

CSBA Sample

Administrative Regulation

State Academic Achievement Tests

Use CSBA Sample With Revisions - Accepted

AR 6162.51
Instruction

***Note: Education Code 60600-60649 establish the statewide student assessment system and, as amended by SB 858 (Ch. 32, Statutes of 2014) and AB 1599 (Ch. 327, Statutes of 2014), change the name of the assessment system to the California Assessment of Student Performance and Progress (CAASPP). ***

Comment [WT1]: Amendment to Ed Code

***Note: In addition to the CAASPP tests, the district may, at its discretion and at its own expense, administer the tests from the state's former assessment system (the Standardized Testing and Reporting Program) through 2014-15 pursuant to Education Code 60640. Administration of any such tests shall be subject to an agreement with the test contractor approved by the California Department of Education (CDE). ***

***Note: The following administrative regulation should be revised to reflect the grade levels offered by the district. ***

The Superintendent or designee shall administer the California Assessment of Student Performance and Progress (CAASPP) to all district students at applicable grade levels, grades 3-8, except those students exempted by law.

***Note: The following paragraph may be revised to reflect programs offered by the district. ***

***Note: 5 CCR 851, as amended by Register 2014, No. 35, clarifies responsibility for the testing of charter school students who attend locally funded charter schools. Pursuant to Education Code 60603, a locally funded charter school is one for which the Governing Board granted the charter or was designated as the oversight agency by the State Board of Education (SBE). ***

The district shall permit any locally funded charter school to administer the CAASPP to its students in coordination with the testing of district students. In addition, the Superintendent or designee shall arrange for the testing of students in any alternative education program or program conducted off campus, including, but not limited to, non-classroom based programs, continuation schools, independent study, community day schools, county community schools, juvenile court schools, or nonpublic, nonsectarian schools. No test shall be administered in a home or hospital except by a test examiner. (5 CCR 851)

(cf. 0420.4 - Charter School Authorization)
(cf. 0420.41 - Charter School Oversight)

(cf. 6158 - Independent Study)
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

On or before September 30 of each year, the Superintendent or designee shall designate a district coordinator who shall oversee all matters related to the testing program and serve as the district representative and liaison with the test contractor and the California Department of Education (CDE). The Superintendent or designee shall also designate a coordinator for each test site. The duties of the district and site test coordinators shall include those specified in 5 CRR 857-858. (5 CCR 857-858)

The Superintendent or designee also shall appoint test examiner(s) to administer the state assessments. A test examiner shall be an employee or contractor of the district or, for an alternate assessment for students with disabilities, shall be a certificated or licensed employee of the school, district, or county office of education. (5 CCR 850)

(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)

As appropriate, the Superintendent or designee shall assign a specially trained district employee to serve as a test proctor to assist the test examiner; a specially trained district employee, or other person supervised by a district employee, to serve as a translator to translate the test directions into a student's primary language; and a district employee to serve as a scribe to transcribe a student's responses to the format required by the test. A student's parent/guardian shall not be eligible to be that student's translator or scribe. (5 CCR 850)

Test coordinators, examiners, proctors, translators, and scribes shall sign a test security agreement or affidavit. (5 CCR 859)

Tests Included in the State Assessment System

***Note: The CAASPP consists of the required assessments listed in items #1-4 below and optional use of a primary language assessment. Pursuant to Education Code 60640, the SBE is required to make recommendations by March 1, 2016, for expanding the assessment system to include additional subjects and assessment methods. ***

***Note: Pursuant to Education Code 60640 and 99300-99301, the CAASPP includes the Early Assessment Program designed to assess the college readiness of students in grade 11 in English language arts and/or mathematics. Beginning in the 2014-15 school year, the EAP is no longer a separate augmented test but rather is included within the Smarter Balanced summative assessments listed in item #1 below. ***

The district shall administer the following CAASPP assessments: (Education Code 60640)

1. The Smarter Balanced Assessment Consortium assessments for English language arts and mathematics in grades 3-8 and 11, except that:

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

a. Recently arrived English learners, defined pursuant to Education Code 60603 as English learners who are in their first 12 months of attending a school in the United States, shall be exempted from taking the English language arts assessment to the extent allowed by federal law.

