



# ELPAC

## English Language Proficiency Assessments for California

### INITIAL ELPAC INFORMATION FOR TEST MATERIALS HANDLING AFTER TESTING

#### After Testing Procedures

Initial English Language Proficiency Assessments for California (ELPAC) test materials received from ETS must be kept secure at all times throughout the test administration window.

After testing, the Initial ELPAC Answer Books will be locally scored by qualified, trained personnel such as a test examiner or staff member designated by the local educational agency (LEA) ELPAC coordinator. Scores for the Speaking and Writing domains should be entered into the Data Entry Interface for the computer-based Initial ELPAC, where they are systematically merged with the Listening and Reading scores from the test delivery system. Student Score Reports will be available in the Test Operations Management System once all domain scores have been merged.

#### End of Administration Procedures

Pursuant to *California Code of Regulations*, Title 5, Division 1, Chapter 11, Subchapter 7.6, Article 5, Section 11518.50, the *ELPAC Test Security Agreement*, and the *ELPAC Test Security Affidavit*, LEA ELPAC coordinators, site ELPAC coordinators, and all persons who come in contact with ELPAC test materials must take all necessary precautions to safeguard all tests and test materials. At the end of each school year, LEAs are **required** to ensure that all used Initial ELPAC test materials are securely destroyed locally.

At the end of the 2024–25 Initial ELPAC test administration year, LEA ELPAC coordinators must arrange for the secure destruction of all identified Initial ELPAC materials. The LEA will indicate the LEA's method of destruction by completing an online certification form that ETS will make available to LEA ELPAC coordinators via email communication close to the end of the test administration window.

Materials to be destroyed securely are as follows:

- Student rosters
- Used and unused 2024–25 Answer Books or those damaged during testing, including voided Answer Books
- **Note:** The 2024–25 Initial ELPAC Writing Answer Books cannot be reused for the 2025–26 test administration. LEAs will have to place a new order for the 2025–26 Answer Books when the primary order window opens in April 2025.

**Note:** LEA ELPAC coordinators should direct questions about handling secure test materials after testing to the LEA's assigned Success Agent.