



English **L**anguage **P**roficiency **A**ssessments for **C**alifornia

ELPAC Test Administration Manual

2018 Summative Assessment

Important Dates

ELPAC Customer Support Center

Tel: 844-782-2714

E-mail: ELPAC@ets.org

Fax: 855-448-3412

Web Site: <https://www.ELPAC.org/>

Window / Deadline	Details
October 17–November 17, 2017	Local educational agency (LEA) Test Operations Management System (TOMS) Round 1 Test Materials Order Window
January 2–April 9, 2018	Pre-ID Label Round 1 Order Window
November 18–December 21, 2017	LEA TOMS Round 2 Test Materials Order Window
April 10–May 14, 2018	Pre-ID Label Round 2 Order Window
January 8, 2018	Test materials arrive in LEAs from Round 1 Order Window
January 31, 2018	Test materials arrive in LEAs from Round 2 Order Window
January 23–May 15, 2018	Supplementary Order Window
February 1–May 31, 2018	ELPAC Summative Assessment (SA) Window
February 1, 2018	Large-print and braille test materials arrive in LEAs
June 15, 2018	Final day to request pick up of all secure, scannable test materials for return to Educational Testing Service (ETS)
May 15–June 30, 2018	Window for returning secure, non-scannable test materials to ETS

NOTE—The Pre-ID ordering and shipping schedule is available on <https://www.ELPAC.org/>.

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Secure, Scannable Test Materials Return Schedule:

Secure, scannable test materials should be returned by LEAs to ETS once per month. If needed, **LEAs with over 5,000 English learners (ELs)** have a second opportunity to return test materials each month (see dates, next).

ELPAC Administration Month	LEA ELPAC Coordinators Secure, Scannable Test Materials Pickup Request No Later Than	LEA ELPAC Coordinators Request Secure, Scannable Test Materials Pickup Request No Later Than Second Return Window for LEAs with over 5,000 ELs
February 2018	March 9, 2018	March 23, 2018
March 2018	April 9, 2018	April 23, 2018
April 2018	May 9, 2018	May 23, 2018
May 2018	June 15, 2018	Not Applicable

NOTE—**June 15, 2018** is the **final day** to **request a pickup** for all secure, scannable materials for scoring. Materials that miss this deadline will **not be scored**.

NOTE—**Return** secure, non-scannable test materials starting **May 15 through June 30, 2018**.

Score Reporting Schedule:

There will be a minimum of four reporting cycles during the ELPAC SA administration window. The score reporting date is dependent upon the date the test materials **are received** by ETS.

LEAs will receive score reports within six to eight weeks after the test materials are received and processed by ETS. The first score reporting cycle will be slightly longer due to the initial production of score report quality control procedures.

NOTE—Irregularities, missing/incomplete information on an Answer Book, or packing errors will delay the processing of score reports for the Answer Books affected.

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Introduction

Welcome

This *English Language Proficiency Assessments for California (ELPAC) Test Administration Manual* is designed to help you efficiently receive, organize, administer, and return test materials for scoring. The pages that follow provide general information about the 2018 ELPAC Summative Assessment (SA) as well as a description of the responsibilities of the local educational agency (LEA) ELPAC Coordinators and Site ELPAC Coordinators, and the procedures that must be followed before, during, and after the administration. Read all the instructions presented in this manual and follow them carefully to ensure that the 2018 ELPAC SA is administered properly and is successful for students, parents/guardians, teachers, and schools.

ELPAC Web Site

A valuable resource for LEA ELPAC Coordinators and Site ELPAC Coordinators is the ELPAC Web site, located at <https://www.ELPAC.org/>. The ELPAC Web site is designed to be a centralized hub of information for LEA ELPAC Coordinators and Site ELPAC Coordinators.

The ELPAC Web site includes:

- The ELPAC Customer Support Center and the California Department of Education (CDE) contact information
- Informational documents and resources
- Information for the Administration and Scoring Training workshops
- Online training presentations, tutorials, and archives
- ELPAC calendar of events and deadlines
- Pre-identification (Pre-ID) label information, including pricing, instructions for ordering, and the Pre-ID label schedule

Contact Information

ELPAC Customer Support Center

The ELPAC Customer Support Center is available to the LEA ELPAC Coordinators for assistance with all questions related to the ELPAC administration. Contact information and hours of operation are:

Monday through Friday, 7:30 a.m. to 5 p.m. Pacific Time

Telephone: 844-782-2714

Fax: 855-448-3412

E-mail: ELPAC@ets.org

Web Site: <https://www.ELPAC.org/>

California Department of Education (CDE)

The CDE contact is available for assistance with questions related to ELPAC program policy requirements. The ELPAC program contact information at the CDE is:

English Language Proficiency and Spanish Assessments Office

ELPAC Program

Telephone: 916-319-0784

Fax: 916-319-0967

ELPAC E-mail: ELPAC@cde.ca.gov

ELPAC Web Site: <https://www.cde.ca.gov/ta/tg/ep/>

Test Operations Management System (TOMS)

TOMS is a secure Web site that permits ELPAC users to perform a number of tasks for the ELPAC program, including:

- Confirm or update LEA shipping address, add score report shipment address, and indicate if LEA can receive pallet shipments
- Order test materials (including braille and large-print forms) in either Round 1 or Round 2, and order additional test materials as needed, in the Supplemental window
- Add Site ELPAC Coordinators and Test Examiners
- Order Pre-ID labels
- Download *TOMS System Guide for the ELPAC* and Frequently Asked Questions
- Administer the Listening domain and Speaking: Summarize Academic Presentations for grades 3–12

For more detailed instructions on each of these tasks, refer to the *TOMS System Guide for the ELPAC*, the ELPAC TOMS Webcast, the ELPAC Ordering Instructions Quick Start Guide, and the Frequently Asked Questions located on the ELPAC.org Web site.

Note: For best performance, download the latest version of Internet Explorer, Firefox, Chrome, or Safari Web browser.

Who Should Take the ELPAC Summative Assessment (SA)?

All students who have previously taken the California English Language Development Test (CELDT), were identified as English learners (ELs), and are enrolled between February 1–May 31, 2018, must take the SA. All students classified as ELs must continue to be tested annually during the SA window until they are reclassified as fluent English proficient based on the guidelines for reclassification established by the CDE.

Roles and Responsibilities

The following broad definitions are provided for the various roles addressed in this manual:

- The **LEA ELPAC Coordinator** is the person at the LEA level who manages the overall testing process. All LEA ELPAC Coordinators must sign the *Test Security Agreement*

found on the ELPAC Web site at <https://www.elpac.org/test-administration/>. This person is responsible for ensuring that correct testing procedures have been followed and that test materials are distributed to the schools and kept in a locked, secure area at all times. The LEA ELPAC Coordinator is responsible for ensuring that all Test Examiners are trained and certified to administer the SA. Additionally, the LEA ELPAC Coordinator should also be responsible for:

- Ordering test materials, Pre-ID labels, and supplemental test materials in TOMS,
- Ensuring adequate test materials are on hand and redistributed throughout the district during the testing window as needed,
- Shipping all materials back for scoring, and
- Requesting rescoring through TOMS.
- The **Site ELPAC Coordinator** is the test coordinator at the school level who is responsible for managing the ELPAC testing program at the school, ensuring the proper administration of all testing procedures, maintaining the security of all test materials at the site, and assuring the proper packing and return of test materials to the LEA ELPAC Coordinator. All Site ELPAC Coordinators must sign the *Test Security Agreement* found on the ELPAC Web site at <https://www.elpac.org/test-administration/>.
- The **ELPAC Test Examiner** administers the test, and **Proctors** assist Test Examiners during group administration of more than 10 students in grade two and 20 students in grades three through twelve (3–12). Test Examiners and Proctors, along with all others handling ELPAC test materials, must sign the *Test Security Affidavit* (page 29) (provided at the Administration and Scoring Training workshop and also available on the ELPAC Test Administration Web page at <https://www.elpac.org/test-administration/>) prior to accessing the test materials.

