
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Wednesday, August 19, 2020 3:15 PM
To:
Subject: 2020-21 Initial ELPAC: Computer-based Administration



Dear LEA ELPAC Coordinator:

The 2020–2021 Initial ELPAC began on July 1, 2020, using paper–pencil materials. Starting August 20, 2020, all local educational agencies (LEAs) can administer the computer-based Initial ELPAC to eligible students. For the computer-based Initial ELPAC, the four domains (Listening, Speaking, Reading, and Writing) will be administered on computer except for the Writing domain for kindergarten through grade two (K–2), which will remain as a paper-based test using the 2020–2021 Form 1 Writing Answer Books.

This email and the **2020–2021 Computer-based Initial ELPAC** section of the [Initial ELPAC Test Administration](#) web page provide LEAs with the information necessary to administer the 2020–2021 computer-based Initial ELPAC to eligible Initial ELPAC students.

Initial ELPAC Paper-based Testing Option

To provide additional testing options, LEAs can continue to administer all domains as a paper-based test by using the 2019–2020 Edition 1 Initial ELPAC paper-pencil test for the remainder of the 2020–2021 administration year. Similar to the paper-pencil Initial ELPAC administration from July 1 to August 19, 2020, LEAs should retain a cumulative list of the Statewide Student Identifiers (SSIDs) of students administered the paper–pencil test to submit to Educational Testing Service (ETS). Note the following about the SSID list:

- LEAs should enter the SSIDs into the [2020–2021 Initial ELPAC PPT SSID Template](#) that is downloadable from [ELPAC.org](#) and then email the template to caloutreach@ets.org.
- LEAs should save the spreadsheet using the following format for its filename: “LEA Name_Date Created.xlsx”; for example, “Demo District_081420.”
- The deadline for submitting SSIDs will be by end of day every Friday.
- SSIDs will be available in the [Data Entry Interface \(DEI\)](#) for LEAs to begin scoring the following week.

More information can be found within the **2020–2021 Paper-based Initial ELPAC** section on the [Initial ELPAC Test Administration](#) web page.

Test Examiner Requirements

- Prior to administering the tests, all test examiners
 - must have an active account in the [Test Operations Management System \(TOMS\)](#), where they are required to sign the *Test Security Affidavit*; and
 - must have completed calibration training in the [ELPAC Administration and Scoring Moodle Training Site](#).

Student Requirements

- Upon enrollment in a California public school, parents are required to complete a Home Language Survey (HLS). If the HLS identifies a student's primary language as a language other than English, then the LEA must submit an English Language Acquisition Status (ELAS) of To Be Determined (TBD) to the California Longitudinal Pupil Achievement Data System (CALPADS). These students are required to take the Initial ELPAC.
- All incoming kindergarten and newly arrived students will need to be issued an SSID prior to administration of the computer-based test. Student demographic data, an ELAS of either English Only or TBD, and enrollment information should be entered in the LEA's student information system (SIS) and then uploaded into CALPADS to generate an SSID. For more information, please refer to [The Initial ELPAC and the CALPADS System: Archived Webinar](#) that occurred on June 4, 2020.
- All students will receive Student Score Reports (SSRs) in English and, if the student's primary language is Spanish, Vietnamese, or Filipino, they will receive SSRs in that language also. Please note that if a student's primary language is either Mandarin or Cantonese, they will receive an SSR in Traditional Chinese. If a student needs an SSR in one of the provided languages and that language is not the student's primary language, LEAs should change the language of the SSR in [TOMS](#) prior to student testing. For more details, please visit the [ELPAC Score Reporting](#) web page.

2020–2021 Initial ELPAC Test Materials

- The braille and standard *Directions for Administration (DFAs)* for the Initial ELPAC are available for download in TOMS. Navigate to the [**Resources**] tab to access the *Initial ELPAC Test Directions for Administration* and download the *DFA* for the corresponding grade span.
- Beginning August 20, 2020, LEAs will use the Form 1 K–2 Writing test materials for the 2020–2021 computer-based Initial ELPAC.
- Supplemental test materials orders can be placed in [TOMS](#) throughout the testing window, from June 2020 to June 2021, and will be delivered 10 to 14 business days from the date on which the order is placed.

Administration

- Test examiners may make the determination that a student will benefit from an embedded or non-embedded designated support right before or during

test administration. The test examiner may select the appropriate embedded or non-embedded designated support directly in the Test Administrator Interface.

