



The 2020–2021 Initial ELPAC administration begins on July 1, 2020. This email provides local educational agencies (LEAs) with necessary information only if the LEA plans to administer the Initial ELPAC to any eligible students from **July 1 through August 19, 2020**. The 2020–2021 Initial ELPAC testing will remain paper-based during this period to accommodate for the optional fall administration of the Summative ELPAC. More information can be found on the [Implications of COVID-19 and the Suspension of Testing](#) web page.

Update User Accounts in the [Test Operations Management System \(TOMS\)](#)

- LEA ELPAC coordinators must add and edit users for the 2020–2021 administration year. LEA ELPAC coordinators can download the list of 2019–2020 users in TOMS, modify the template, and upload to update and add users for 2020–2021.
- Once added to TOMS, users should log on to ensure they have access to the testing systems and have signed the 2020–2021 *Test Security Affidavit* within TOMS.
- Prior to administering the tests, all test examiners must have an account in TOMS in addition to having signed the *Test Security Affidavit* and having completed calibration training in the [ELPAC Administration and Scoring Moodle Training Site](#).

Use 2019–2020 Initial ELPAC Test Materials

- LEAs will use existing unused 2019–2020 Initial ELPAC test materials to administer the Initial ELPAC in person to newly arrived students.
- Additional 2019–2020 test materials can be requested in [TOMS](#) through August 7, 2020, as a supplemental materials order for the 2019–2020 test administration year.
- Administer the Initial ELPAC using the appropriate grade or grade span Edition 1 paper-pencil test materials to eligible students from kindergarten through grade twelve. Beginning August 20, 2020, LEAs should begin using materials for the computer-based Initial ELPAC.

Score Responses

- Score responses locally to obtain raw scores for each domain using the scoring keys for the Listening and Reading domains (Section 9) and rubrics and anchor samples for the Speaking and Writing domains (Section 8) in the specific grade or grade span Edition 1 *Examiner's Manual*. Note that references to the Local Scoring Tool (LST) in the *Examiner's Manual* are no longer accurate. The LST will be retired on June 27, 2020.

June 25, 2020

- Once raw scores are obtained, LEAs will calculate the preliminary overall scale score and performance level using the Initial ELPAC Preliminary Overall Score Sheet and Initial ELPAC Conversion Table in TOMS for the student's grade level or grade span.
- Once you have determined the student's preliminary English Language Acquisition Status (ELAS) to be either English learner or initial fluent English proficient based on the preliminary scoring, provide the appropriate English language development services. **LEAS will not be able to update the student's ELAS in the California Longitudinal Pupil Achievement Data System (CALPADS) based on preliminary scoring.**

Test Security

- If a testing irregularity or security breach occurs during this period, the LEA ELPAC coordinator must call the California Technical Assistance Center (CalTAC) **within 24 hours of the incident**. Fill out the [ELPAC Testing Irregularities and Security Breach Form](#) and fax or email the form to CalTAC **within five working days** of the incident. If you submit the *ELPAC Testing Irregularities and Security Breach Form* for an incident, you do not need to report the same incident in the Security and Test Administration Incident Reporting System (STAIRS).
- Beginning August 20, 2020, LEA ELPAC coordinators and site ELPAC coordinators will submit STAIRS cases in TOMS and should refer to the [2020–2021 Initial ELPAC Security Incidents and Appeals Procedure Guide](#) for the computer-based administration and data entry of the paper-pencil test administered from July 1 through August 19, 2020.

Update CALPADS for Incoming Kindergarten and Newly Arrived Students

- All incoming kindergarten and newly arrived students will need to be issued a Statewide Student Identifier (SSID) prior to score entry into the DEI or administration of the computer-based test.
- Upon receipt of the completed registration and home language survey by parents and guardians, information is entered into the LEA's student information system. The information includes demographic data, ELAS, and enrollment information. This information is then uploaded into CALPADS to generate an SSID.
- For more information, please refer to the [Initial ELPAC and the CALPADS System Webinar](#) that occurred on June 4, 2020.

Prepare for Score Entry

- To prepare for manual entry of scores and responses, retain and securely store the student's test materials.
- Also retain a cumulative list of the SSIDs. LEAs will submit a list of SSIDs to Educational Testing Service (ETS) by emailing the [2020–2021 Initial ELPAC PPT SSID Template](#) to caloutreach@ets.org by **August 14, 2020**, so LEAs can start entering scores when the Data Entry Interface (DEI) opens. LEAs should save the spreadsheet using the following format: "LEA Name_Date Created.xlsx"; for example, "Demo District_081420." LEAs will

have a second opportunity to send in any missing SSIDs by August 28, 2020. SSIDs sent after August 14, 2020, will be available in the DEI by September 1.

- These SSIDs will be registered in the DEI by ETS. Student responses and scores cannot be entered into the DEI until ETS has approved the SSIDs.
- Student scores and responses will need to be manually entered into the DEI to receive an official Student Score Report (SSR).

Manually Enter Scores and Responses

- From August 20 through September 30, 2020, enter scores for the Writing and Speaking domains and responses for the Listening and Reading domains into the DEI for each student who was administered the Initial ELPAC paper-pencil assessment prior to August 20, 2020.

Access SSRs

- Once all scores and responses have been entered into the DEI for all domains, LEAs will be able to access the official Initial ELPAC SSR and results in TOMS within less than 24 hours of data entry.
- The electronic SSR will also be made available to parents and guardians through parent or student portals. Students will receive an SSR in English and one in the student's primary language if that language is Spanish, Vietnamese, Mandarin or Cantonese (traditional Chinese), or Filipino. To view a sample SSR in each language, visit the [ELPAC Score Reporting](#) web page. 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.
- Calculated ELAS results will be sent from TOMS to CALPADS through a nightly file transfer. LEAs will need to run the Student English Language Acquisition (SELA) extract from CALPADS to upload the ELAS into their student information system.

Secure Destruction of the Edition 1 Materials for the 2019–2020 Administration

- On or before August 20, if an LEA has completed testing of the Initial ELPAC using the 2019–2020 Edition 1 test materials, LEAs will need to certify the secure destruction of test materials locally or ship them to ETS for destruction by September 20, 2020. The following are the materials requiring secure destruction:
 - *Examiner's Manuals*
 - Used and unused Test Books (grades three through twelve)
 - Unused Answer Books (kindergarten through grade twelve)
 - Unused grade two Test Books and Answer Books
 - All unopened Answer Books and Test Books (kindergarten through grade twelve)
 - Unused Pre-identification labels

- Complete the [2019–2020 Initial ELPAC Test Materials Return/Destruction Certification](#) no later than August 31, 2020.

Securely Store Used Answer Books for the 2020–2021 Administration

- Securely store **used Answer Books** administered from July 1 to August 19, 2020, until June 30, 2021. Additional information about test material destruction for 2020–2021 will be provided by spring 2021.

For more information on this period of testing, please refer to the 2020–2021 Initial ELPAC section on the [Implications of COVID-19](#) web page.

The computer-based 2020–2021 Initial ELPAC administration begins on August 20, 2020, and ends on June 30, 2021. To learn more about the new computer-based Initial ELPAC, please refer to the [Initial ELPAC](#) web page.

Questions about entering scores for the 2019–2020 Initial ELPAC and the start of the 2020–2021 Initial ELPAC administration can be directed to CalTAC, by phone at 800-955-2954 or by email at caltac@ets.org.

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