



# ELPAC

## English Language Proficiency Assessments for California

### 2018–19 SUMMATIVE ELPAC PACKING AND RETURN INSTRUCTIONS

**Review the Packing and Return Instructions carefully. Packing errors could delay the processing of test materials and the receipt of student score reports.**

ELPAC Answer Books must be received by Educational Testing Service (ETS) for scoring by the dates listed in the Schedule to Return Answer Books for Scoring posted on the [elpac.org](http://elpac.org) website. The schedule allows for Answer Books to be returned twice per month. It is not necessary to complete all student testing prior to returning test materials for scoring.

Unused test materials must be securely stored until all testing has been completed. At the end of the testing window, unused test materials may be returned to ETS for destruction, or they may be securely destroyed locally by the local educational agency (LEA) ELPAC coordinators. Detailed instructions on the secure local destruction of materials will be sent via email to the LEA ELPAC coordinators and will also be posted on the [elpac.org](http://elpac.org) website. **DO NOT** return secure nonscannable test materials with the Answer Books.

**Site ELPAC coordinators** are responsible for packing Answer Books for scoring and delivering them to the LEA ELPAC coordinators, and returning unused secure materials to their LEAs at the end of the administration window. Site ELPAC coordinators should:

- Coordinate with their LEA ELPAC coordinator as to when to return their Answer Books for scoring
- Contact their LEA ELPAC coordinator regarding the return of nonscannable secure materials for destruction

**LEA ELPAC coordinators** are responsible for shipping Answer Books to ETS for scoring and ensuring the destruction of unused, secure, nonscannable test materials (refer to page 8 for additional details on the destruction of materials).

### Packing Answer Books to Return for Scoring

#### Items needed:

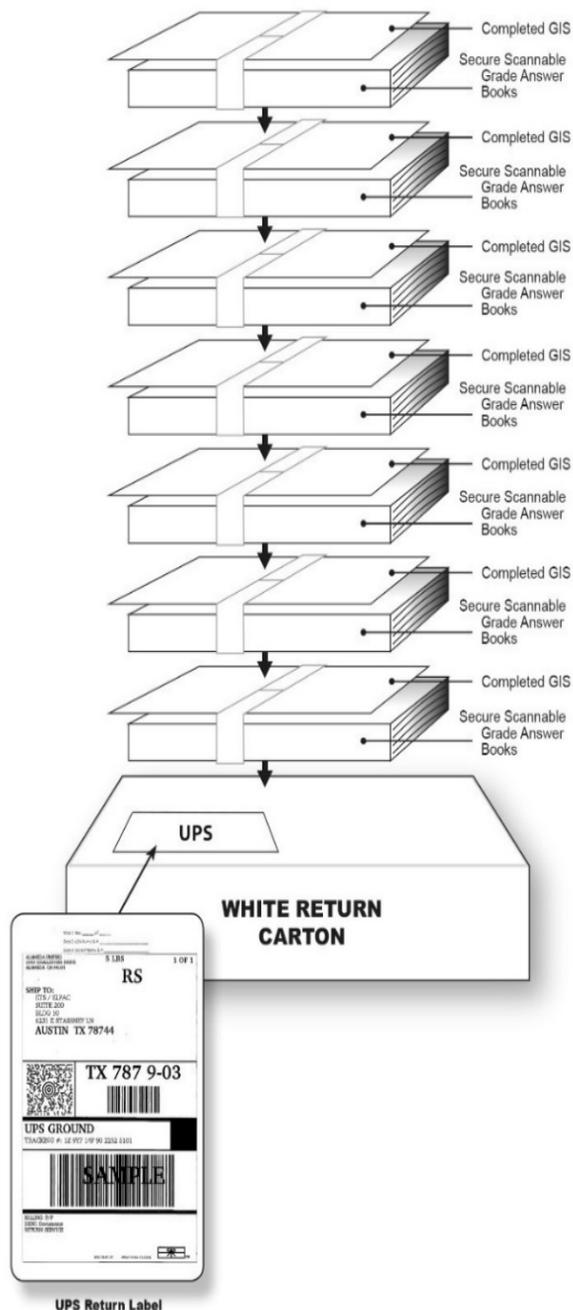
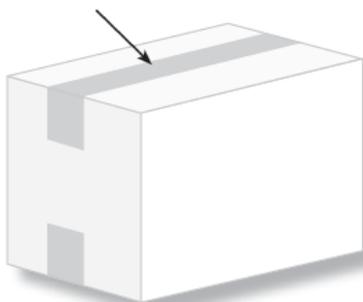
- White return carton(s) included in your shipment
- Precoded Group Identification Sheets (GIS) provided by the LEA ELPAC coordinator
- Packing tape included in the LEA ELPAC Coordinator Kit and the Site ELPAC Coordinator Kit
- Paper bands included in the Site ELPAC Coordinator Kit
- United Parcel Service (UPS) labels (**New process for 2018–19:** Follow instructions on page 4.)

