How to Enter Responses for the Paper-Based Initial ELPAC Reading Domain

These instructions should be used for any paper-based Initial English Language Proficiency Assessments for California (ELPAC) testing that occurs from July 1, 2020–June 30, 2021. Please note, local educational agencies (LEAs) that choose to administer the paper-pencil Initial ELPAC will be responsible for entering student responses into the Data Entry Interface (DEI). Administering the computer-based Initial ELPAC will reduce the amount of data entry required by the LEA.

1. Log into the DEI.
2. Select the **Start Initial ELPAC Grades XX Reading—Paper Data Entry Interface** button.
3. Select the **Begin Data Entry** button.

*Questions in the DEI will match the order in the Answer Book.*

4. Select the radio button that corresponds with the response the student marked in the Answer Book for question number 1.
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.

*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**.