Optional Pre-ID Services

Pre-ID is the process of electronically identifying students through a barcoded label rather than gridding student demographic information on the Answer Book. LEAs have the option of ordering Pre-ID labels for all students identified as ELs in TOMS. When ordering your labels, if you feel the student information in TOMS is not current, update the student data in California Longitudinal Pupil Achievement Data System (CALPADS), wait at least 24 hours for the updates to be reflected in TOMS, and then place your order for Pre-ID labels. There are two rounds during which Pre-ID labels can be ordered. During Round 1, which runs from January 2–April 9, 2018, each Pre-ID label will cost \$0.38. During Round 2, which runs from April 10–May 14, 2018, each label will cost \$0.44. There is no setup fee associated with Pre-ID labels. There also are no additional costs associated, other than the cost per label noted previously. To review the processing schedule for Pre-ID labels, along with additional ordering information, please visit the ELPAC Web site at: <https://www.ELPAC.org>.

Report Testing Irregularities and Security Breaches

The LEA ELPAC Coordinator is responsible for reporting all testing incidents and security breaches immediately.

If an irregularity or security breach occurs at the school, the Test Examiner must report the incident to the LEA ELPAC Coordinator. Testing irregularities relate to incidents during the administration of the ELPAC that are likely to impact the reliability and validity of the test.

Testing Irregularities include *but are not limited to*:

- Cheating by students
- Failure to follow test administration directions
- Rushing students through the test or parts of the test
- Coaching students, including *but not limited to*:
 - Discussing questions with students before, during, or after testing
 - Giving or providing any clues to the answers
- Administering the wrong grade or grade span test to a student or using mismatched test materials
- Writing on the Answer Book by a Test Examiner that would cause the Answer Book to be unscorable; therefore, needing transcription to a new Answer Book
- Leaving instructional materials on walls in the testing room that may assist students in answering test questions
- Allowing students to have additional materials or tools (e.g., books, tables) that are **not** specified in an individualized education program (IEP), Section 504 plan, or approved by the CDE as an allowed testing accommodation
- Ensuring students are working on the correct test section or part

Security Breaches include, *but are not limited to*:

- Site ELPAC Coordinators, Test Examiners, Proctors, and students using electronic devices such as cell phones during testing
- Posting pictures of test materials on social media sites
- Missing test materials
- Copying or taking a photo of any part of the test materials
- Permitting eligible students access to test materials outside of the testing periods
- Developing scoring keys or reviewing any student responses
- Failing to maintain security of all test materials
- Sharing of test items or other secure materials with anyone who has not signed the *Test Security Affidavit*
- Discussing the test content or using test materials outside training and administration
- Allowing students to take the test out of the designated testing area
- Allowing Test Examiners to take the test home
- Allowing untrained personnel to administer the test

If an incident occurs, notify the LEA ELPAC Coordinator immediately. The LEA ELPAC Coordinator will do the following:

1. Call the ELPAC Customer Support Center at 844-782-2714 **within 24 hours** of the incident.
2. Fill out the *ELPAC Testing Irregularities and Security Breach Report Form* (page 23). This form is also available on the ELPAC Test Administration Web site at <https://www.elpac.org/test-administration/>. The corrective action section **must** include the administrative procedural and/or policy changes that will be implemented within the LEA to avoid the same type of situation in the future. Do not include student-identifying information on this form. Fax or e-mail the form to the ELPAC Customer Support Center **within five working days** of the incident.

Monday through Friday, 7:30 a.m. to 5 p.m. Pacific Time

Fax: 855-448-3412

E-mail: ELPAC@ets.org

3. Educational Testing Service (ETS) and/or the CDE will contact the LEA ELPAC Coordinator with instructions on how to handle the situation. Do **not** take action (e.g., return the Answer Book, bubble the Testing Irregularities field) until instructions have been provided.

Testing Scenarios

This section provides information on four potential scenarios and how to proceed with each.

Scenario 1: A student took a portion of the test and then moved out of the LEA.

Action: If it is known to which LEA the student moved, contact the LEA ELPAC Coordinator at that LEA and ship the incomplete test to him or her. Securely ship the test materials only to the current LEA ELPAC Coordinator on file via a carrier that provides a tracking number—check the LEA ELPAC Coordinator list in TOMS for the official names and addresses to use—and confirm receipt of the document. If it is not known to which LEA the student moved, do not return the Answer Book for scoring. Write the word “MOVED” on the cover and include it with the secure, non-scannable test materials in the brown carton.

Scenario 2: A student completed the test and then moved out of the LEA.

Action: Return the Answer Book for scoring and notify the LEA to which the student moved (if known) that a test for the current administration has been submitted for scoring. Depending on when the Answer Book was submitted, forward the Student Score Report (SSR) and Student Record Label to the new LEA when you receive them. To request the test results of a student who moved into your LEA, you may use the *ELPAC Score Request Form* letter and *Request Form* available on the Resources page of the CDE Web site at <https://www.cde.ca.gov/ta/tg/ep/>. *California Code of Regulations*, Title 5, Division 1, Chapter 11, Subchapter 7.6, Article 1, Section 11518.80(b) requires the previous LEA to provide ELPAC score information within 10 calendar days of your LEA’s request. Once the student has been assessed and the results are scored, the SSR will also be available for you to view and download in TOMS.

Scenario 3: A student began the test within the SA window, but due to special circumstances, was not able to finish by May 31.

Action: Continue to make every effort to finish testing the student. **June 15, 2018**, is the **final day to request a pickup** for all secure, scannable materials for scoring. Materials that miss this deadline will **not be scored**.

Scenario 4: An SA student was absent or did not take the test during the SA window.

Action: Students tested outside of the testing window cannot be submitted for official scoring. All students who have previously taken the CELDT and were identified as ELs and are enrolled between February 1–May 31, 2018, must take the SA by May 31, 2018.

Test Resources

Students may need special testing resources in order to complete one or more domains of the ELPAC, such as universal tools, designated supports, accommodation(s), or an alternate assessment. Accommodations or alternate assessments should be noted in a student's individualized education program (IEP) or Section 504 plan. A change in the testing situation that is considered an accommodation or disability exemption must be marked on the demographics page of the Answer Book for each appropriate domain.

Accommodations

A resource used in the testing situation that is considered an accommodation must be marked on the demographics page of the Answer Book for each appropriate domain. Test examiners who are accessing resources for test administration should refer to *Matrix Four: Universal Tools, Designated Supports, and Accommodations for the English Language Proficiency Assessments for California (ELPAC)*, which is found on the CDE Web page at <https://www.cde.ca.gov/ta/tg/ai/index.asp>. LEAs must contact the CDE ELPAC team for approval prior to providing an unlisted resource not included in Matrix Four.

Alternate Assessments

IEP teams may determine that a student is unable to participate in one or more domains of the ELPAC, even with accommodations, due to short- or long-term disabilities. In this instance, the student may be tested with an alternate assessment per the student's IEP. Make sure to return an ELPAC secure, scannable Answer Book for the student and mark the Alternate Assessment circle (Field 11) for each appropriate domain. Also note that:

- The Alternate Assessment circles in Field 11 should **not** be filled in for students who take the braille version. The braille version of the ELPAC is **not** an alternate assessment.
- Students who take an alternate assessment will receive the Lowest Obtainable Scale Score (LOSS) for each domain marked as an alternate assessment. If the student takes an alternate assessment for all domains, the Overall Scale Score will also be the LOSS.

Additional information is available in the *ELPAC Information Guide* on the ELPAC Resources section of the CDE ELPAC Web site at <https://www.cde.ca.gov/ta/tg/ep/>.

Responsibilities of the Local Educational Agency (LEA) English Language Proficiency Assessments for California (ELPAC) Coordinator

Before Testing

I. Receive and Inventory Test Materials

Follow these inventory steps to prepare test materials before testing:

STEP 1: Count all school and LEA boxes immediately upon receipt. Verify that each school will receive the correct number of boxes according to the numbers shown on the box labels (for example, “1 of 10,” “2 of 10,” etc.).

STEP 2: Report missing boxes. Immediately report to the ELPAC Customer Support Center if any boxes are missing or if you received boxes addressed to another LEA.

