
From: CalTAC <CalTAC@info.ets.org>
Sent: Thursday, January 9, 2020 3:02 PM
To:
Subject: New Alert Papers Process for CAASPP and ELPAC



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Dear Superintendent, LEA CAASPP Coordinator, or LEA ELPAC Coordinator:

This email serves as notification that the California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC) alert papers process has changed.

As part of the process for scoring the writing tests for the CAASPP and ELPAC, readers may come across student responses that warrant a local educational agency's (LEA's) immediate attention. Examples include responses in which students indicate or suggest they are experiencing or have experienced some kind of physical or emotional abuse or neglect; they may harm themselves or others; or they are experiencing severe distress. LEAs are notified of such instances through an alert paper.

Previously, Educational Testing Service (ETS) sent the details of an alert paper to the LEA coordinator and superintendent via United Parcel Service. The new process allows ETS to send the details of an alert paper via email. The email will contain a password-protected attachment that includes only the Statewide Student Identifier, LEA name, test name, and content of the student response. The password will be shared with the LEA coordinator and superintendent in a separate email immediately following the initial notification. The subject line will be different than the initial email for added security.

This new process eliminates delays due to overnight shipping. It provides the LEA information in a timely manner and still ensures security.

Please note that LEA coordinators will continue to receive a phone call when a student response is deemed severe. If the primary LEA coordinator is not available, the secondary coordinator listed in the Test Operations Management System (TOMS) is contacted. If there is no other coordinator listed in TOMS, a voicemail is left for the primary coordinator.

Questions regarding the new alert papers process can be directed to the California Technical Assistance Center by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

California Technical Assistance Center

Phone: 800-955-2954

Fax: 800-541-8455

Email: caltac@ets.org

Website: <http://www.caaspp.org/> or <https://www.elpac.org/>

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