- To be counted as tested, a student must log on to all four domains.
- LEA ELPAC and site ELPAC coordinators must complete all Initial ELPAC appeals and alternate assessment, domain exemption, and unlisted resource changes that impact the student's score before starting the Summative ELPAC for the student. If the Summative ELPAC is started before completing all Initial ELPAC-related changes, the Summative ELPAC will need to be reset before any corrections to the Initial ELPAC can be made.

Score Responses

Users can access the local scoring systems on the [Scoring for the Computer-based ELPAC](#) web page. With the transition to the computer-based Initial ELPAC, the local scoring process will occur as follows:

- Listening and Reading domains for all grades will be scored automatically in the test delivery system.
- The Speaking domain for all grades will be locally scored in the moment, and then the test examiner will enter the student responses and scores into the [DEI](#).
- The Writing domain for K–2 will remain paper-based and will be locally scored. Scores will be entered into the [DEI](#).
- The Writing domain student responses for grades three through twelve will be scored locally in the Teacher Hand Scoring System (THSS).

Test Security

- Beginning August 20, 2020, LEA ELPAC coordinators and site ELPAC coordinators will submit STAIRS cases in TOMS.
- Users should refer to the [2020–21 Initial ELPAC Security Incidents and Appeals Procedure Guide](#) for instructions on how to submit a STAIRS case for the computer-based administration and data entry of the paper-pencil tests administered from July 1 through August 19, 2020.

Access SSRs, Notification Letter, and Calculated ELAS Results

Once all four domains have been administered and scores have been entered into the DEI and THSS:

- SSRs will be produced and available for download in TOMS and made available to parents and guardians through parent or student portals. LEAs will be able to access the official Initial ELPAC SSR and results in TOMS within less than 24 hours of the last domain test being scored and submitted for a student.
- LEAs can access the Parent/Guardian Notification Letter on the CDE [Parent Notification](#) web page. The data file that can be used to merge with the notification letter will be available in TOMS beginning August 20, 2020.

- Calculated ELAS results of either English learner or initial fluent English proficient will be sent from TOMS to CALPADS through a nightly file transfer. LEAs will need to run the Student English Language Acquisition extract from CALPADS to upload the ELAS to the SIS.

Securely Store Used Answer Books for the 2020–2021 Administration

- Securely store all **used Answer Books** administered during the 2020–2021 administration until June 30, 2021, or the end of the LEA’s instructional year.
- Additional information about test material destruction for 2020–2021 will be provided by spring 2021.

Available Reports in TOMS

Navigate to the [**Reports**] tab in TOMS to view [**LEA Reports**], [**Site Reports**], and [**Initial ELPAC Reports**].

- The following reports are available within the [**LEA Reports**] and [**Site Reports**] action tabs in TOMS; select a report from the *Available Reports* list to support LEA coordinators and site coordinators in managing Initial ELPAC testing:
 - ELPAC LEA and School Level Student Test Assignment Report
 - ELPAC LEA and School-Level Student Test Settings Report
 - ELPAC LEA Level Unlisted Resources Report
 - ELPAC LEA and School Level STAIRS and Appeals Report
 - ELPAC LEA and School Level SSR Distribution Report
 - ELPAC Student LEA and School Level Completion Status Report
 - ELPAC LEA Level Student Completion Status Summary Report
 - ELPAC LEA Level and School Level SSR Availability Report
 - Initial ELPAC LEA Level and School Level THSS Summary Report
 - Initial ELPAC LEA and School Level Student Demographic Report
- The following reports that were previously available in the Local Scoring Tool (LST) can now be found within the [**Initial ELPAC Reports**] action tab in TOMS to support LST staff:
 - Initial ELPAC Student Eligibility Report
 - Initial ELPAC LEA and School Level Student Demographic Snapshot Report
 - Initial ELPAC Student Data File (LEA Downloadable)
 - Initial ELPAC Parent/Guardian Letter Data File
 - ELPAC LEA- and School-Level Student Score Report PDFs

Questions about the 2020–2021 Initial ELPAC administration can be directed to CalTAC, by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

California Technical Assistance Center
Educational Testing Service
Phone: 800-955-2954
Email: caltac@ets.org
Fax: 800-541-8455
Website: <https://www.elpac.org/>