How to Enter Responses for the Paper-Based Summative ELPAC Writing Domain for Grades 3–12

Please note, Writing Answer Books for Kindergarten through Grade Two must be returned to Educational Testing Service for scoring.

1. Log into the Data Entry Interface (DEI).
2. Select the **Start Summative English Language Proficiency Assessments for California (ELPAC) Grades XX Writing—Paper Data Entry Interface** button.
3. Select the **Begin Data Entry** button.
4. Transcribe the student’s written response verbatim in the response field that corresponds with the response the student wrote in the Answer Book.
   - **Copy spelling and punctuation as presented by the student.**
   - **Use the text response formatting tools only if such formatting, such as an underline, was included in the student’s response.**
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**.