How to Enter Scores for the Paper-Based Initial ELPAC Writing 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 Writing—Paper Data Entry Interface button.

3. Select the Begin Data Entry button.

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.

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.

California Department of Education

October 2020