STEP 3: Inventory LEA test materials against the Shipping Notice(s). Note any overages, shortages, or the incorrect receipt of test materials on the Shipping Notice(s).

- Overages—receiving more or different test materials than stated on the Shipping Notice(s)
- Shortages—missing items or missing one or more boxes in your shipment

A copy of each LEA’s Shipping Notice(s), which provides documentation of the contents of the school boxes, is provided with the LEA packing list for reference.

Note: The Site ELPAC Coordinator will inventory the site’s own test materials. The LEA ELPAC Coordinator only should inventory the contents of the school boxes if the school is closed.

STEP 4: Provide school materials to Site ELPAC Coordinators. Forward the boxes of materials to the schools identified on the box labels. Remind Site ELPAC Coordinators that they must retain the boxes for use in returning test materials.

Note: If test materials were ordered in Round 1 or Round 2, LEAs will also receive a packet of **50 precoded Group Identification Sheets (GIS)** for each school. The precoded GIS will be an additional shipment, they *will not* be included as part of the test materials shipment. The packets of precoded GIS should be forwarded to each school. **The GIS are scannable, and must not be photocopied, or shared with other LEAs.**

STEP 5: Report overages and shortages. After the Site ELPAC Coordinators inventory their test materials, report overages, shortages, or incorrect grade materials to the ELPAC Customer Support Center immediately.

STEP 6: Read through materials. Review this *ELPAC Test Administration Manual* (TAM) in its entirety. Become familiar with all testing and administration procedures.

STEP 7: Obtain signatures on security forms. Collect the *Test Security Affidavits* from all Test Examiners and Proctors and keep all of them on file at the LEA office for a minimum of 12 months. Do **not** return these security forms to the California Department of Education (CDE) or to Educational Testing Service (ETS).

II. Order Additional Test Materials

If additional test materials are needed, the LEA ELPAC Coordinator can order them through Test Operations Management System (TOMS) or call the ELPAC Customer Support Center. Supplemental orders will be delivered within 10 to 14 business days.

- If it is determined that more test materials are needed, limit the number of documents to the exact number needed for testing to avoid excessive material charges. Visit the ELPAC Web site at <https://www.ELPAC.org/> for information on how excessive material charges are calculated.
- LEA ELPAC Coordinators may place multiple supplemental orders in any calendar month.
- Supplemental orders may be placed from January 23–May 15, 2018.

III. Use LEA Overage Test Materials (as needed)

LEAs will receive an overage of test materials in the boxes labeled for the LEA. Use these test materials for reference and provide them to schools as needed.

The LEA's test materials box contains:

- Five percent overage of Test Books and Answer Books
- Additional Examiner's Manuals

IV. LEA ELPAC Coordinator Kit Contents Included with Each Shipment Will Contain:

- Return Instructions
- Blank Group Identification Sheets (GIS)—five each (**always** use a precoded GIS if available)
- Packing tape

V. Prepare for Testing

To prepare for testing, the LEA ELPAC Coordinator should:

- Ensure your sites have adequate testing materials and redistribute materials throughout the district as necessary.
- Distribute precoded GIS packets to your sites.
- Check on the progress of Test Examiner training in Moodle.
- If Pre-ID labels were ordered, distribute the Pre-ID label packages to your sites.

- Ensure that the Site ELPAC Coordinator and the Test Examiner(s) are aware of the security, inventory, and tracking requirements for keeping all test materials in a secure location prior to, during, and after testing.

After Testing

VI. Check Secure, Scannable Test Materials Returned from Sites

The LEA ELPAC Coordinator is responsible for coordinating the return of secure, scannable and secure, non-scannable test materials from the sites back to the LEA, checking all materials for completeness, ensuring that the forms (e.g., the GIS form) are completed properly, and packing and shipping all materials to ETS for processing.

STEP 1: Ensure that required demographic information is completed on all Answer Books being returned. Having a Statewide Student Identifier (SSID) for every Answer Book returned is critical for processing. If a Pre-ID label is affixed to the Answer Book for the student, ensure the following boxes on the front and back of the Answer Book are also completed, meaning letters and numbers must be entered and legible and option circles must be marked completely:

- Box 1 (Student Name—written at a minimum)
- Box 2 (Teacher, School, Local Educational Agency, Local Use)
- Box 8 (Date Testing Completed)
- Box 9 (Testing Irregularities)—If applicable
- Box 10 (Accommodations)—If applicable
- Box 11 (Alternate Assessment)—If applicable

No additional marking is required.

If student Answer Books do not have a Pre-ID label, be sure that **all** demographic information for a student has been written in and is legible, and all corresponding circles have been marked completely and properly. Refer to the section “Non Pre-ID Students” on page 14 for more information.

STEP 2: Review completed GIS forms. Check to be sure that each site has separated the documents by grade and that each grade has a completed GIS. Pre-coded GIS forms should always be used when available.

STEP 3: Verify number of Answer Books. Confirm that the correct number of Answer Books is filled in the “Number of Documents to Be Scored” grid. This number is used to double check that all student documents are accounted for at the ETS Processing Center.

STEP 4: Take action if the GIS form is missing. If a precoded GIS form has not been supplied, obtain a blank form from the LEA ELPAC Coordinator Kit, fill in the information grids (refer to Figure 3 on page 21 and the table below it for specific instructions), and place the GIS form on top of the secure, scannable Answer Books in the white return carton.

VII. Pack and Ship Test Materials to ETS

The ELPAC program suggests a monthly return of secure, scannable Answer Books for scoring. The Secure, Scannable Test Materials Return Schedule is located on page iii under “Important Dates.” **June 15, 2018**, is the **final day** to **request a pickup** for all secure, scannable materials for scoring. Materials that miss this deadline will **not be scored**. The **window for returning** secure, non-scannable test materials is **May 15 through June 30, 2018**.

Detailed ELPAC Return Instructions can be found on page 25 of the Appendix or in the LEA ELPAC Coordinator Kit. It is critical that the directions in the ELPAC Return Instructions for returning test materials to ETS are followed. It is important to note that these instructions have changed from the Summative Assessment Field Test administered in spring 2017.

Responsibilities of the Site English Language Proficiency Assessments for California (ELPAC) Coordinator

Before Testing

I. Receive and Inventory Test Materials

The local educational agency (LEA) ELPAC Coordinator will provide each school or site with all test materials and forms needed for testing. The Site ELPAC Coordinator should follow these steps to prepare for testing:

STEP 1: Locate the school Shipping Notice(s) enclosed in the test materials shipment. A Shipping Notice will be at the top of each box received.

STEP 2: Report overages and shortages to the LEA ELPAC Coordinator.

Inventory all test materials against the Shipping Notice(s) immediately after receipt from the LEA. Report any overages, shortages, or the receipt of the wrong material to the LEA ELPAC Coordinator immediately.

- Overages—receiving more or different test materials than stated on the Shipping Notice(s)
- Shortages—missing items or missing one or more boxes in your shipment

STEP 3: Retain boxes. Keep all test materials in a secure, locked location. Retain the original shipping boxes, as they will be used to return secure non-scannable test materials to the LEA ELPAC Coordinator after testing window closes.

STEP 4: Read through materials. Review this *ELPAC Test Administration Manual* (TAM) and the Examiner's Manuals in their entirety. Become familiar with all testing and site administrative procedures.

STEP 5: Discuss security with Test Examiners and Proctors. Ensure that Test Examiners and Proctors understand the security, inventory, and tracking requirements for keeping all test materials in a secure location prior to, during, and after testing.

STEP 6: Obtain signatures on all security forms. Sign a copy of the *Test Security Agreement* that is available on the ELPAC Test Administration Web site at <https://www.elpac.org/test-administration/>. Have all Test Examiners and Proctors, along with all others handling ELPAC test materials, sign the *Test Security Affidavit* (page 29) (provided at the Administration and Scoring Training workshop and also available on the ELPAC Test Administration Web site at <https://www.elpac.org/test-administration/>) prior to accessing the test materials.

STEP 7: Provide security forms to the LEA ELPAC Coordinator. Submit these signed forms to the LEA ELPAC Coordinator to retain at the LEA for audit purposes.

