

TITLE: California Assessment of Student Performance and Progress (CAASPP) Coordinator Differential

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

MAJOR CHANGES: No Changes

BACKGROUND: The Office of Data and Accountability will provide the CAASPP Coordinator differential for the fall and spring semesters. The CAASPP Coordinator differential is for elementary, middle, senior high, span, affiliated charters, options (i.e., continuation, opportunity, and community day schools), primary centers with grade 3 and above, and special education schools. Alternative Education, independent charter schools, and nonpublic schools are not eligible.

INSTRUCTIONS: Every school that administers CAASPP Summative Assessments must have a fully trained CAASPP coordinator to manage the administration of all CAASPP Assessments:

- Smarter Balanced Interim Assessments
- Smarter Balanced Summative Assessments for English language arts (ELA) and Mathematics
- California Alternate Assessment (CAA) for ELA, Mathematics, and Science
- California Science Test (CAST)
- California Spanish Assessment (CSA)

ROUTING
Region Administration
Principals
Assistant Principals,
SCS
Assistant Principals,
EIS
CAASPP Coordinators

CAASPP coordinators are responsible to the principal and to the Los Angeles Unified School District for ensuring the proper administration of CAASPP tests at the school site. The coordinator is responsible for completing all CAASPP Coordinator training requirements and ensuring that procedures and policies set forth by the State, the test vendor, and the district are followed before, during and after the administration of any CAASPP tests.

I. CAASPP Coordinator Responsibilities

The CAASPP coordinator works with the principal and the Student Testing Branch to coordinate the administration of CAASPP assessments at the school site where they are assigned. To accomplish this, the CAASPP Coordinator must review memoranda, reference guides, PowerPoints and administration instructions released by the district. Memoranda and reference guides are available in E-Library. Administration Instructions, PowerPoints, and other testing related documents are posted on the Student Testing Branch Webpage at <https://www.lausd.org/testing>.

Additionally, the coordinator reviews CAASPP policies and procedures as described in documents, guides and manuals released by the test vendor and the California Department of Education (CDE). These documents are posted on the CAASPP Website at <http://caaspp.org>.

The CAASPP Coordinator and principal identify the staff and the role each staff member will have during the administration of CAASPP assessments. The CAASPP Coordinator then facilitates trainings in accordance with each staff member's role and ensures that they complete all training and security requirements for their role. Completion of requirements is confirmed in the Student Testing Branch (STB) Portal and the Test Operations Management System (TOMS). After the CAASPP Coordinator confirms that a Test Administrator (TA) or Test Examiner (TE) has completed all requirements, the CAASPP Coordinator grants access to TOMS and the Test Delivery System (TDS), the state's platform for administering CAASPP assessments.

Proctors and support staff do not need access to TOMS or the TDS. However, the CAASPP Coordinator must confirm the completion of security and training requirements before proctors are allowed in a classroom where CAASPP tests are being administered.

Before testing, the CAASPP Coordinator enters in TOMS the supports and accommodations eligible students will use during testing. For students with special needs, the CAASPP Coordinator communicates with special education staff to get a list of supports and accommodations designated by the Individualized Education Programs (IEPs) or Section 504 Plans. For English Learners (ELs), the CAASPP Coordinator works with the EL Designee or/and the English Language Proficiency Assessment for California (ELPAC) Coordinator to identify supports for ELs.

Before, during, and after testing, the CAASPP Coordinator must monitor testing and testing procedures and ensure that every school staff member adheres to District and State policies for the administration of each assessment. Following state guidelines, the CAASPP Coordinator also reports in TOMS any security incidents and/or breaches.

II. Assigning the Coordinator Differential

The CAASPP coordinator differential rate is \$637 per semester. Eligible schools will be allocated the total amount of \$1,274 for the 2022-23 school year. Principals may use the funds to pay the differential or X/Z-time to the CAASPP Coordinator. The funds may be divided between two or more co-coordinators or be used to pay teacher's release time to perform CAASPP-related duties. Schools must be careful not to spend more than the allocated amount. The program code for elementary, middle, senior high, span schools, affiliated charters, primary centers with grades 3 and above, and Marlton school is 13027. Program Code 11192 should be used for option schools (i.e. continuation, opportunity, and community day school) and special education schools except Marlton School. Each school will be allocated funding for one testing coordinator differential per semester. For questions regarding funds allocation, call your Local District Fiscal Specialist.

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. Per this agreement, "...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."

**RELATED
RESOURCES:**

CAASPP Website: <https://www.caaspp.org/index.html>

The CAASPP Coordinator Checklist and Manuals:
<https://www.caaspp.org/administration/instructions/index.html>

ATTACHMENTS: No Attachments

ASSISTANCE:

- For questions regarding the CAASPP coordinator responsibilities, please contact the Student Testing Branch at (213) 241-4104.