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).

   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.

   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.

   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.

   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.

   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.

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).