II. Organize and Distribute Test Materials

Materials Provided for Site ELPAC Coordinators

Each school will receive sufficient test materials for your site to administer the ELPAC. Additionally, each school will receive the following materials:

- A Site ELPAC Coordinator Kit
 - Return Instructions
 - Blank Group Identification Sheets (GIS)—five each (**always** use a precoded GIS if available)
 - Packing tape
 - Paper bands
- A package of precoded, scannable, GIS
 - The precoded GIS must be used when returning materials.
 - GIS are scannable and **not to be shared, or photocopied.**
- A package of Pre-ID labels for your students (if your LEA opted to purchase Pre-ID labels)

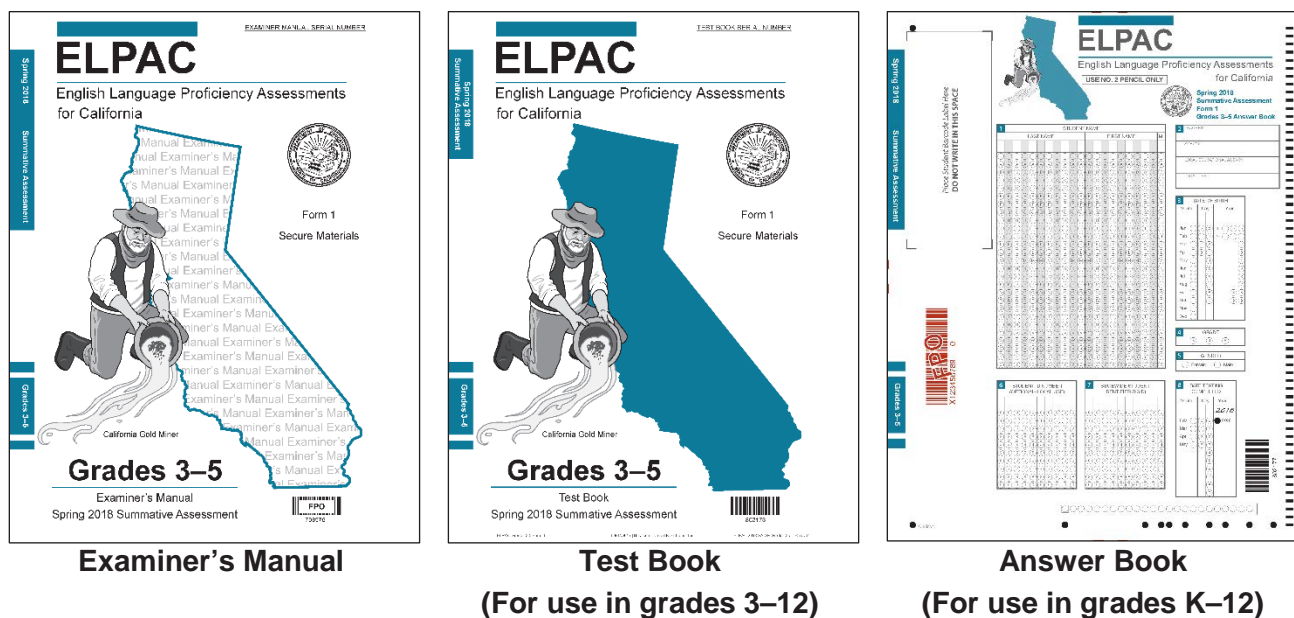
Materials for Test Examiners

Distribute test materials to the Text Examiners. Each Test Examiner must verify receipt of the appropriate test materials, and that the Examiner's Manual(s) provided matches the grade or grade span and form code of the books being administered (refer to Figure 1). The materials provided in the school test materials include the following:

- Examiner's Manual(s)
- Test Books: one for each student in grades 3–12
- Answer Books: one for each student in kindergarten through grade twelve (K–12)

Note: Do not use Test Books, Answer Books, or Examiner's Manuals from previous test administrations.

Figure 1. Test Material Cover Samples (Form 1)



Additional Materials Needed by Test Examiners

- No. 2 pencils with erasers for Test Examiner and students (not provided)
- “Do Not Disturb” sign (not provided)
- One 5 inches x 8 inches card or folded 8-1/2 inches x 11 inches paper (for kindergarten through grade one Reading and Writing test administrations) (not provided)

NOTE—Students must use No. 2 pencils. Pencils with other numbers may not be read by the scanner.

III. Prepare Test Books and Answer Books

Filling in Demographic Information

The front and back covers of the Answer Book are the demographics pages that contain important student- and school-related information that must be filled in accurately. The demographics information is critical, as it is used during processing of student results. As needed, additional information will be extracted from the California Longitudinal Pupil Achievement Data System (CALPADS) based on the Statewide Student Identifier provided on the demographics page of the Answer Book. Site ELPAC Coordinators or Test Examiners should ensure the demographics information is accurate and complete for all students.

Refer to Figure 2 and the steps provided after the figure and in the following subsections for further information on how to ensure the demographics pages for students with or without a Pre-ID label are complete. In addition, because these pages are scanned, you should ensure there are no extraneous marks on the demographics pages, and all stray marks must be erased completely.

Pre-ID Students

If you received Pre-ID labels from your LEA, place each student label in the appropriate box on the demographics page on the Answer Book and ensure the following boxes on the front and back of the Answer Book are also completed, meaning letters and numbers must be entered and legible and option circles must be marked completely:

- Box 1 (Student Name—written at minimum)
- Box 2 (Teacher, School, Local Educational Agency, Local Use)
- Box 8 (Date Testing Completed)
- Box 9 (Testing Irregularities)—Only one to be completed, if applicable
- Box 10 (Accommodations)—Only one to be completed, if applicable
- Box 11 (Alternate Assessment)—Only one to be completed, if applicable

No additional marking is required.

Non Pre-ID Students

If you did not receive Pre-ID labels from your LEA, or if a Pre-ID label for a student is missing, you must ensure the demographics pages are completed **in their entirety**. The proper recording of student demographic information is essential for accurate reporting of student results. Site ELPAC Coordinators or Test Examiners should review the demographic information to ensure it is accurate and complete for each student. Under certain circumstances, or with younger students, the Site ELPAC Coordinator or Test Examiner may opt to complete the demographics information for the student, in order to ensure it is legible and accurate. This information must be completed **before** returning the Answer Books for scoring.

Figure 2. Answer Book Front and Back Cover Fields

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Front Cover (Figure 2)

FIELD NAME	STEPS TO FOLLOW:																					
1 STUDENT NAME	<p>Starting at the left, print one letter of the student's last name in each box. If the student's last name has more letters than there are boxes, print only as many letters as there are boxes. For example, if the last name is Aschenbrenner, fill in the boxes as shown below.</p> <table border="1" style="margin: 10px auto;"> <tr> <td colspan="10">L A S T N A M E</td> </tr> <tr> <td>A</td><td>S</td><td>C</td><td>H</td><td>E</td><td>N</td><td>B</td><td>R</td><td>E</td><td>N</td><td>N</td> </tr> </table> <p>If the student's first name has more letters than there are boxes, print only as many letters as there are boxes.</p> <p>In the space labeled "MI," print the student's middle initial. If the student does not have a middle initial, leave this space blank.</p> <p>Fill in the corresponding circles for each letter. Fill in the empty circles to indicate a blank space.</p>	L A S T N A M E										A	S	C	H	E	N	B	R	E	N	N
L A S T N A M E																						
A	S	C	H	E	N	B	R	E	N	N												
2 TEACHER, SCHOOL, LOCAL EDUCATIONAL AGENCY, LOCAL USE	<p>Print the name of the teacher, the name of the school, and the name of the LEA. The Local Use section may be used for any additional information needed for student identification or any purpose defined by the LEA.</p>																					
3 DATE OF BIRTH	<p>Print the "Month," "Day," and "Year" of the student's Date of Birth in the appropriate spaces and fill in the corresponding circles.</p> <p>For "Day," one digit in each column must be filled in. If the day is between 1 and 9, precede it with a leading zero, as in 01, 02, 03, etc.</p> <p>For "Year," fill in circles for 19 or 20 before filling in remaining circles.</p> <table border="1" style="margin: 10px auto;"> <tr> <td>Month</td><td>Day</td><td>Year</td></tr> <tr> <td></td><td></td><td></td></tr> </table>	Month	Day	Year																		
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4 GRADE	<p>Fill in the circle for the student's current grade.</p> <p>Ensure that the grade span of the Answer Book matches the student's grade.</p>																					
5 GENDER	<p>Fill in the appropriate circle for Female or Male.</p>																					
6 STUDENT ID NUMBER (OPTIONAL – LOCAL USE)	<p>If your LEA or school does not use local student numbers, leave this field blank or use it to track any additional information that is of importance to your LEA.</p> <p>Starting at the right, print one digit of the student's number in each box and fill in the corresponding circles. Note: This field is right-justified, so include leading zero(s) if the ID number has fewer than 10 digits.</p>																					
7 STATEWIDE STUDENT IDENTIFIER (SSID)	<p>Starting at the left, print one digit of the SSID in each box. All students should have an SSID (ten digits). Fill in the corresponding circles for each number.</p> <table border="1" style="margin: 10px auto;"> <tr> <td>7 STATEWIDE STUDENT IDENTIFIER (SSID)</td> </tr> <tr> <td></td> </tr> </table>	7 STATEWIDE STUDENT IDENTIFIER (SSID)																				
7 STATEWIDE STUDENT IDENTIFIER (SSID)																						

