

# How to Complete the Initial ELPAC Rotating Score Validation Process

Every year, the California Department of Education will identify 25 percent of local educational agencies (LEAs) that will be expected to return Initial English Language Proficiency Assessments for California (ELPAC) materials to Educational Testing Service (ETS) for scoring. All LEAs will participate in this process once every four years on a rotating schedule.

The purpose of this process, called the Initial ELPAC Rotating Score Validation Process (RSVP), is to produce item statistics for the Initial ELPAC, validate scores, and provide technical assistance to LEAs for scoring.

Follow these steps to complete the RSVP for your LEA:

- 1 Receive secure, scannable Answer Books, an LEA ELPAC coordinator kit, and a site ELPAC coordinator kit that includes return instructions, packing tape, and paper bands for sending materials back to ETS.
- 2 Have a trained ELPAC test examiner administer the Initial ELPAC.
- 3 Use the local scoring tool (LST) to produce the official score.
- 4 Update the local student information system with English Language Acquisition Status (ELAS) to feed into the California Longitudinal Pupil Achievement Data System (CALPADS).
- 5 Receive Pre-ID labels and precoded Group Identification Sheet (GIS) forms from ETS.
- 6 Affix Pre-ID labels and include precoded GIS in the shipping box before sending scannable Answer Books to ETS for scoring.
- 7 Follow the return schedule and instructions in the LEA ELPAC coordinator and site ELPAC coordinator kits to submit materials to ETS.
- i *Scannable Initial ELPAC test materials administered between July 1, 2018, and October 31, 2018, must be returned to ETS. Test materials for students tested after October 31, 2018, do not need to be returned. A complete schedule for returning test materials can be found in the **Initial ELPAC Test Administration Manual** on the ELPAC website at [http://elpac.org/s/pdf/ELPAC\\_Initial-Test-Administration-Manual.2018-19.pdf](http://elpac.org/s/pdf/ELPAC_Initial-Test-Administration-Manual.2018-19.pdf).*
- 8 Review comparison report in the Test Operations Management System and implement correction process, if necessary.