



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** CAASPP Fall 2015 Principal and Test Coordinator Trainings

**NUMBER:** REF-6598.0

**ISSUER:** Cynthia Lim, Executive Director  
Office of Data and Accountability

**DATE:** October 16, 2015

**ROUTING**  
LD Administrators  
Principals  
School Administrators  
CAASPP Coordinators

**PURPOSE:** The purpose of this Reference Guide is to announce the Mandatory CAASPP Fall 2015 Principal and Test Coordinator Trainings and provide registration instructions through the Learning Zone. Participants will be informed of recent changes to State testing programs.

**MAJOR CHANGES:** NONE

**INSTRUCTIONS:** I. BACKGROUND

The California Assessment of Student Performance and Progress (CAASPP) System was established on January 1, 2014. The CAASPP System replaced the Standardized Testing and Reporting (STAR) Program, which became inoperative on July 1, 2013. For 2015-16, the CAASPP System currently encompasses the following assessments.

- Smarter Balanced Summative Assessments for English language arts/literacy (ELA) and mathematics in grades three through eight and eleven. All students at the designated grades are required to participate with the exception of students who participate in the alternate assessments and for ELA only, English learners who are in their first 12 months of attending a school in the United States.
- Alternate assessments for English language arts/literacy and mathematics in grades three through eight and eleven for students with significant cognitive disabilities who are unable to take the Smarter Balanced Summative Assessments even with accessibility supports and whose individualized education program (IEP) indicates assessment with an alternate test.



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- Science assessments in grades five, eight, and ten (i.e., California Standards Test [CSTs], California Modified Assessment [CMA], and California Alternate Performance Assessment [CAPA]. The CST for science is required from all students in grades five, eight, and ten unless their IEP indicates assessment with a CMA or CAPA. The CMA for science is for students with disabilities whose IEP indicates assessment with a CMA. The CAPA science is for students with significant cognitive disabilities who are unable to take the CSTs even with accessibility supports and whose IEP indicates assessment with CAPA.
- Standards-based Tests in Spanish (STS) for reading/language arts in grades two through eleven. The STS is a primary language test in Spanish for Spanish-speaking English learners who either receive instruction in their primary language or have been enrolled in a school in the United States less than 12 months.

The California Department of Education (CDE) requires that schools be trained on all test administration and test security guidelines. To assist schools with the administration of the CAASPP program tests, the District will conduct face-to-face trainings for principals and testing coordinators. Training is required to maintain 2015-16 TOMS accounts active the entire school year.

### II. CAASPP FALL 2015 PRINCIPAL AND TEST COORDINATOR TRAININGS

Four District-wide CAASPP Fall Trainings have been scheduled. Principals and CAASPP Coordinators are required to attend one of the training sessions. Principals and coordinators may attend together or at a different day or time based on school needs. Technology Coordinators involved with the technical aspects of the Smarter Balanced Summative Assessments are encouraged to attend.

The following information will be provided at the CAASPP Fall 2015 Training sessions:

- #### A. CAASPP 2015-16
- Overview and updates of the CAASPP assessments
  - Coordinator roles and responsibilities



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- Test Security

## B. SMARTER BALANCED ASSESSMENTS 2015-16

- Testing device requirements and preparation
- Accessibility supports and accommodations
- TOMS System features
- Data Readiness
- Timeline and scheduling
- Test Security
- Coordinator resources
- Smarter Balanced general information

## III. REQUIRED ONLINE REGISTRATION PROCEDURES

Principals may attend any session that is convenient and will be enrolled at the training site. CAASPP Coordinators and Technology Coordinators/Designees are required to self-register in the Learning Zone to attend one of the CAASPP Fall 2015 Trainings.

Participants are required to download the PowerPoint materials prior to attending the training session. Hard copies of the PowerPoint materials will not be available at the meeting site. The presentation materials will be posted the morning of the training at the Student Testing Branch website at <http://achieve.lausd.net/testing>.

The following chart outlines the registration information and the face-to-face meeting dates and due dates.

<b>CAASPP Fall 2015 Trainings</b>		
<b>Date and Time</b>	<b>Location</b>	<b>Registration/Access</b>
Monday, November 9 8:30-11:30 A.M.	Banning HS Auditorium 1527 Lakme Ave Wilmington, 90744	Self-registration is required for coordinators through the Learning Zone by November 8th
Monday, November 9 1:30-4:30 P.M.	Banning HS Auditorium 1527 Lakme Ave Wilmington, 90744	Self-registration is required for coordinators through the Learning Zone by November 8th



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Monday, November 16 8:30-11:30 A.M.	Monroe HS Odin's Hall 9229 Haskell Ave North Hills, 91343	Self-registration is required for coordinators through the Learning Zone by November 15th
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<b>CAASPP Fall 2015 Trainings</b>		
Date and Time	Location	Registration/Access
Monday, November 16 1:30-4:30 P.M.	Monroe HS Odin's Hall 9229 Haskell Ave North Hills, 91343	Self-registration is required for coordinators through the Learning Zone by November 15th
Wednesday, November 18 8:30-11:30 A.M.	Cochran MS Auditorium 4066 W. Johnnie Cochran Vista Los Angeles, 90019	Self-registration is required for coordinators through the Learning Zone by November 17
Wednesday, November 18 1:30-4:30 P.M.	Cochran MS Auditorium 4066 W. Johnnie Cochran Vista Los Angeles, 90019	Self-registration is required for coordinators through the Learning Zone by November 17
Thursday, November 19 8:30-11:30 A.M.	Garfield HS – Auditorium 5101 E. Sixth St. Los Angeles, 90022	Self-registration is required for coordinators through the Learning Zone by November 18th
Thursday, November 19 1:30-4:30 P.M.	Garfield HS – Auditorium 5101 E. Sixth St. Los Angeles, 90022	Self-registration is required for coordinators through the Learning Zone by November 18th

Once registration is completed, an automatic registration confirmation email with instructions will be sent to participants' LAUSD email inbox. The email will contain the meeting information. Use the following steps to register:



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1. Log onto the Learning Zone system by using your LAUSD Single Sign-On information.
2. Follow steps in the chart below. Click on the links that appear in quotations.
3. Once registration is completed, you will automatically receive an email confirmation with parking instructions.
4. Save your email confirmation for important meeting information.

<b>Self Registration Procedures for CAASPP Fall 2015 Trainings</b>
<ol style="list-style-type: none"><li>1. Log in to Learning Zone at <a href="http://lz.lausd.net">http://lz.lausd.net</a></li><li>2. From the Home Page click on the "Courses" tab</li><li>3. Click "Class Offerings"</li><li>4. In the "Program" drop menu</li><li>5. Select "Student Testing Unit"</li><li>6. Click the "Search" box</li><li>7. Click on the class "CAASPP Fall 2015 TRAINING"</li><li>8. Select location (Banning HS, Monroe HS, Cochran MS, or Garfield HS)</li><li>9. Click "Enroll Now"</li><li>10. Click "Confirm"</li></ol>



### RELATED RESOURCES

- REF-6299.1, 2014-2015 *State, Local, and National Mandated Testing Calendars*, dated May 27, 2014
- Student Testing Branch Web-page: <http://achieve.lausd.net/testing>

### ASSISTANCE

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