FIELD NAME	STEPS TO FOLLOW:
8 DATE TESTING COMPLETED	<p>This field must be filled in for all students at the time of testing, whether or not the student has a Pre-ID label. Print the “Month,” and “Day,” to indicate the last day the student’s testing was completed in the appropriate spaces and fill in the corresponding circles. This is a required field. Do not leave blank.</p> <p>For “Day,” one digit in each column must be filled in, and if the day is between 1 and 9, precede it with a leading zero, as in 01, 02, 03, etc. Valid testing dates: 02/01/18 through 05/31/18.</p>
9 TESTING IRREGULARITIES	<p>If a student was caught cheating during the test or there were irregularities in administration of the test, fill in the circle(s) identifying the domain(s) of the test in which the irregularity occurred. Report the situation to the LEA ELPAC Coordinator, who will then report the incident to Educational Testing Service (ETS) per the instructions provided in the <i>ELPAC Test Administration Manual</i>.</p>
10 ACCOMMODATIONS	<p>If a student requires special testing situations in order to complete one or more domains, such as a test accommodation, or alternate test as noted in their individualized education program (IEP), fill in the circle(s) identifying the domain(s) at the time of testing, even if the student has a Pre-ID label. Refer to the CDE’s <i>Matrix Four: Universal Tools, Designated Supports, and Accommodations for the English Language Proficiency Assessments for California (ELPAC)</i> at https://www.cde.ca.gov/ta/tg/ai/index.asp.</p>
11 ALTERNATE ASSESSMENT	<p>If a student is unable to participate in one or more domains even with accommodations, due to short or long-term disabilities as noted in their IEP, fill in the circle(s) identifying the domain(s) at the time of testing, even if the student has a Pre-ID label. Refer to the CDE’s <i>Matrix Four: Universal Tools, Designated Supports, and Accommodations for the English Language Proficiency Assessments for California (ELPAC)</i> at https://www.cde.ca.gov/ta/tg/ai/index.asp.</p>
12 OPTIONAL – LOCAL USE	<p>This is an optional field for LEA use.</p>

IV. Requirements for the Listening Domain

This information should be shared with Test Examiners.

The audio recording for the Listening domain can only be accessed using the secure TOMS Web site. Your Test Examiners should familiarize themselves with TOMS prior to administering the Listening section of the ELPAC. Once logged onto TOMS, there is a Help link where examiners can review the *TOMS System Guide for the ELPAC* prior to testing. For the best performance, your Test Examiners should download the latest version of one of the following supported Web browsers:

- Internet Explorer 10 and above
- Mozilla Firefox 45 and above
- Google Chrome 51 and above
- Safari 7 and above

Remind your Test Examiners to play the sample audio and make sure that the speakers they are using present the audio to students loudly and clearly enough for them to understand the test questions without straining. This should be done a few days before the actual administration.

V. Audio File Troubleshooting Checklist

This information should be shared with Test Examiners.

If the audio file stops at 99 percent or does not complete downloading, advise your Test Examiners of the troubleshooting steps that follow:

- Check on your antivirus software. Temporarily disable it if possible and determine if problems persist.
- Check if there is a proxy server. Temporarily bypass it if possible and determine if problems persist.
- Check alternate browsers if possible.
- Run a test on your network speed. Here are two Web-based speed testing services you can use: <http://www.speedtest.net/> or <https://www.speakeasy.net/speedtest/>.

If these steps do not resolve the audio problems, Test Examiners should contact their Site ELPAC Coordinator for further assistance. If the Site ELPAC Coordinator needs further assistance, they should contact their LEA ELPAC Coordinator.

VI. Disruptions to Audio Playback

This information should be shared with Test Examiners.

Disruptions to audio playback include, *but are not limited to*:

- Intercom announcements
- Fire drills
- Student health issues
- Audio malfunctions

Disruptions to audio playback are not considered testing irregularities.

Steps for Resuming Audio Playback

Test Examiners should follow these steps **when resuming audio playback after a disruption has occurred**.

1. Follow the “TEST MATERIALS AND PROCEDURES” in the ELPAC Examiner’s Manual (EM), resuming the audio as described below.
2. Locate the starting point for resuming audio playback.
 - For Listening, playback of the audio recording in TOMS should start at the beginning of the task during which the interruption occurred. Use the Audio Timing Table (in the EM) to find the time stamp for the beginning of the interrupted task type.
 - For Speaking (Summarize an Academic Presentation), playback of the audio recording in TOMS should start at the beginning of the presentation.
3. For Listening only, before starting playback of the audio for the task in which the disruption occurred, read the following aloud to the students.

SAY We will listen and answer questions.

Let's get ready. [*Pause.*]

On this test, each question has only one answer. Fill in only one circle for each question.

When I begin the audio playback, raise your hand if you cannot hear the recording clearly.

4. Begin the audio playback in TOMS.

After Testing

VII. Review Secure, Scannable Documents

STEP 1: Check student response sections to ensure that:

- Responses are filled in completely using a No. 2 pencil.
- All stray marks are erased completely.
- Problem situations listed in the table in Step 2 are resolved.
- Speaking domain scores are recorded in the Answer Book (this is critical for student results processing).

STEP 2: Check demographics pages for the following:

- For students with a Pre-ID label, ensure that each student label is properly affixed in the appropriate box on the demographics page on the Answer Book and the following boxes on the front and back of the Answer Book are also completed, meaning letters and numbers must be entered and legible and option circles must be marked completely:
 - Box 1 (Student Name)
 - Box 2 (Teacher, School, Local Educational Agency, Local Use)
 - Box 8 (Date Testing Completed)
 - Box 9 (Testing Irregularities)—Only one to be completed, if applicable
 - Box 10 (Accommodations)—Only one to be completed, if applicable
 - Box 11 (Alternate Assessment)—Only one to be completed, if applicable

No additional marking is required.

- For students without a Pre-ID label, ensure that:
 - Demographic information is complete and accurate.
 - Handwritten entries are legible.
 - Information is filled in completely using a No. 2 pencil.
- Ensure that problem situations listed in the table that follows are resolved.

IF YOU FIND THIS...	DO THIS...
Scratch paper Sticky notes Staples Pins/paper clips	Remove the extraneous material.

IF YOU FIND THIS...	DO THIS...
Paper damaged by erasures Tape or sticky labels of any kind Ripped or torn sheets Grease marks Coffee spills Bodily fluids Highlighting, colored pencil, crayon, or pen marks	Transfer student responses to an unused Answer Book. Transfer responses exactly as written by the student, including errors, and have a second person review the transcription for accuracy. Write "Voided" on the front of the damaged Answer Book.
Light marks Incomplete erasures Stray marks Smudges	Erase light marks or make them heavier as needed.
Student writing on separate sheets of paper	Remove the paper and transcribe the writing to the appropriate writing box in the Answer Book, if necessary. Transfer responses exactly as written by the student, including errors, and have a second person review the transcription for accuracy. Securely destroy the sheets of paper.
Writing in the margins of the book or outside the box provided for the response	Do nothing; however, note that only responses within the boxes will be scored.

