



Instructions for Placing Summative ELPAC Pre-ID Labels

If your local educational agency (LEA) ordered Pre-identification (Pre-ID) labels for the 2018–19 Summative English Language Proficiency Assessments for California (ELPAC), please follow these instructions for label placement on student Answer Books. Student identification information has been printed on the barcoded Pre-ID labels. The labels must be affixed to the Answer Books prior to sending the Answer Books to Educational Testing Service for scoring.

Steps for Applying Pre-ID Labels

Instructions for using Pre-ID labels are as follows:

1. Remove the label from the sheet of labels by peeling the label from the top down rather than from one side to the other. Doing so will keep the label from curling.
2. Position the Answer Book horizontally so the timing marks are closest to you. Find the box-shaped area with the notation "Place Student Barcode Label Here" on the front of the Answer Book.
3. **Place the label precisely as shown in the illustration on page three of these instructions to avoid delays in processing.** The barcode at the top of the label should be at the top of the box-shaped area when the label is affixed inside the corner marks; the student's *Grade* on the right side of the label should be at the top when the label is affixed.
4. If a label has been applied incorrectly, **do not attempt** to remove or replace it. Transcribe all student information on a blank Answer Book, and securely destroy the old Answer Book.
5. The Answer Book can be correctly scanned if the label is slightly skewed, but be careful to place the label within the corner marks. If there is any doubt about the document's scannability, mark student demographic information and responses in a new Answer Book and securely destroy the old one.
6. If the identification information has changed for the student, refer to the following, as appropriate:
 - If the student has moved to another grade or teacher within a school, the Pre-ID label can still be used for that student as long as the appropriate grade is bubbled in on the Answer Book.
 - If the student has moved to a new school within the same LEA, the Pre-ID label may be transferred to the new school. The Site ELPAC coordinator should advise the LEA ELPAC coordinator of the student's move and obtain instructions from the LEA ELPAC coordinator as to what should be done with the label (e.g., transfer the label to the new school or destroy the label by secure means).

- If the student has moved to a new school in a new LEA prior to testing, the Pre-ID label cannot be used. Destroy the label by secure means and forward any partially completed Answer Books to the new LEA. (The new LEA is responsible for requesting a new Pre-ID label for that student.)
 - If a label has been affixed to an Answer Book for a student who has moved out of the LEA, write “VOIDED” on the original Answer Book and securely destroy the Answer Book.
 - If a label has been affixed to an Answer Book and the LEA ELPAC coordinator has advised the school to transcribe student demographic information and responses to a new Answer Book, write “VOIDED” on the original Answer Book and securely destroy the Answer Book.
7. When the Answer Books are returned for scoring, ensure that each Answer Book has the corresponding Pre-ID label attached.
 8. Pack all Answer Books under the same Group Identification Sheet for each grade.

Please direct any questions about using Pre-ID labels to your LEA ELPAC coordinator, who should contact the ELPAC Customer Support Center at 844-782-2714.

Diagram of Pre-ID Label Placement on Answer Books

