

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.
- i *Questions in the DEI will match the order in the student Answer Book.*
- 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.
- i *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**.