# Site ELPAC Coordinator Instructions

## How to Pack Secure, Scannable Test Materials for Return to the LEA ELPAC Coordinator

Answer Books should be packed and delivered to the LEA ELPAC coordinator in accordance with the packing instructions that follow, unless otherwise directed by the LEA ELPAC coordinator.

1. Assemble white cartons with the tape provided. Use the white cartons for packing all Answer Books.
2. Sort the Answer Books by grade and place a completed GIS on top of each grade. You will need one GIS for each grade being returned. See the *2018-19 Summative ELPAC Test Administration Manual*—on the Manuals and Instructions page under the [Test Administration] tab on the [elpac.org](http://elpac.org) website—for step-by-step instructions for completing the GIS.
3. Using one band per grade, band and place the sorted Answer Books and completed GIS for each grade in the provided white cartons, filling to capacity (refer to the diagram).
4. Securely tape the top and bottom seams of the cartons at least two times with the tape provided. Contact your LEA ELPAC coordinator if you need additional white cartons.



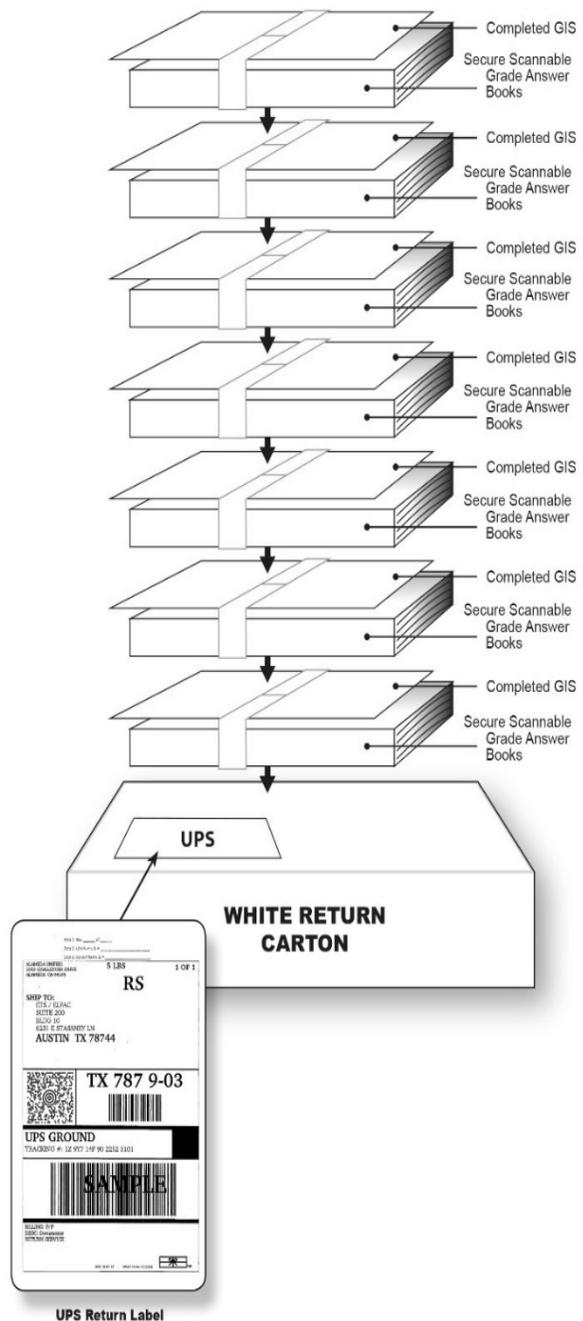
5. After all Answer Books have been packed, site ELPAC coordinators should coordinate when and how to return their test materials to their LEA ELPAC coordinator.