IMPORTANT: Do not mark on student Answer Books when conducting local scoring, except in the areas identified for the local scoring of the Speaking domain.

STEP 3: Prepare Answer Books for return:

- Sort the secure, scannable Answer Books by grade, and place a completed GIS form on top of each grade, using one GIS form for each grade being returned. Do **not** use a GIS for each classroom or teacher.
- **DO NOT use a photocopy of the GIS.**
- Place one paper band around each grade.
- Place the banded secure, scannable Answer Books in the provided white carton.

Refer to the Return Instructions in the Appendix (page 25) for a diagram for completing this step.

STEP 4: Return secure, scannable test materials:

- Site ELPAC Coordinators should pack secure, scannable test materials and deliver them to the LEA ELPAC Coordinator for mailing to ETS after the last day of each month during the assessment window (refer to the Secure, Scannable Test Materials Return Schedule on page iii or as directed by the LEA ELPAC Coordinator, if more frequently).
- Unused materials should be securely stored until all testing has been completed.

- At the end of the assessment window, all unused secure, scannable and non-scannable test materials must be delivered to the LEA ELPAC Coordinator.

VIII. Pack and Ship Test Materials to LEAs

It is critical that the directions in the ELPAC Return Instructions for returning test materials are followed. If test materials are not returned properly, it could result in the delay of score reporting. Detailed ELPAC Return Instructions can be found on page 25 of the Appendix or in the Site ELPAC Coordinator Kit provided. When preparing materials to be returned, always use the precoded GIS forms provided by your LEA ELPAC Coordinator. If for some reason a precoded GIS is not available, there are blank GIS forms included in your Site ELPAC Coordinator Kit for your use.

A sample of a blank GIS form is shown in Figure 3, followed by instructions for completion. Do **not** share precoded GIS forms. **DO NOT use a photocopy of the GIS.** It is important to note that these instructions have changed from the Summative Assessment Field Test administered in spring 2017.

Figure 3. ELPAC GIS

English Language Proficiency Assessments for California (ELPAC)—Summative Assessment

GROUP IDENTIFICATION SHEET (GIS)

Please supply the following information.

Local educational agency: _____

School: _____

INSTRUCTIONS

- Use one GIS for each grade or grade span in the school.
- Do not separate grades or grade spans.
- Do not use a GIS for each classroom teacher.

MARKING INSTRUCTIONS

- Use a No. 2 pencil.
- Fill in the circle completely.
- Clearly erase any marks you wish to change.
- Do not make any stray marks on this form.

CORRECT MARK **INCORRECT MARKS**

SCHOOL NAME (Print the school name in the boxes, abbreviating if necessary to fit the 30 spaces; then mark the corresponding circle below each box)

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E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
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M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
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Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
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V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

COUNTY CODE **DISTRICT CODE** **SCHOOL CODE** **CHARTER CODE**

Grade (Mark one)

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

NUMBER OF DOCUMENTS TO BE SCORED (Mark one)

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

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SECTION OF GIS FORM	INSTRUCTIONS
1 LOCAL EDUCATIONAL AGENCY/SCHOOL NAME	Clearly write the name of the local educational agency and school.
2 SCHOOL NAME	The circles under the school name have been precoded. If using a blank GIS form, write in the school name and fill in the corresponding circles. This school name must match the school name on the GIS exactly.
3 COUNTY-DISTRICT-SCHOOL CODE	The County-District-School Code has been precoded. If using a blank GIS form, write in the school code and fill in the corresponding circles.
4 CHARTER CODE	The Charter Code has been precoded for charter schools. If using a blank GIS form, write in the charter code and fill in the corresponding circles.
5 GRADE	Write in the grade of the group and fill in the corresponding circle.
6 NUMBER OF DOCUMENTS TO BE SCORED	Write in the exact number of documents to be scored for the grade group and fill in the corresponding circles.

Appendix

English Language Proficiency Assessments for California (ELPAC) Testing Irregularities and Security Breach Report Form

Use this form to provide information related to testing irregularities and security breaches to Educational Testing Service and the California Department of Education. Refer to the Report Testing Irregularities and Security Breaches section on page 3 of the *ELPAC Test Administration Manual* for examples of irregularities and security breaches as well as instructions to follow prior to submitting this form. Immediately fax this form to the ELPAC Customer Support Center at 855-448-3412 or e-mail to ELPAC@ets.org. All fields are required.

Date of Incident: ____ / ____ / ____		
LEA name:		County-LEA code:
School name:		School code:
LEA ELPAC Coordinator name:	E-mail:	Phone number:

Incident Information	
Mark all that apply: <input type="checkbox"/> Testing Irregularity <input type="checkbox"/> Security Breach	
Domains involved: <input type="checkbox"/> Listening <input type="checkbox"/> Speaking <input type="checkbox"/> Reading <input type="checkbox"/> Writing	
Grades or grade spans involved: <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3–5 <input type="checkbox"/> 6–8 <input type="checkbox"/> 9–10 <input type="checkbox"/> 11–12	
Test materials involved (e.g., Answer Book, Test Book, Examiner's Manual):	
Number of students involved:	Number of staff involved:
Describe the incident in detail . Do not include student-identifying information (e.g., names, SSIDs) on this form.*	
Describe in detail all actions taken by administrative staff, teachers, support staff, and students to correct the incident. Do not include staff disciplinary action on this form.*	
Describe in detail the new LEA-wide procedures and reminders you will put in place for all examiners, proctors, and/or students to ensure similar incidents will be prevented in the future.*	

*Add extra pages, if necessary.


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English Language Proficiency Assessments for California (ELPAC) Materials Return Instructions

Figure 4. Materials Return Instructions—Page 1

ELPAC

English Language Proficiency
Assessments for California



2018 SUMMATIVE ASSESSMENT

LOCAL EDUCATIONAL AGENCY ELPAC COORDINATOR AND SITE ELPAC
COORDINATOR PACKING AND RETURN INSTRUCTIONS

REVIEW THE RETURN INSTRUCTIONS CAREFULLY—
PACKING ERRORS MAY DELAY THE PROCESSING OF SCORE REPORTS.

Secure scannable test materials should be returned to Educational Testing Service (ETS) for scoring after the last day of each month during the English Language Proficiency Assessments for California (ELPAC) Summative Assessment (SA) administration window (see dates below).

Site ELPAC Coordinators should pack secure scannable test materials and deliver them to the local educational agency (LEA) ELPAC Coordinators for mailing to ETS. Unused test materials must be securely stored until all testing has been completed. At the end of the assessment window, all unused secure scannable and non-scannable test materials must be delivered to LEA ELPAC Coordinators.

Site ELPAC Coordinators should coordinate the delivery of test materials with their LEA ELPAC Coordinator.

Secure Scannable Test Materials Return Schedule:
Secure scannable test materials should be returned by the LEAs to ETS once per month. If needed, **those LEAs with over 5,000 English learners (ELs)** have a second opportunity to return test materials each month (see dates below).

ELPAC Administration Month	LEA ELPAC Coordinators Secure Scannable Test Materials Pickup Request No Later Than	LEA ELPAC Coordinators Request Secure Scannable Test Materials Pickup Request No Later Than— 2nd Return Window for LEAs with over 5,000 ELs
February 2018	March 9, 2018	March 23, 2018
March 2018	April 9, 2018	April 23, 2018
April 2018	May 9, 2018	May 23, 2018
May 2018	June 15, 2018	NA

NOTE—June 15, 2018 is the **final day to request a pickup** for all secure scannable materials for scoring. Materials that miss this deadline will **not be scored**.
NOTE—Return secure non-scannable test materials starting **May 15 through June 30, 2018**.