(cf. 6174 - Education for English Language Learners)

b. Students with disabilities who are unable to participate in these assessments, even with the resources described in the section "Testing Variations" below, may be provided an alternate test in accordance with their individualized education program (IEP), as provided in item #3 below.

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

***Note: Education Code 60640 provides that the California Standards Tests will be administered in science at grades 5, 8, and 10. When available, the SBE shall adopt an assessment that is aligned with the Next Generation Science Standards, which were adopted by the SBE in September 2013. ***

2. Science assessments at grades 5, 8, and 10

(cf. 6142.93 - Science Instruction)

***Note: Pursuant to 20 USC 1412 and Education Code 60640, students with disabilities must be included in the state assessment program with accommodations where necessary (see section on "Testing Variations" below), unless they are exempted by their parents/guardians or are eligible to take an alternate assessment. ***

***Note: For the English language arts and mathematics assessments, the California Alternate Performance Assessment (CAPA) for students with significant cognitive disabilities will be replaced by a new alternate assessment, the California Alternate Assessment (CAA), beginning in the 2014-15 school year. For the 2014-15 school year, administration of the CAA will be a field test only. ***

***Note: For the science assessment, students with disabilities may take the CAPA or the California Modified Assessment, in accordance with their individualized education program

(IEP). ***

3. For students with disabilities who are unable to take the tests specified in items #1-2 above even with appropriate accommodations or other testing resources:

a. California Alternate Performance Assessment in English language arts and mathematics

b. For the science assessment, either the California Alternate Performance Assessment or California Modified Assessment, in accordance with the student's IEP

***Note: The following paragraph is optional. In addition to administering the state achievement tests described in items #1-3 above to English learners, Education Code 60640 authorizes the district to administer a primary language assessment to English learners. Education Code 60640, as amended by SB 858 (Ch. 32, Statutes of 2014), provides that districts may use the Standards-Based Test in Spanish (STS) for this purpose until a test is available that is aligned with the Common Core State Standards in English language arts. The SBE is required to adopt such an assessment to be used no later than the 2016-17 school year. ***

Comment [WT2]: PSD does not administer this optional assessment.

***Note: In addition, Education Code 60640, as amended, clarifies that the district will receive a per pupil apportionment from the state for administration of the primary language assessment to English learners. ***

***Note: The following paragraph is optional. Pursuant to Education Code 60640, as amended by SB 858 (Ch. 32, Statutes of 2014), the district may, at its own expense, administer the STS or successor state assessment to students in a dual immersion program who are not limited English proficient or who are redesignated fluent English proficient. If the district chooses to use the primary language assessment for this purpose, it must enter into an agreement with the state testing contractor, subject to the approval of the CDE. ***

Exemptions

***Note: In addition to the exemption of recently arrived English learners from the English language arts assessment (see item #3a in the section "Tests Included in the State Assessment System" above), Education Code 60615 allows students to be exempted from the CAASPP upon written request from their parents/guardians. Districts should be aware that if a school's student participation level falls below 95 percent, then the school's ability to make "adequate yearly progress" pursuant to 20 USC 6311 may be affected; see the accompanying Board policy. ***

***Note: 5 CCR 852, as amended by Register 2014, No. 35, requires the district to notify parents/guardians regarding this exemption and provides that any exemption will be granted only for the current school year. ***

Each year the Superintendent or designee shall notify parents/guardians of their child's participation in the CAASPP and of the provisions of Education Code 60615 related to exemptions from testing. (5 CCR 852)

(cf. 5145.6 - Parental Notifications)

A parent/guardian may annually submit to the school a written request to excuse his/her child from any or all parts of the CAASPP assessments for the school year, and such a request shall be granted by the Superintendent or designee. However, district employees shall not solicit or encourage any exemption request on behalf of any student or group of students. (Education Code 60615; 5 CCR 852)

If a parent/guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent/guardian and included in the student's records. (5 CCR 852)