**IMPORTANT: DO NOT return SECURE, NONSCANNABLE TEST MATERIALS with the ANSWER BOOKS. Detailed instructions for the nonscannable test materials will be provided by your LEA at the end of the testing window. Include a completed GIS for each grade.**

# LEA ELPAC Coordinator Instructions

## How to Return Test Materials to ETS—UPS SHIPMENT

- If you are returning fewer than 30 white cartons of Answer Books, they must be returned via the UPS instructions on page 4.
- If you are returning more than 30 cartons of Answer Books and selected freight, refer to the freight instructions on page 7.
  1. Call UPS at 800-742-5877 to schedule a pickup.
  2. **DO NOT** use any courier other than UPS.
  3. Follow the directions on page 4 for UPS shipping label creation. **DO NOT** photocopy UPS labels. **Note: This is a new process for the Summative ELPAC 2018–19 administration.**
  4. Standard practice is to ensure all test materials are packed in cartons by school. However, an LEA may combine test materials from schools in a single carton, as long as the Answer Books are properly sorted and banded by school and grade, with the correct GIS on top of each grade (refer to the diagram).



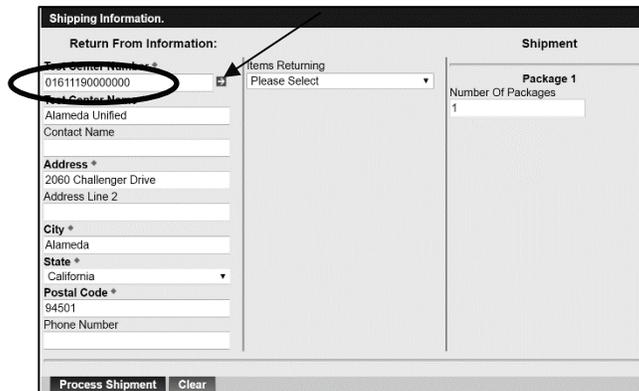
# LEA ELPAC Coordinator Instructions

## How to Create UPS Shipping Labels—New Process for 2018–19

1. Open a web browser window on your computer and type <https://row.ups.com> in the address bar.
2. Enter **etsnj\_elpac** in the *Company Alias* field.
3. Enter **elpac** in the *Login ID* field. (case sensitive)
4. Enter **elpac** in the *Password* field. (case sensitive)
5. Select the **[Continue]** button.



6. Once on the *Shipping Information* screen, enter your LEA's county/district/school (CDS) code in the *Test Center Number* field and select the **[Search]** blue-arrow [🔍] icon to the right of the field. Your LEA address information will populate the other fields. Review the address information for your LEA. If your CDS code is not found or there are issues with the address, please contact CalTAC at 844-782-2714 for assistance.



# LEA ELPAC Coordinator Instructions

## How to Create UPS Shipping Labels—New Process for 2018–19 (continued)

7. Select the type of item that you are returning from the *Items Returning* drop-down menu in the center column:
  - a. Select the *Scorable* option if you are returning used scannable Answer Books to be scored.
  - b. Select the *Non-scorable* option if you are returning unused nonscannable test materials to be destroyed.

**Note:** It is important to make the correct *Items Returning* selection, as the scorable and nonscorable materials are returned to different locations. Choosing incorrectly may delay the processing of Answer Books for score reporting.

The screenshot shows a web form titled "Shipping Information." It is divided into two main sections: "Return From Information:" and "Shipment".

**Return From Information:**

- Test Center Number \*: 01611190000000
- Test Center Name \*: Alameda Unified
- Contact Name: [Empty]
- Address \*: 2060 Challenger Drive
- Address Line 2: [Empty]
- City \*: Alameda
- State \*: California
- Postal Code \*: 94501
- Phone Number: [Empty]

**Items Returning:** A dropdown menu is open, showing three options: "Please Select", "Non-Scoreable", and "Scorable". "Non-Scoreable" is currently selected.