Score Reporting Schedule:
Scores will be reported four times during the ELPAC SA administration window. The score reporting date is dependent upon the date the test materials **are received** by ETS. Score reports are generally received within 6–8 weeks after the test materials are received and processed. The first score reporting cycle will be slightly longer due to the initial production of score report quality control procedures.

NOTE—Irregularities, missing/incomplete information on an Answer Book, or packing errors will delay the processing of score reports.

Packing ELPAC Test Materials

Items needed:

- Retained brown carton(s) from your shipment
- White return carton(s) included in your shipment
- Return label(s) included in your shipment
- Packing tape included in the LEA ELPAC Coordinator Kit and the Site ELPAC Coordinator Kit
- Group Identification Sheets (GIS) included in the LEA ELPAC Coordinator Kit and the Site ELPAC Coordinator Kit
- Paper bands included in the Site ELPAC Coordinator Kit

IMPORTANT

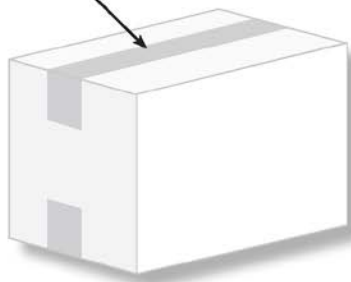
DO NOT combine SECURE SCANNABLE and SECURE NON-SCANNABLE test materials.

1

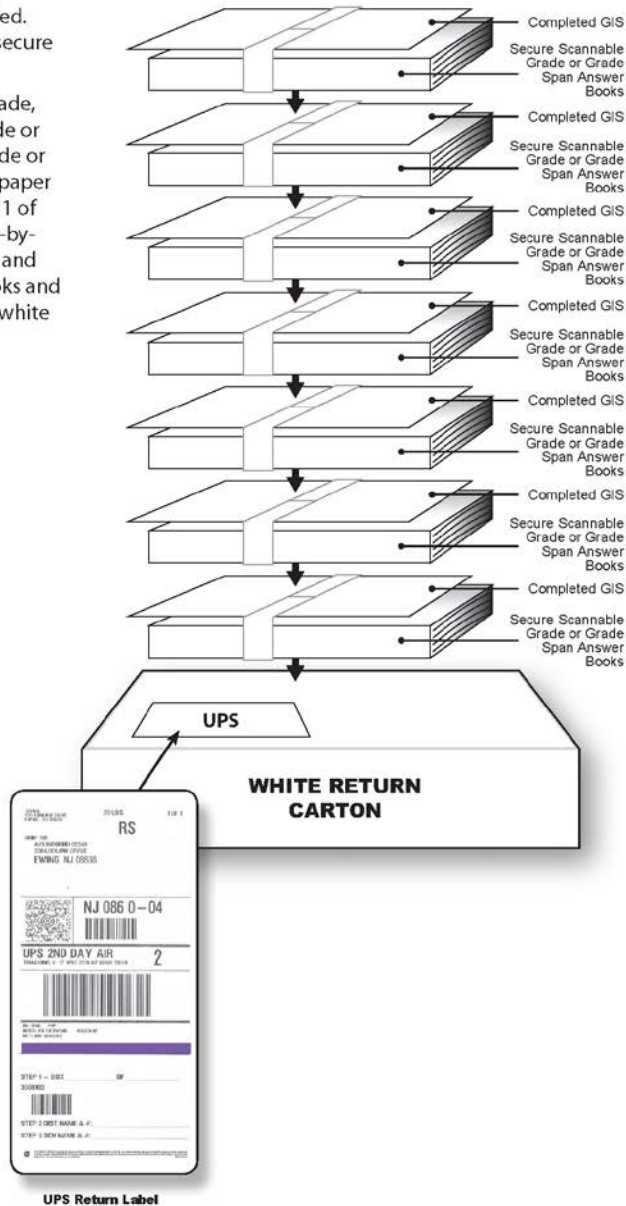
Figure 5. Materials Return Instructions—Page 2

Packing Secure Scannable Test Materials for Return to the LEA ELPAC Coordinator

1. Assemble white carton(s) with the tape provided. Use the provided white carton for packing all secure scannable Answer Books.
2. Sort the secure scannable Answer Books by grade, and place a completed GIS on top of each grade or grade span. You will need one GIS for each grade or grade span being returned. You will need one paper band for each grade or grade span. See page 21 of the ELPAC Test Administration Manual for step-by-step instructions for completing the GIS. Band and place the sorted secure scannable Answer Books and completed GIS for each grade in the provided white carton filling to capacity (see diagram).
3. Securely tape the top and bottom seams of the carton(s) at least two times with the tape provided.



4. Fill out ALL THREE steps on the provided UPS 2nd Day Air label with ONE PURPLE STRIPE on the white carton(s). DO NOT photocopy return labels. Contact the ELPAC Customer Support Center at 844-782-2714 if you need additional labels.
 - STEP 1: Label box count, i.e., "Box 1 of 3", "Box 2 of 3", etc.
 - STEP 2: Write in the LEA (District Name)
 - STEP 3: Write in the School Name
5. After all test materials have been packed, return them to your LEA ELPAC Coordinator.



IMPORTANT

DO NOT combine **SECURE SCANNABLE** and **SECURE NON-SCANNABLE** test materials. Include a completed GIS for each banded grade or grade span.

Figure 6. Materials Return Instructions—Page 3

Packing Secure Non-Scannable Test Materials for Return to the LEA ELPAC Coordinator

TO BE RETURNED

- Unused secure scannable Answer Books (Grades K–2)
- Used and unused Test Books (Grades 3–12)
- Unused secure scannable Answer Books (Grades 3–12)
- Used and unused braille and Large Print Test Books
- All unopened Answer Books and Test Books (Grades K–12)
- Examiner's Manuals, Test Books, and Answer Books received at training
- Secure scannable Answer Books that were damaged during testing or due to an irregularity. Write "VOIDED" on the Answer Book before placing in the carton(s).

Once all testing has been completed, the Site ELPAC Coordinator must pack any remaining test materials on site for return to the LEA ELPAC Coordinator.

1. Pack all unused secure scannable test materials in the original brown carton(s) in the order listed below filling the carton(s) to capacity (see diagram).

- Place Examiner's Manuals (Grades K–12) on the bottom of the shipping carton(s), including Examiner's Manuals received at training.
- Place all unopened Answer Books and Test Books on the top of the Examiner's Manuals.
- Place all unused Answer Books and Test Books on top of the unopened Answer Books and Test Books.
- Place used Test Books (Grades 3–12) on top of the unused Answer Books and Test Books.
- Place voided Answer Books on top of used Test Books.

2. Securely tape the top and bottom seams of the carton(s) at least two times with the tape provided.
3. Fill out ALL THREE steps on the provided UPS Ground label with TWO (2) PURPLE STRIPES on the retained brown carton(s) containing the secure non-scannable test materials. DO NOT photocopy return labels. Contact the ELPAC Customer Support Center at 844-782-2714 if you need additional labels.

- STEP 1: Label box count, i.e., "Box 1 of 3", "Box 2 of 3", etc.
- STEP 2: Write in the LEA (District Name)
- STEP 3: Write in the School Name

