



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: 2014-15 CAASPP and Smarter Balanced Training Requirements

NUMBER: REF- 6432

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ROUTING
Educational Service Center
Administrators
Principals
School Administrators
Test Coordinators

PURPOSE: The purpose of this Reference Guide is to outline the 2014-15 California Assessment of Student Performance and Progress (CAASPP) and Smarter Balanced Assessment (SBA) training requirements for principals and testing coordinators. The trainings will provide information on procedures for administering the online and paper-pencil assessments.

MAJOR CHANGES:

- The *2014-15 CAASPP Training* is an online training available through the Learning Zone and is separate from the face-to-face *2014-15 Smarter Balanced Training*.
- The *2014-15 Smarter Balanced Training* sessions are scheduled to take place in each of the Educational Service Centers (ESC). The format for the training sessions is as follows:
 - a. The principal training will be presented in a separate session than the testing coordinator.
 - b. The testing coordinator training will be presented in a large group setting for general information with small breakout sessions for hands-on opportunities to use laptops/devices to participate in demonstrations of the SBA systems.

GUIDELINES: I. BACKGROUND

Assembly Bill 484 (AB 484) was signed into law on October 2, 2013. The provisions of the new law, took effect on January 1, 2014. In accordance with State regulations, districts are required to provide annual training to all test site coordinators who oversee the California Assessment of Student Performance and Progress (CAASPP) test administration. Schools are responsible for providing annual training to test examiners, proctors, and scribes for administering the CAASPP tests. The Smarter Balanced Assessment is a component of the CAASPP tests.

The District is responsible for ensuring that schools comply with CAASPP requirements for each test the school administers. The District uses the Principal’s Portal to monitor timely completion of trainings as required by State guidelines and regulations.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

II. 2014-15 CAASPP TRAINING REQUIREMENTS

The CAASPP training for the 2015 administration will be a web-based presentation accessible on the Learning Zone. Principals and testing coordinators are annually required to participate in the District trainings prior to the presentation deadline and before any CAASPP tests are administered at the school. The training will provide information and correct procedures for administering the *California Standards Tests (CST)*, *California Modified Assessment (CMA)*, the *California Alternate Performance Assessment (CAPA)*, and the *Standards-based Tests in Spanish (STS)*.

An online assessment must be completed at the conclusion of the training. A passing score of 100% is required to receive a *Certificate of Completion*. The District maintains a record of those who complete the trainings at each school. The date and time when the participant successfully completes the training assessment in the Learning Zone is automatically displayed in the Principal’s Portal.

A. Principal Training

Principals are required to participate in the *2014-15 CAASPP Principal Training*. Principals are required to take an assessment at the end of the class. The District will automatically register principals in mid-March for the *2014-15 CAASPP Principal Training* in the Learning Zone. Due to possible assignment changes and/or other reasons, principals will need to self-register if they did not receive a registration confirmation email in their LAUSD email inbox.

B. CAASPP Coordinator Training

The *2014-15 CAASPP Coordinator Training* is a comprehensive training on the paper-pencil assessments that addresses test security, test administration procedures, coordinator’s responsibilities before, during, and after testing, packing and returning of the scorable, and non-scorable materials.

When a CAASPP Coordinator is designated in the Principal’s Portal, the coordinator is automatically enrolled in the *2014-15 CAASPP Coordinator Training* in the Learning Zone. See Reference Guide 6413, *2014-15 CAASPP Test Security Forms and Principal’s Portal Requirements*, dated November 10, 2014 for instructions. Self-registration is necessary for coordinators at schools that do not have access to the *Principal’s Portal*.

C. Training Timeline

| Training | Venue | Training Dates | Assessment Due Date |
|--|-----------|--|---------------------|
| <i>2014-15 CAASPP Principal Training</i> | Web based | Available in Learning Zone on March 19 | April 8 |
| <i>2014-15 CAASPP Coordinator Training</i> | | | |



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

III. 2014-15 SMARTER BALANCED ASSESSMENT TRAINING REQUIREMENTS

This year the SBA training for the 2015 administration will consist of face-to-face training sessions. The *2014-15 Smarter Balanced Assessment Training* will be conducted in small group settings in each of the ESCs. The trainings are planned in collaboration with the ESC Smarter Balanced Assessment designee to determine training dates, times and locations. The trainings will be presented by the Student Testing Branch to principals and CAASPP Coordinators. The objective is to inform and prepare schools for the Smarter Balanced summative assessment.

