LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE:	CAASPP Coordinator Differential for the 2014-15 School Year	
NUMBER:	REF-6394	
ISSUER:	Cynthia Lim, Executive Director Office of Data and Accountability Matt Hill, Chief Strategy Officer	
DATE:	October 28, 2014	

PURPOSE: The purpose of this Reference Guide is to describe the California Assessment of Student Performance and Progress (CAASPP) Program coordinator responsibilities and to provide schools with instructions for assigning the testing coordinator differential.

MAJOR CHANGES: The new program code is 3027.

INSTRUCTIONS: The testing coordinator differential will be provided by the Office of Data and Accountability for the fall 2014 and spring 2015 semesters. The differential will be offered for elementary, middle, senior high, span schools, affiliated charters, options schools (i.e., continuation, opportunity and community day schools), primary centers, and special education schools. AEWC, independent charter and nonpublic schools are not eligible.

The CAASPP program consists of the Smarter Balanced Assessment Consortium (SBAC), California Standards Tests (CSTs), the California Modified Assessments (CMAs), California Alternate Performance Assessment (CAPA), the CAPA Alternate Assessment for English and Math (Field Test), and the Standards-based Tests in Spanish (STS). CAASPP coordinators are responsible to the principal and to the District for ensuring the proper administration of CAASPP tests at the school site. The coordinator is responsible for ensuring that procedures and policies set forth by the State, the test vendor, and the District are implemented and followed before, during and after the administration of any CAASPP tests.

I. CAASPP Coordinator Responsibilities

The testing coordinator will oversee the administration of both the paper and pencil tests as well as the administration of the computer-based Smarter Balanced tests and the field tests. Note that testing procedures and coordinator responsibilities for the administration of the Smarter

Balanced tests or the field tests have not yet been fully established by the State. Once those responsibilities are established, a more comprehensive list of the coordinator responsibilities will be published.

While adhering to District and State guidelines and regulations, the CAASPP coordinator works with the principal and the Student Testing Branch to coordinate the proper administration of the tests. Testing coordinators have to read memoranda, reference guides, and administration instructions related to the each testing program and communicate any updates to staff members at the school. Memoranda and reference guides are available in E-Library. Administration Instructions, PowerPoint presentations, and other testing related documents can be found on the Student Testing Branch Webpage at http://achieve.lausd.net/testing.

CAASPP coordinators are responsible for attending two face-to-face and multiple online trainings that will be conducted by the Student Testing Branch. The first face-to-face training took place in October 2014 and the second training will take place in early spring 2015.

Principals must ensure that prospective coordinators understand and agree to ALL the responsibilities associated with being a testing coordinator. See Attachments A and B of this document for a sample list of fall semester and spring semester responsibilities.

II. How to Designate a CAASPP Coordinator in the Principals Portal

Principals are responsible for identifying their CAASPP Coordinator in the *Principal's Portal*. To access the Principal's Portal,

1. Go to https://principalportal.lausd.net/
2. Click on *State Testing Program Requirements* located towards the bottom of the webpage
3. Locate the *Point-of-Contact and Coordinator Designee* section

4. In the CAASPP coordinator section, click on the *Staff Icon*
5. Type the coordinator's first and last name
6. Click on the *Search* box
7. *Select* the staff member from the list
8. Click *Done* to confirm selection
9. Confirm the coordinator's name and email address on the CAASPP section have been properly populated.
10. Scroll to the bottom of page and click on *Submit*

Principals should also designate a technology coordinator in the Principal's Portal by following the steps above.

III. Assigning Coordinator Differential

Principals have the option of assigning the CAASPP coordinator differential to the CAASPP coordinator or split the funds between two staff members serving as co-coordinators.

Pursuant to the agreement between the Los Angeles Unified School District and the United Teachers of Los Angeles, Article XIV 24.0 c3, a coordinating differential may be assigned each semester by the principal to an employee for school coordinating service. Further, Appendix E, 8.2 states that: "…An employee may not concurrently receive more than one such salary differential except that, per school year, one differential paid on a semester basis may overlap a differential for coaching a fall/spring sport. This restriction shall apply to the Mentor Teacher differential." The testing coordinator differential rate is $637 per semester.

The program code to be used for payment of the differential is Program Code: 3027 – Testing Coordinator Differential. Each school will be allocated funding for one testing coordinator differential per semester. For assistance, call your Education Service Center fiscal specialist.

RELATED RESOURCES: For assistance regarding funding, please contact your Education Service Center fiscal specialist.
REF-6395, *CAASPP Fall 2014 Test Coordinator Informational Meeting.*

ASSISTANCE: For assistance or further information, please contact the Student Testing Branch at (213) 241-4104.

