How to Enter Scores for the Paper-Based Summative ELPAC Speaking Domain

1. Log into the Data Entry Interface (DEI).
2. Select the **Start Summative English Language Proficiency Assessments for California (ELPAC) Grades XX Speaking—Paper Data Entry Interface** button.
3. Select the **Begin Data Entry** button.
4. Questions in the DEI will match the order in both the test book and the Score Sheet.
5. Select the appropriate score for that item.
6. Select the **Next** button to continue to the next question.
7. Continue selecting scores and using the **Next** button to advance through questions.
8. After the last question, select the **OK** button on the Attention message.
9. Select the **End Test** button.
10. 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.
11. Review the Data Entry Summary screen for questions that were not assigned a score.
12. Select a question number with the triangle icon to go back to that question to assign a score, if a score was recorded.
13. Select the **Submit Test** button once all entries have been completed.
14. Select the **Yes** button in the Warning message to verify all score entries have been completed.
15. 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**.