



How to Use the Data Entry Interface

The Data Entry Interface (DEI) allows authorized users to enter student assessment data, such as responses, scores, and information about accessibility resources, for the California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC). The DEI is primarily used for paper-pencil testing and second scoring.

- 1 Navigate to <https://www.elpac.org>.
- 2 Select the **Data Entry Interface and Teacher Hand Scoring System** button.
- 3 Select the **Data Entry Interface (DEI)** button.
- 4 Log on with your Test Operations Management System (TOMS) credentials.
- 5 Enter the student's first name in the **Student First Name** field and SSID in the **Student ID** field.
- 6 Select the **Sign In** button. Verify the student's personal information, then select the **Next** button.
- 7 Select the desired assessment for data entry from the Available Tests screen. Then, select the **Begin Data Entry** button.
- 8 Enter the appropriate responses/scores, using the **Next** button to advance through questions.
- 9 Select the **OK** button in the Attention message presented after the last question. Then, select the **End Test** button.
- 10 Select the **Yes** button in the Attention pop-up message to continue to the next page or select the **No** button to continue data entry.
- 11 Review the Data Entry Summary screen for questions that were not assigned a score.
- i *Select a question number with a triangle symbol to go back to that question to assign a score, if a score was recorded.*
- 12 Select the **Submit Test** button once all entries have been completed.
- 13 Select the **Yes** button in the Warning message to verify all score entries have been completed.
- 14 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**).
- i *For additional information and detailed instructions, access the CAASPP and ELPAC DEI User Guides on the CAASPP and ELPAC Manuals web page at <https://ca-toms-help.ets.org/>.*