TESTING COORDINATOR RESPONSIBILITIES
FALL SEMESTER

	General Tasks
☐	Regularly update the principal and staff members about testing related issues.
☐	Register for and attend the *CAASPP Fall 2014 Test Coordinator Informational Meeting*
☐	Complete the *Smarter Balanced – Fall 2014 School Readiness Survey*
☐	Identify available computing devices to administer the Smarter Balanced Tests.
☐	Enter/update information in the Test Operations and Management System (TOMS) for computer-based tests.
☐	Place the updated testing dates in the school's master calendar.
☐	Establish procedures for the school to receive, handle, and account for the delivery of all test materials. Identify who will sign for materials and where they will be kept secure.
☐	Receive and file testing reports as required by District and State guidelines. Current year reports must be kept together with results from previous years.
☐	Resolve issues related to student reports. Provide copies of parent and student reports to parents who request copies.
☐	The Student Testing Branch mails a copy of the CAASPP Student Report to parents. Undeliverable reports and reports with no address are sent to the school. The coordinator is responsible for ensuring those reports are forwarded to the appropriate address within two weeks of receipt from the Student Testing Branch.
☐	Provide staff development for school staff and parents to understand test results.
☐	Work with the Student Testing Branch to resolve any demographic data correction issues.
☐	Work with the principal to ensure that information for each program is entered in the Principal's Portal in a timely manner.
☐	Coordinate the updating of student records pertaining to state assessments.
☐	Check with special education teachers and order CAPA manuals and special test versions for students with disabilities.
☐	Ensure the school participates in all surveying efforts conducted by the District to determine school readiness for the administration of the Smarter Balanced Tests.
☐	Address the logistics for administering tests based on the number of computing devices available for testing.
☐	Install the Smarter Balanced Secure Browser software application on each student's computing device. Updated version released at the beginning of each school year.
☐	Coordinate the use of Smarter Balanced Practice Tests throughout the school year.
☐	Participate in Smarter Balanced Test trainings/activities.
☐	Inform students, parents, and teachers of the new assessments.
☐	Complete other testing-related duties as they arise or as determined by the school site administrator and/or STB.

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TESTING COORDINATOR RESPONSIBILITIES
SPRING SEMESTER (Page 1 of 2)

	Before Testing
☐	Register for and attend District-mandated trainings for the administration of paper-and-pencil and computer-based tests.
☐	Read District memoranda, reference guides, administration instructions, and testing manuals for each grade tested and become familiar with the documents and procedures involved in each testing program.
☐	Receive and inventory test materials. Ensure the appropriate materials are received in the scheduled shipments.
☐	Plan the logistics for administering the tests.
☐	Select the examiners and proctors to administer different tests.
☐	Provide training for all examiners and proctors. Maintain agendas and sign-ins for school records.
☐	Collect security documents for school staff before allowing access to secure testing materials.
☐	Ensure the security of all testing materials.
☐	Schedule and arrange for the test administration within the school. For computer-based tests, ensure that students are scheduled for testing based on the available number of computing devices.
☐	Properly enroll new students in MiSIS to ensure the timely assignment of SSID numbers.
☐	Inform parents of the testing schedule.
☐	Identify students requiring special accommodations and modifications. Provide special facilities when needed.
☐	Determine how to supervise students who are not being tested and students that need additional time to finish their test.
☐	Distribute proper materials to examiners and test administrators on the day(s) they will be testing.
☐	Use District and/or State provided tracking forms when releasing assigning secure materials to examiners.
☐	Supervise the hand-coding of demographic fields per the District's Administration Instructions as needed.
☐	Follow State and District guidelines allowing parents/guardians to exempt students from assessments.
☐	For computer-based tests, ensure that the proper computer hardware and software is available before testing.
☐	Complete other testing-related duties as they arise or as determined by the school site administrator and/or STB.
	During Testing
☐	Closely monitor the Online Reporting System (ORS) to identify students who have completed or need to complete computer-based tests.
☐	Be available to facilitate and supervise the test administration.
☐	Maintain the security of all test booklets and answer documents in your possession and do not allow any unauthorized person to have access to the test materials.
☐	For computer-based tests, ensure that proper secure procedures are being followed by examiners and proctors. Allow students to use only resources identified by SBAC.
☐	Securely dispose of all printed testing materials, including student log-in information, print-on-demand documents, and scratch paper.
☐	Keep a daily inventory of booklets distributed to you from the District and those that you distribute to the teachers.
☐	Monitor the test administration at the testing site.
☐	Respond to questions teachers/examiners may have regarding the test administration.
☐	Notify the principal and the Student Testing Branch if a testing incident, irregularity, or security breach occurs.

TESTING COORDINATOR RESPONSIBILITIES
SPRING SEMESTER (Page 2 of 2)

	After Testing
□	Generate school-level reports in the Online Reporting System (ORS) and share the data with the principal and other school staff as needed0226.
□	Provide make-up testing for students who have missed one or more subtests.
□	Follow the instructions for the packaging and return of testing materials in the District's Administration Instructions.
□	Collect test materials from teachers/test administrators at the end of each day.
□	Separate scorable materials from nonscorable materials.
□	Inspect answer documents (scorable materials) so that they can be successfully scanned.
□	Complete required forms (e.g., demographic data, SGIDs, attachments from the District's Administration Instructions, etc.)
□	Ensure complete and accurate coding of all documents as needed.
□	Ensure that information is accurate and all documentation is properly prepared before delivery to the Testing Center.
□	Organize answer documents for packing, using the guidelines provided in the District's Administration Instructions.
□	Return all scorable and nonscorable materials as instructed in the District's Administration Instructions.
□	Package and deliver testing materials on or before the deadline to the school's designated Testing Center.
□	Print reason for voiding a document on documents returned as nonscorable.
□	Work with the school's testing center to resolve any testing related issues.
□	Assist the Student Testing Branch and testing vendors with the resolution of discrepancies related to missing materials, coding student data, and problems related to scoring.
□	Complete other testing-related duties as they arise or as determined by the school site administrator and/or the STB.