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.

*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.

*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.

*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.