The District will automatically register principals and testing coordinators in the *2014-15 Smarter Balanced Training* in the Learning Zone. The class status in the Learning Zone will be changed from *Enrolled* to *Completed* for principals and coordinators who attend and complete the face-to-face training. Participants must make sure they sign-in to document their attendance. Although there is no required assessment for this training, principals and coordinators will still need to print a *Certificate of Completion* from the Learning Zone. This can be done as soon as the Student Testing Branch has updated the participants' class status to *Completed* in the Learning Zone.

A. Principals Training

Principals are required to attend the *2014-15 Smarter Balanced Principal Training* that presents an overview of the state assessment program and the online SBA for the 2015 administration. The topics for the SBA include, students to be tested, scheduling information, test administration procedures, proper testing environment, and test security.

B. CAASPP Coordinator Training

CAASPP Coordinators are required to attend the *2014-15 Smarter Balanced Coordinator Training*. The training will begin with an opening session in a large group setting to address updated CAASPP program information followed by small group sessions for hands-on opportunities to use with electronic testing devices. Participants are encouraged to bring a laptop/tablet to participate in the demonstration activities on the Smarter Balanced systems.

The following outlines the training format and session topics.

- Opening Session - Large Group Setting
 - 2014-15 CAASPP Program Overview
 - 2014-15 Smarter Balanced (Summative) Assessment
 - Coordinator's responsibilities
 - Technical Support
- Four Breakout Sessions - Small Group Setting
 - Configuring Student Test Settings in TOMS
 - Managing User Settings and Student Data in TOMS



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- Test Session Management
- Testing Schedules

C. Training Timeline

| Training | Venue | Training Dates | Assessment Due Date |
|--|--------------|--------------------------|---------------------------|
| <i>2014-15 Smarter Balanced Principal Training</i> | Face to Face | Schools notified by ESCs | Before SBA testing begins |
| <i>2014-15 Smarter Balanced Coordinator Training</i> | | | |

IV. REQUIRED ONLINE REGISTRATION PROCEDURES

The District will automatically register principals and testing coordinators in mid-February for the *2014-15 Smarter Balanced Training* and in mid-March for the *2014-15 CAASPP Training* in the Learning Zone. Principals will need to self-register if they did not receive a registration confirmation email in their LAUSD email inbox.

CAASPP Coordinators who are properly designated in the *Principal's Portal* by their principal are automatically registered in the *2014-15 CAASPP Coordinator Training* and the *2015 Smarter Balanced Coordinator Training* in the Learning Zone. See Reference Guide 6413, *2014-15 CAASPP Test Security Forms and Principal's Portal Requirements*, dated November 10, 2014 for instructions. Self-registration is necessary for coordinators at schools that do not have access to the *Principal's Portal*.

Once registration is completed, an automatic registration confirmation email with instructions will be sent to the participants' LAUSD email inbox. If a principal or coordinator does not receive a confirmation registration email, self registration will be required. Below are the self registration instructions:

1. Log onto the Learning Zone system by using your LAUSD Single Sign-On information.
2. Follow steps in the chart on the following page. Click on the links that appear in italics.
3. Once registration is completed, you will automatically receive an email confirmation with instructions.
4. Save your email confirmation for important training information.
5. At the end of the *2014-15 CAASPP Training*, complete the online assessment and print the *Certificate of Completion*. This certificate should be kept on school file for accountability purposes. The *Certificate of Completion* for the *2014-15 Smarter Balanced Training* may be printed 2-3 days after the participant has attended the session scheduled by their ESC.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

