



ELPAC

English Language Proficiency Assessments for California

INITIAL ELPAC

INSTRUCTIONS FOR TEST MATERIALS HANDLING AFTER TESTING

Initial English Language Proficiency Assessments for California (ELPAC) test materials received from ETS should be kept secure at all times throughout the administration window.

After testing, the Initial ELPAC Answer Books will be locally scored by qualified, trained personnel such as a test examiner or staff member designated by the local educational agency (LEA) ELPAC coordinator. Scores for the Speaking and Writing domains should be entered into the Data Entry Interface for the computer-based Initial ELPAC and merged with the Listening and Reading scores from the test delivery system. Student Score Reports will be available in the Test Operations Management System once all domain scores have been merged.

Securely Store Materials On-site for Future Use

- Unused Answer Books (kindergarten through grade two)
- All unopened Answer Books (kindergarten through grade two)

Securely Destroy Materials After the End of the Administration Window

- Student rosters
- Used Answer Books or those damaged during testing
- **Voided** Answer Books

Securely Destroy Used Test Materials

Pursuant to *California Code of Regulations*, Title 5, Division 1, Chapter 11, Subchapter 7.6, Article 5, Section 11518.50, the *ELPAC Test Security Agreement*, and the *ELPAC Test Security Affidavit*, LEA ELPAC coordinators, site ELPAC coordinators, and all persons who come in contact with ELPAC test materials must 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 securely destroyed locally.

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 previously and indicate the LEA's method of destruction by completing an online certification form that will be made available to LEA ELPAC coordinators via email communication close to the end of the administration window.

Note: LEA ELPAC coordinators should direct questions about handling secure test materials after testing to the California Technical Assistance Center at 800-955-2954 or caltac@ets.org.