

# How to Complete the Rotating Score Validation Process (K–2 Writing)

Every year, the California Department of Education identifies local educational agencies (LEAs) that are expected to return Initial English Language Proficiency Assessments for California (ELPAC) scannable kindergarten through grade two (K–2) Writing Answer Books to ETS after completion of test administration, local scoring, and parent notification. LEAs are selected annually, on the basis of a representative sample from each geographical region, to participate. Participants are notified each spring prior to the Initial ELPAC Administrative and Scoring Trainings. The purposes of this process, called the Initial ELPAC Rotating Score Validation Process (RSVP), are to produce item statistics for the Initial ELPAC, validate scores, and provide technical assistance to LEAs for scoring. For returned K–2 answer books, only the Writing domain will be rescored by ETS. For grades three through twelve, Writing responses entered in the Test Delivery System will be automatically transmitted to ETS after a student score report has been generated. Follow these steps to complete the RSVP for identified LEAs that have students in grades K–2.

- 1 Receive new secure, scannable, K–2 Form 1 Writing Answer Books, an LEA ELPAC coordinator kit, and a site ELPAC coordinator kit that includes return instructions, packing tape, and paper bands for sending back scannable materials to ETS.
- 2 A trained ELPAC test examiner administers all four domains of the Initial ELPAC.
- 3 Score Writing and Speaking item responses using the rubrics and anchor samples in the grade-specific Directions for Administration.
- 4 Enter scores for the K–2 Writing domain and kindergarten through grade twelve Speaking domain in the Data Entry Interface (DEI). Enter scores for grades three through twelve Writing domain in the Teacher Hand Scoring System.
- 5 Receive monthly Pre-ID labels and Group Identification Sheet (GIS) forms from ETS beginning in October.
- 6 Affix Pre-ID labels and include GIS forms in the shipping box before sending scannable Form 1 Writing Answer Books to ETS for scoring.
- 7 Follow the return schedule and instructions in the LEA ELPAC coordinator and site ELPAC coordinator kits to submit scannable materials to ETS.
- 8 Review the comparison reports (available by mid-November, mid-December, and a final file by end of January) in the Test Operations Management System and implement correction process, if necessary.