The Initial ELPAC and Initial Alternate ELPAC Process

At-a-Glance

The English Language Proficiency Assessments for California (ELPAC) window for the Initial ELPAC and Initial Alternate ELPAC is from July 1 through June 30. Local educational agencies (LEAs) will conduct a Home Language Survey (HLS) upon student enrollment. 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 or Initial Alternate ELPAC. The HLS 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 LEA's discretion. Access the HLS on the California Department of Education (CDE) English Learner Forms web page.

Initial ELPAC or Initial Alternate ELPAC process for LEAs

1. Notify the parent or guardian as soon as possible, in writing, that the Initial ELPAC or Initial Alternate ELPAC will be administered. You may use the Initial ELPAC or Initial Alternate ELPAC Testing Notification Letter Templates found on the CAASPP and ELPAC Notification Letter Templates web page.

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

3. Score the Speaking and Writing domains on the Initial ELPAC. Please reference the Where to Submit Answers for the ELPAC flyer for more information on where to enter scores with the CBA and PPT. The Initial Alternate ELPAC does not require additional scoring outside of the test administration.

4. Student Score Reports will be available in the Test Operations Management System (TOMS) 48 hours after Data Entry Interface (DEI) and Teacher Hand Scoring System (THSS) entry and scoring of all four domains for the Initial ELPAC is complete or the test is submitted for the Initial Alternate ELPAC.

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

6. Notify the parent or guardian, in writing, of Initial ELPAC or Initial Alternate ELPAC results within 30 calendar days of the student's first day of enrollment by using the sample initial parent notification templates for each assessment which are available on the CDE Identification & Parent Notification Requirements web page.

If the student is classified as an English learner, administer the Summative ELPAC or Summative Alternate ELPAC annually until the student is reclassified as fluent English proficient.

Considerations for the Computer-Based Assessment

1. Order kindergarten through grade two Initial ELPAC Writing Answer Books from the CAASPP and ELPAC Ordering Test Materials web page during the primary or supplementary windows as needed. Picture cards are available for the Initial Alternate ELPAC if the student's individualized education program (IEP) indicates the use of Alternate Response Options. Picture cards may be ordered from the Sacramento County Office of Education and are also available for download in TOMS as found in the Resources tab.

2. Ensure any student embedded accommodations and designated supports are entered and are accurate in TOMS prior to test delivery. More information can be found on the CDE California Assessment Accessibility Resources Matrix web page.

3. To report a test security incident or other testing issues, use the Security and Test Administration Incident Reporting System (STAIRS) in TOMS. More information can be found on the CDE How to Submit a Security Incident document.

Considerations for the Emergency Paper-Pencil Test

1. For the administration of the Initial ELPAC, LEAs may order the PPT emergency forms for students who are unable to orient to a computer based on their IEP. The PPT emergency forms are also available if an LEA has an emergency such as a fire or loss of electricity for an extended period of time.

2. Ensure test examiners are aware of any student non-embedded accommodations and designated supports prior to test delivery.

For more information, please visit the CDE ELPAC web page.

ELPAC
English Language Proficiency Assessments for California