects the [Next] button after entering a response for the last question in the Writing domain, the Attention message will pop up to advise the user to select the [End Test] button (refer to figure 55). Select the [OK] button.

![Attention message box](image)

**Figure 55. Attention message box (finished entering responses)**

9. On the screen for the last question, select the [End Test] button (outlined in red) at the top left of the screen (refer to figure 56).

![End Test button](image)

**Figure 56. [End Test] button—Writing domain, paper data entry**
10. After selecting the [End Test] button, another Attention message will pop up to advise the user that the user has reached the end of the test and to select [Yes] to continue to the next page or to select [No] to keep working on the test (refer to figure 57). Select the [Yes] button if all response entries have been completed.

![Figure 57. Attention message box (reached the end of the test)](image)

11. After selecting [Yes], the Data Entry Summary screen will show any questions that did not have a response entered (refer to figure 58).

![Figure 58. Top of the Data Entry Summary screen—Writing domain, paper data entry](image)

12. Select a question number with the triangle icon to go back to that question to enter the missing response. Refer to the response in the student Answer Book to verify that all responses were entered correctly. If the student forgot or failed to enter a response in the Answer Book, then the response should be left blank in the DEI.
13. When all responses have been verified, select the [Submit Test] button. After selecting the [Submit Test] button, a Warning message will ask the user to confirm that the user wishes to submit the test (refer to figure 59). Select the [Yes] button to indicate that response entry has been completed for this test.

Figure 59. Warning message box
14. After the [Yes] button has been selected, another Test Submission Record screen will indicate that the test has been submitted (refer to figure 60).

![Test Submission Record](image)

**Figure 60. Test Submission Record screen for a completed Writing assessment**

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

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

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

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

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

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

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

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