THE INITIAL ELPAC PROCESS

AT-A-GLANCE

The Initial English Language Proficiency Assessments for California (ELPAC) window is from July 1 through June 30. Local educational agencies will conduct a Home Language Survey (HLS). If the HLS indicates English as the primary language, the student is classified as English only (EO) and the process stops. If the HLS indicates a language other than English as the primary language, the student must take the Initial ELPAC. The HLS survey has four questions, but if a language other than English is indicated on the fourth question only, then the student may be tested at the local educational agency's discretion. Access the HLS on the California Department of Education (CDE) English Learner Forms web page at https://www.cde.ca.gov/ta/cr/elforms.asp.

FOR THE INITIAL ELPAC PROCESS, LOCAL EDUCATIONAL AGENCIES WILL:

1. Notify the parent or guardian as soon as possible, in writing, that the Initial ELPAC will be administered. You may use the Parent and Guardian Notification Template found on the CDE Parent Notification web page at https://www.cde.ca.gov/sp/el/t3/elparentletters.asp.

2. Administer the Initial ELPAC by a trained ELPAC test examiner either as a computer-based assessment (CBA) or paper-pencil test (PPT) assessment.

3. Score the Initial ELPAC. Please reference Where to Submit Answers for the ELPAC for more information on where to enter scores with the CBA and PPT: https://www.cde.ca.gov/ta/tg/ca/documents/elpacwheresubmit.pdf.

4. Student Score Reports will be available in the Test Operations Management System (TOMS) 48 hours after Data Entry Interface (DEI) entry and scoring of all four domains for the student is complete.

5. Verify that the TOMS automatically fed the status of English learner (EL) or initial fluent English proficient (IFEP), based on the official score, into California Longitudinal Pupil Achievement Data System (CALPADS).

6. Notify the parent/guardian, in writing, of Initial ELPAC results within 30 days of the CALPADS enrollment date by using the sample parent notification letter templates available on the CDE Parent Notification web page at https://www.cde.ca.gov/sp/el/t3/elparentletters.asp.

If the student is classified as an EL, administer the Summative ELPAC every spring until the student is reclassified as fluent English proficient.

CONSIDERATIONS FOR THE COMPUTER–BASED ASSESSMENT

1. Order paper-based materials, such as K–2 Writing Answer Books, as needed.

2. Ensure any student accommodations are entered and are accurate in TOMS prior to test delivery.

3. To report a test security incident or other testing issues, use the Security and Test Administration Incident Reporting System (STAIRS) in TOMS.

CONSIDERATIONS FOR THE PAPER–PENCIL ASSESSMENT

1. Order paper-pencil materials as needed to ensure all necessary PPT can be administered.

2. Ensure test examiners are aware of any student accommodations prior to test delivery.

ELPAC
English Language Proficiency
Assessments for California

For more information, please visit the CDE ELPAC web page at
https://www.cde.ca.gov/ta/tg/ep/.