Testing Period

***Note: Education Code 60640 requires the SBE to establish a testing period that allows all schools to administer the CAASPP tests at approximately the same time during the instructional year and takes into account the need to provide make-up days for students who were absent during testing. 5 CCR 855, as amended by Register 2014, No. 35, establishes the testing periods specified below and provides examples of calculations of these time periods based on a 180-day school year. The following section should be revised to reflect grade levels offered by the district. ***

The Superintendent or designee shall establish testing days for district students within the following testing windows: (5 CCR 855)

1. Assessments in English language arts and mathematics shall not be administered until at least 66 percent of the school's annual instructional days have been completed for grades 3-8, or at least 80 percent of the annual instructional days for grade 11, and may continue up to and including the last day of instruction for the regular school calendar.
2. Alternate assessments for students with disabilities and science assessments for all students shall be administered during a testing window of 25 instructional days that includes 12 instructional days before and after completion of 85 percent of the school's, track's, or program's instructional days.

***Note: Optional item #3 below is for use by districts that have chosen to administer the primary language assessment to English learners as authorized by Education Code 60640; see section "Tests Included in the State Assessment System" above. ***

Students who are absent during testing shall be provided an opportunity to take the tests within the

testing window.

Testing Variations

***Note: 5 CCR 853.5, as amended by Register 2014, No. 35, lists allowable testing resources that may be used during test administration, including "universal tools" available to all students; "designated supports" available to any student for whom the need has been indicated by an educator, group of educators, or the student's IEP or Section 504 plan; and "accommodations" available to students with disabilities. 5 CCR 853.7, as added by Register 2014, No. 35, lists additional designated supports that may be used by English learners. For further information, see the CDE's matrix of universal tools, designated supports, and accommodations and the Smarter Balanced Assessment Consortium's Usability, Accessibility, and Accommodations Guidelines, both available on CDE's web site. ***

Assessments shall be administered in accordance with the manuals or other instructions provided by the test contractor and CDE, except that, as appropriate, students may be provided universal tools, designated supports, and/or accommodations during testing that are specifically allowed pursuant to 5 CCR 853.5 or 853.7. (5 CCR 850, 853.5, 853.7)

Designated supports or accommodations provided to students with disabilities shall be those specified in their IEP or Section 504 plan. (5 CCR 850, 853.5)

If a resource has not been specifically identified in 5 CCR 853.5 or 853.7 but is regularly used by a student in the classroom for instruction and/or assessment, the district or school site test coordinator may submit a written request to the CDE for approval to use that individualized aid. He/she shall submit the request at least 10 business days prior to the student's first day of CAASPP testing. (5 CCR 853.5)

Report of Test Results

***Note: Education Code 60641 requires that valid test results for individual students, when available, be reported to the student's parents/guardians, school, and teacher(s). Pursuant to 5 CCR 863, as amended by Register 2014, No. 35, if the test results are received from the test contractor after the last day of instruction for the school year, then the report must be disseminated to parents/guardians within the first 20 days of the next school year. ***

***Note: Pursuant to Education Code 60641, it is the Legislature's intent that districts are not precluded from using electronic media formats to provide this report, provided that the format secures the confidentiality of the student and the student's results. In addition, district personnel are not required to prepare individualized explanations of each student's test scores as part of the report described in the following paragraph. ***

For any state assessments that produce valid individual student results, the Superintendent or designee shall forward or transmit the student's test results to his/her parents/guardians within 20

working days from receipt of the results from the test contractor or, if the district receives the results from the contractor after the last day of instruction for the school year, then within the first 20 working days of the next school year. The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the district. An individual student's scores shall also be reported to his/her school and teacher(s) and shall be included in his/her student record. (Education Code 60641; 5 CCR 863)

(cf. 5125 - Student Records)

With parent/guardian consent, the Superintendent or designee may release a student's test results to a postsecondary educational institution for the purposes of credit, placement, determination of readiness for college-level coursework, or admission. (Education Code 60641)

The Superintendent or designee shall present districtwide, school-level, and grade-level results to the Governing Board at a regularly scheduled meeting. The Board shall not receive individual students' scores or the relative position of any individual student. (Education Code 49076, 60641)

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