

# How to Enter Scores for the Computer-Based Initial ELPAC Writing Domain for Grades K–2

- 1 Log into the Data Entry Interface (DEI).
- 2 Select the **Start Initial English Language Proficiency Assessments for California (ELPAC) Grades XX Writing—Online Data Entry Interface** button.
- 3 Select the **Begin Data Entry** button.
- i* Questions in the DEI will match the order in the Score Sheet.
- 4 Select the appropriate score for that item.
- 5 Select the **Next** button to continue to the next question.
- 6 Continue selecting scores and using the **Next** button to advance through questions.
- i* If the test examiner stopped administering the Writing domain at the stopping marker, they should continue selecting the **Next** button until reaching the last question.
- 7 After the last question, select the **OK** button on the Attention message.
- 8 Select the **End Test** button.
- 9 Select the **Yes** button in the Attention message to continue to the next page or select the **No** button to keep working on the test.
- 10 Review the Data Entry Summary screen for questions that were not assigned a score.
- i* Select a question number with the triangle icon to go back to that question to assign a score, if a score was recorded.
- 11 Select the **Submit Test** button once all entries have been completed.
- 12 Select the **Yes** button in the Warning message to verify all score entries have been completed.
- 13 Select the correct button for user's next steps; e.g., **Log Out**, **Enter Responses for a Different Test**, or **Enter Responses for a Different Student**.
- 14 Securely destroy all student score sheets after scores have been entered in the DEI.