| *Self Registration Procedures | | | |
|-------------------------------|--|--|---|
| | CAASPP Web-based Training | Smarter Balanced Face-to-Face Training | Assessment & Certificate |
| Principals | <ol style="list-style-type: none"> 1. Log in to the LZ at http://lz.lausd.net 2. From the Home Page click the <i>Courses</i> tab 3. Click <i>Class Offerings</i> 4. In the <i>Program</i> drop down menu select <i>Student Testing Unit</i> 5. Click the <i>Search</i> box 6. Click on the class, <i>2014-15 CAASPP Principal Training</i> 7. Click <i>Enroll Now</i> | <ol style="list-style-type: none"> 1. Log in to the Learning Zone (LZ) at http://lz.lausd.net 2. From the Home Page click <i>Courses</i> 3. Click <i>Class Offerings</i> 4. In the <i>Program</i> drop down menu select <i>Student Testing Unit</i> 5. Click the <i>Search</i> box 6. From the list of classes click, <i>2014-15 Smarter Balanced Principal Training</i> 7. Click <i>Enroll Now</i> | <p>CAASPP Assessment:</p> <ol style="list-style-type: none"> 1. From the Learning Zone Home Page click <i>My Assessment</i> tab 2. Click the <i>Start</i> link to complete the assessment <p>Smarter Balanced Training: There is no assessment for the Smarter Balanced face-to-face class. Class status will be changed from <i>Enrolled</i> to <i>Completed</i> for principals who attended the training. Print certificate of completion 2-3 days after attending the session.</p> <p>Certificate of Completion:</p> <ol style="list-style-type: none"> 1. Click <i>My History</i> tab 2. Click <i>Print certificate</i> 3. Save document |
| Coordinators | <ol style="list-style-type: none"> 1. Log in to the Learning Zone (LZ) at http://lz.lausd.net 2. From the Home Page click <i>Courses</i> 3. Click <i>Class Offerings</i> 4. In the <i>Program</i> drop down menu select <i>Student Testing Unit</i> 5. Click the <i>Search</i> box 6. From the list of classes click, <i>2014-15 Smarter Balanced Coordinator Training</i> 7. Click <i>Enroll Now</i> | <ol style="list-style-type: none"> 1. Log in to the LZ at http://lz.lausd.net 2. From the Home Page click <i>Courses</i> tab 3. Click <i>Class Offerings</i> 4. In the <i>Program</i> drop down menu select <i>Student Testing Unit</i> 5. Click the <i>Search</i> box 6. Click on the class, <i>2014-15 CAASPP Coordinator Training</i> 7. Click <i>Enroll Now</i> | <p>CAASPP Assessment:</p> <ol style="list-style-type: none"> 1. From the Learning Zone Home Page click <i>My Assessment</i> tab 2. Click the <i>Start</i> link to complete the assessment <p>Smarter Balanced Training: There is no assessment for the Smarter Balanced face-to-face class. Class status will be changed from <i>Enrolled</i> to <i>Completed</i> for principals who attended the training. Print certificate of completion 2-3 days after attending the session.</p> <p>Certificate of Completion:</p> <ol style="list-style-type: none"> 3. Click <i>My History</i> tab 4. Click <i>Print certificate</i> 5. Save document |

*Participants must register separately for each training.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

V. TRAINING ASSESSMENT AND CERTIFICATION OF COMPLETION

An online assessment must be completed after participating in the web-based *2014-15 CAASPP Trainings*. At the end of the training and after completing the assessment, print the *Certificate of Completion*. There is no assessment for the *2014-15 Smarter Balanced Trainings*. Participants may print the *Certificate of Completion* 2-3 days after attending the face-to-face session scheduled by the ESC. The Student Testing Branch will update the enrollment status in the Learning Zone based on the sign-ins provided by the ESCs. These certificates should be kept on file at the school and a copy taken to the Testing Center with CAASPP scorable materials after testing for accountability purposes.

RELATED RESOURCES

- REF-6299.1, *2014-15 State, District, and National Mandated Testing Calendars*, dated November 4, 2014
- REF- 6413, *2014-15 CAASPP Test Security Forms and Principal's Portal Requirements*, dated November 10, 2014
- Student Testing Branch Webpage: <http://achieve.lausd.net/testing>

ASSISTANCE

- For information regarding training requirements, please contact the Student Testing Branch, at (213) 241-4104.
- For information regarding training dates, times, and location, please contact your Educational Service Center (ESC) Office.