

How to Complete the Computer-Based Initial ELPAC Process

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 computer-based Initial English Language Proficiency Assessments for California (ELPAC).*

2 Notify the parent or guardian as soon as possible, in writing, that the Initial ELPAC will be administered using the letter template on the CDE Parent Notification web page.

i *LEAs must update students' English Language Acquisition Status to "To Be Determined" and ensure that statewide student identifiers (SSIDs) are created.*

3 Administer the computer-based Initial ELPAC by a trained ELPAC Test Examiner.

4 Score items using the appropriate method for grade level and domain:

- Grade K–12 Listening and Reading: Scored by the Test Delivery System.
- Grade K–2 Speaking and Writing: Each item is scored by the LEA using rubrics in the Directions for Administration (DFA) and is entered into the Data Entry Interface.
- Grade 3–12 Writing: Each item is scored by the LEA using rubrics in the DFA and is entered into the Teacher Hand Scoring System.

i *Once all domains have been administered and scored, Student Score Reports will be available in the Test Operations Management System.*

5 Notify the parent/guardian, in writing, of computer-based Initial ELPAC results within 30 days of the California Longitudinal Pupil Achievement Data System enrollment date.

i *Parent/guardians or LEAs may request a classification review prior to Summative ELPAC administration. See the back of this page for the classification correction process.*

6 Conduct a classification review if requested. Notify the parent/guardian of results.

i *If the student is classified as initial fluent English proficient, the ELPAC administration process stops.*

7 If an English learner, administer 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://www.cde.ca.gov/ta/tg/ep/documents/elpacregs.doc>.

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://www.cde.ca.gov/ta/tg/ep/documents/elpacregs.doc>.

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://www.cde.ca.gov/ta/tg/ep/documents/elpacregs.doc>.

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).*