

How to Complete the Paper-Pencil Initial ELPAC Process

From July 1 through August 19, 2020 the Initial English Language Proficiency Assessments for California (ELPAC) will remain a paper-pencil assessment. Upon a student's first enrollment in a California public school, local educational agencies (LEAs) will:

- 1 Conduct a home language survey (HLS).
- i* *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.*
- 2 Notify the parent or guardian as soon as possible, in writing, that the Initial ELPAC will be administered using the Parent and Guardian Notification Template found on the California Department of Education (CDE) ELPAC web page.
- 3 Order paper-pencil materials if needed, which are available through the first week of August and retain current paper-pencil materials.
- 4 Administer the paper-pencil 2019–2020 Initial ELPAC by a trained ELPAC Test Examiner.
- 5 Locally score the Initial ELPAC using the rubrics and answer keys available.
- 6 Notify the parent/guardian, in writing, of Initial ELPAC results within 30 days of the California Longitudinal Pupil Achievement Data System (CALPADS) enrollment date by using the Parent Notification Template found on the CDE Title III web page.
- 7 Submit a cumulative list of Statewide Student Identifiers (SSIDs) using the downloaded spreadsheet of all students tested on the paper-pencil Initial ELPAC to California Outreach via email at caloutreach@ets.org by August 14th.
- 8 Enter all student scores into the Data Entry Interface (DEI) for students testing on the paper-pencil Initial ELPAC once the DEI is open. The Test Operations Management System (TOMS) will automatically feed the status of English learner (EL) or initial fluent English proficient (IFEP), based on the official score, into CALPADS.
- i* *Student Score Reports will be available in TOMS 48 hours after DEI entry and scoring of all four domains for the student.*
- 9 Administer the Summative ELPAC every spring until the student is reclassified as fluent English proficient.

The Correction of Classification Process

A Correction Process A

Process A is used when a student is classified as “English Only” on the basis of the results of the home language survey. The correction is made if:

- The LEA has an indication that the student has a language other than English.
- The student is unable to perform ordinary classwork in English.

The LEA must collect and review evidence to determine whether the student should be administered the Initial ELPAC.

Please see *California Code of Regulations*, Title 5, Section 11518.20(a) for specific ELPAC procedural details to be followed by the LEA. The regulations can be found at <https://bit.ly/2BaCcTl>.

B Correction Process B

Process B is used if an LEA administers the Initial—or Summative—ELPAC to a student who is not eligible to be assessed.

Please see *California Code of Regulations*, Title 5, Section 11518.20(b) for specific ELPAC procedural details to be followed by the LEA. The regulations can be found at <https://bit.ly/2BaCcTl>.

C Correction Process C

Process C is used if a parent/guardian or certificated employee of the LEA requests a review of the student’s classification on the basis of the results of the Initial ELPAC. This process must occur before the first administration of the Summative ELPAC.

Please see *California Code of Regulations*, Title 5, Section 11518.20(c) for specific ELPAC procedural details to be followed by the LEA. The regulations can be found at <https://bit.ly/2BaCcTl>.

i *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 English Language Proficiency Assessments for California (ELPAC).*