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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Friday, January 24, 2020 3:13 PM  
**To:**  
**Subject:** Summative ELPAC Supplemental Materials Order Window



Dear LEA ELPAC Coordinator:

The 2019–2020 Summative English Language Proficiency Assessments for California (ELPAC) administration window is scheduled for February 1 through May 31, 2020. The ELPAC will be delivered by means of a computer-based test delivery platform with the four domains—Listening, Speaking, Reading, and Writing—being administered online, except for the Writing domain for students in kindergarten through grade two, which will remain as a paper-based test.

Local educational agencies (LEAs) that placed an order during the primary test materials order window (November 1–December 20, 2019) will receive an additional 5 percent of materials (rounded up to nearest 10 percent) allocated as overage. Overage is not included when calculating excessive materials. The total number of Answer Books that are ordered in the primary test materials order window is added to the number ordered during the supplemental test materials order window. If less than 90 percent of this number is returned for scoring, excessive materials charges will apply. To order supplemental test materials, orders should be placed in the [Test Operations Management System](#) (TOMS).

**The supplemental materials order window is January 15–May 15, 2020. Materials will arrive 10–14 business days after the order has been placed. Those materials ordered through the supplemental window will be for grades at the LEA level, not for individual sites.**

Please verify that the LEA’s shipping address in TOMS is correct prior to ordering to ensure that the LEA’s materials are delivered to the appropriate location. Shipping addresses must be a physical location, such as a warehouse or an office building, and cannot be a post office box.

LEAs that do not currently have English learner (EL) students enrolled do not need to place a test materials order for the Summative ELPAC. However, staff should continue to monitor California Longitudinal Pupil Achievement Data System enrollment for any newly enrolled EL students and should place a supplemental test materials order for those students. For more information, view the [Summative ELPAC Test Administration](#) web page.

Any questions about the Summative ELPAC ordering process can be directed to the California Technical Assistance Center (CalTAC), by phone at 800-955-2954 or by email at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center

Educational Testing Service

Phone: 800-955-2954

Email: [caltac@ets.org](mailto:caltac@ets.org)

Website: <https://www.elpac.org/>