

# How to Enter Responses for the Paper-Based Summative ELPAC Writing Domain for Grades 3–12

Please note, Writing Answer Books for Kindergarten through Grade Two must be returned to Educational Testing Service for scoring.

- 1 Log into the Data Entry Interface (DEI).
- 2 Select the **Start Summative English Language Proficiency Assessments for California (ELPAC) Grades XX Writing—Paper Data Entry Interface** button.
- 3 Select the **Begin Data Entry** button.
- i* Questions in the DEI will match the order in the student Answer Book.
- 4 Transcribe the student's written response verbatim in the response field that corresponds with the response the student wrote in the Answer Book.
- i* Copy spelling and punctuation as presented by the student.
- i* Use the text response formatting tools only if such formatting, such as an underline, was included in the student's response.
- 5 Select the **Next** button to continue to the next question.
- 6 Continue selecting scores and using the **Next** button to advance through questions.
- 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**.