4. After all test materials have been packed, return them to your LEA ELPAC Coordinator.

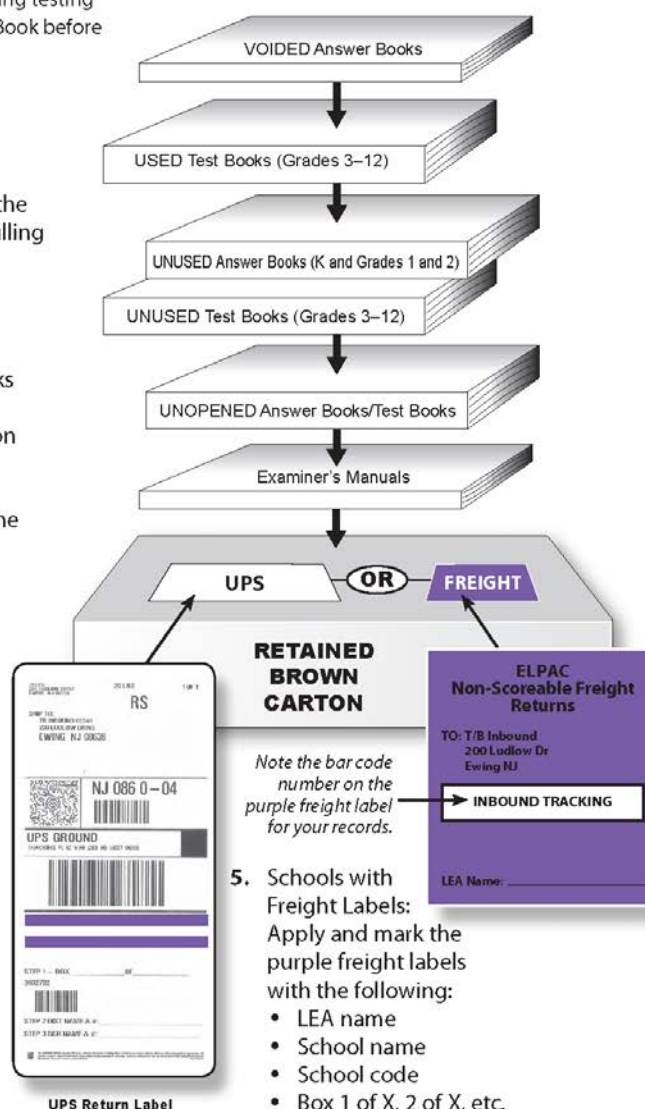
DO NOT RETURN

Securely destroy all materials on site:

- ☐ Unused GIS(s)
- ☐ Unused Pre-ID Labels
- ☐ Extra UPS Return Labels
- ☐ Student Rosters
- ☐ Scratch/draft paper

Recycle or discard:

- ☐ Return instructions
- ☐ Unused Paper Bands
- ☐ Unused White Cartons



IMPORTANT

DO NOT combine SECURE SCANNABLE and SECURE NON-SCANNABLE test materials.

Figure 7. Materials Return Instructions—Page 4

Return Instructions for the LEA ELPAC Coordinator

UPS SHIPMENT

Shipping Test Materials to ETS (Secure Scannable and Secure Non-Scannable)

1. Arrange for a UPS pickup as part of your LEA's regular service.
2. Call UPS at 800-742-5877 to schedule a pickup.
3. **DO NOT** use any courier other than UPS.
4. All secure scannable test materials in the white return cartons must be returned UPS 2nd Day Air using the return label with **one** purple stripe. Only use provided labels for this administration. All test materials must be packed in cartons by school. **Do not mix schools within cartons.**
5. All secure non-scannable test materials in the retained brown cartons must be returned UPS Ground using the return label with **two** purple stripes. Only use provided labels for this administration. Pack test materials in cartons by schools. Fill cartons to capacity, separating schools within the cartons.

FREIGHT SHIPMENT

If you are returning fewer than 30 cartons, use the UPS labels provided and follow the instructions on page 2 for returning secure scannable test materials, and page 3 for returning secure non-scannable test materials. If you are returning **more than 30 cartons**, follow the below instructions.

1. Ensure that all test materials are loaded onto pallets in school order.

Note: Please do NOT load a school's shipment across multiple pallets.

2. Once you have completed all schools (received and palletized) for your LEA, contact the **ELPAC Customer Support Center at 844-782-2714** to schedule your freight shipment(s). You must communicate the following information to schedule your shipment:
 - Pickup location (LEA address)
 - Secure scannable white carton count (see the Secure Scannable Test Materials Return Schedule on page 1)
 - Secure non-scannable brown carton count (**return** secure non-scannable test materials starting **May 15 through June 30, 2018**)
 - Total pallet count
 - Requested pickup date and time
 - LEA contact name and number
 - LEA e-mail address

Freight Shipment Scheduling Contact is the ELPAC Customer Support Center at 844-782-2714

3. Once scheduled, a copy of the freight bill of lading (BOL) will be e-mailed to you with the details of your shipment. The BOL should contain the following information regarding your shipment:
 - Ship-from information (your LEA)
 - Ship-to information (ETS, New Jersey)
 - Number of pallets
 - Total number of cartons
 - Weight of the shipment (should be preprinted)
 - BOL or tracking number (for tracking purposes)
4. Print two copies of the e-mail:
 1. Your copy
 2. UPS driver's 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 the ELPAC Customer Service Center at **844-782-2714** as soon as possible.
 - If you need additional shipping labels, contact the ELPAC Customer Service Center at **844-782-2714**.

Note: If you have any questions, please contact the ELPAC Customer Support Center at 844-782-2714 for assistance.

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English Language Proficiency Assessments for California (ELPAC) Test Security Affidavit

I acknowledge that I will have access to one or more of the English Language Proficiency Assessments for California (ELPAC) initial and summative assessments pursuant to Education Code section 60810, for the purpose of administering the test(s) to eligible pupils. I understand that these materials are highly secure and may be under copyright restrictions, and it is my responsibility to protect their security as follows:

- 1) I will not divulge the contents of the test materials to any other person through verbal, written, or any other means of communication. This includes, but is not limited to, sharing or posting test content via the Internet or by e-mail without the express prior written permission of the California Department of Education (CDE) and test contractor.
- 2) I will not copy or take a photo of any part of the test materials. This includes, but is not limited to, photocopying (including enlarging) and recording without the express prior written permission from the CDE and test contractor.
- 3) I will keep all test materials secure prior to and following the distribution of the test(s).
- 4) I will permit eligible pupils access to test materials only during testing periods. I will permit only eligible pupils who are testing, and individuals participating in the test administration who have signed an ELPAC Test Security Affidavit, to be in the room when and where the ELPAC assessments are being administered.
- 5) I will not allow any pupils to use any electronic devices that allow them to access outside information, communicate with any other pupils, or photograph or copy test content. This includes, but is not limited to, cell phones, personal digital assistants, tablets, laptops, cameras, and electronic translation devices.
- 6) When acting as a test examiner, I will: (a) collect and account for all test materials following each testing session; (b) not permit any pupils to remove any test materials by any means from the room(s) where testing takes place; and (c) count all test books and answer documents before allowing any pupil to leave the testing room.
- 7) I will not review any test questions, passages, or other test items with any pupils or any other person at any time, including before, during, or following testing. I understand that this includes any discussion between local educational agency (LEA) staff for training or professional development, whether it be in a one-on-one or in a staff meeting setting.
- 8) I will not, for any test, develop scoring keys, review any pupil responses, or prepare answer documents. I understand that this includes coaching pupils or providing any other type of assistance to any pupils that may affect their responses. This includes, but is not limited to, both verbal cues and nonverbal cues that may indicate correct or incorrect answers, or completing or changing any pupils' answers.
- 9) I will return all test materials to the designated site ELPAC coordinator in accordance with his or her instructions.
- 10) When acting as a test examiner or proctor, I will actively supervise all pupils throughout the testing session to ensure that they are working on the correct test section or part, marking their answers in the correct section of their answer documents, following instructions, and are accessing only authorized materials (non-embedded universal tools, designated supports, or accommodations) for the test being administered.

- 11) I will administer the ELPAC in accordance with the directions for test administration and test administration manuals prepared by the test contractor, or any additional guidance provided by the test contractor. I understand that the unauthorized copying, sharing, or reusing of any test book (test books may be appropriately reused in accordance with the test contractor's terms and conditions), test question, or answer document by any means is prohibited. This includes, but is not limited to, photocopying, recording, e-mailing, messaging (instant, text, or multimedia messaging service, or digital application), using a camera/camera phone, and/or sharing or posting test content via the Internet without the express prior written permission from the CDE and test contractor.

- 12) I have been trained to carry out my responsibilities in the administration of the ELPAC.

By signing my name to this document, I assure that I have completely read this affidavit and will abide by the above requirements and have received all training necessary for the administration of the ELPAC.

Signed: _____

Print Name: _____

Position: _____

School: _____

LEA: _____

Date: _____

Keep this signed Test Security Affidavit on file with the LEA ELPAC Coordinator for a minimum of 12 months. Do not return to the California Department of Education or Educational Testing Service.