**Shipment:**

- Package 1: [Empty]
- Number Of Packages: 1

8. If your LEA has multiple cartons, you have the ability to enter your total cartons count in the *Number Of Packages* field. This will allow you to print unique shipping labels for each carton available. If you have only one carton to return, please select 1 in this field to generate a single return label.

**Note:** For multi-carton returns, please DO NOT copy one label and use it for all of your cartons. This will interfere with UPS’s ability to move your cartons within its network and will ultimately delay the shipments.

This screenshot is similar to the previous one, but with the following changes:

- The "Items Returning" dropdown menu now shows "Scoreable" selected.
- The "Number Of Packages" field in the "Shipment" section now contains the number "1".
- The "Process Shipment" button at the bottom left of the form is circled in black.

9. Select the [**Process Shipment**] button in the bottom-left corner of the screen.



## LEA ELPAC Coordinator Instructions

### How to Return Test Materials to ETS—Freight Shipment

- If you selected freight shipment in the Test Operations Management System (TOMS) when the materials order was placed and are returning more than 30 cartons of Answer Books, you will use the white return cartons with freight labels for the freight return of Answer Books.
- If you selected freight shipment in TOMS when the materials order was placed and are returning less than 30 cartons of test materials, you will use the white return cartons with freight labels to return the test materials, but the UPS process beginning on page 3 must be followed. The UPS labels, once printed, can be affixed over the freight labels.
- If you did not select freight shipment when the materials order was placed and are returning more than 30 cartons of Answer Books, you will need to download and print UPS labels and affix one to each of the white return cartons. Refer to page 4 for directions to print UPS labels.
- Once your boxes are packed, follow these instructions:
  1. Ensure that all Answer Books are loaded onto pallets securely. If possible, try NOT to load a school's shipment across multiple pallets.
  2. Once you have completed all schools (received and palletized) for your LEA, contact **CaITAC at 844-782-2714** to schedule your freight shipment. You must communicate the following information to schedule your shipment:
    - a. Pickup location (LEA address)
    - b. Total carton count
    - c. Total pallet count
    - d. Requested pickup date and time
    - e. LEA contact name and number
    - f. LEA email address
  3. Once the shipment is scheduled, a copy of the freight bill of lading (B/L) will be emailed to you with the details of your shipment. The B/L should contain the following information regarding your shipment:
    - a. Ship-from information (your LEA)
    - b. Ship-to information (ETS, Texas)
    - c. Number of pallets
    - d. Total number of cartons
    - e. Weight of the shipment (should be preprinted)
    - f. B/L or tracking number (for tracking purposes)
  4. Print two copies of the email:
    - a. Your copy
    - b. Freight carrier copy
  5. Verify the information in step 3 to confirm the records are accurate based on your counts (cartons and pallets). If there is a discrepancy, notify CaITAC at **844-782-2714** as soon as possible.

**If you have any questions, please contact CaITAC at 844-782-2714 for assistance.**

# LEA ELPAC Coordinator Instructions

## Secure, Nonscannable Test Materials Destruction—New Process for 2018–19

Secure, nonscannable test materials need to remain on-site with the site ELPAC coordinator until the end of the testing window. At the end of the window, all secure nonscannable test materials must be returned by the site ELPAC coordinators to the LEA ELPAC coordinator as directed. These nonscannable test materials must be destroyed by either the LEA or ETS as described in the options below:

LEAs have the option to do one of the following:

1. Securely destroy the test materials locally.
  - a. LEAs will receive an email providing more detailed instructions for documenting the destruction of the test materials in the spring. The instructions will also be posted on the [elpac.org](http://elpac.org) website.

OR

2. Return secure, nonscannable test materials to ETS for secure destruction.
  - a. If returning the materials to ETS for destruction, follow the instructions on page 4 for UPS shipping label creation and affix the UPS label(s) to the original brown cartons in which your materials arrived.
  - b. If you are returning more than 30 cartons of nonscannable test materials to be destroyed, follow the freight instructions on page 7.

Securely destroy the following:

- Used and unused Test Books
- Unused Answer Books (kindergarten through grade twelve)
- Voided Answer Books
- Large-print version Test Books and Answer Books
- 2018–19 Summative ELPAC *Examiner's Manuals*
- Student rosters
- Unused Pre-ID labels