



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: CAASPP Fall 2014 Test Coordinator Information Meetings

NUMBER: REF-6395.0

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

Matt Hill, Chief Strategy Officer

DATE: October 13, 2014

This request for information has been approved by the Office of the Superintendent of Schools or his designee.

ROUTING
ESC Administrators
Principals
School Administrators
CAASPP Coordinators

PURPOSE: The purpose of this Reference Guide is to announce the CAASPP Fall 2014 Test Coordinator Information Meetings 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

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, and established the California Assessment of Student Performance and Progress (CAASPP). The CAASPP system replaces the Standardized Testing and Reporting (STAR) Program. The CAASPP assessment system includes the CST, CMA, CAPA, STS and Smarter Balanced tests.

Every year the California Department of Education (CDE) holds annual meetings throughout the state to inform districts about changes in regulations, testing requirements and updates for each testing program. This year, a greater emphasis was placed on the administration of the computer-based Smarter Balanced test. LAUSD has scheduled three informational meetings to share these updates and changes with the schools.



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The District will conduct additional face-to-face and online meetings to inform schools of state assessment program updates or resources released by the California Department of Education. Meeting information will be posted as soon as dates, times, locations and registration procedures are confirmed.

II. CAASPP FALL 2014 TEST COORDINATOR INFORMATION MEETING

Three CAASPP informational meetings have been scheduled. Principals or their designees, CAASPP Coordinators and Technology Coordinators must register in the Learning Zone to attend one of the meetings.

The following information will be provided at the CAASPP Fall 2014 Test Coordinator Information Meeting:

A. CAASPP 2014 – 15

- Overview and updates of the CAASPP assessments
- Coordinator roles and responsibilities
- Test Security

B. SMARTER BALANCED TEST 2014 – 15

- Accessibility and Accommodations
- Testing device requirements
- Practice and Training tests
- Smarter Balanced Interim Assessments
- Data Readiness
- Timeline and scheduling
- Digital Library
- Coordinator resources
- Smarter Balanced general information
- MiSiS
- Learning Zone
- Principal's Portal
- CALPADS

III. REQUIRED ONLINE REGISTRATION PROCEDURES

Principals or their designee, CAASPP Coordinators, and Technology Coordinators/Designees are required to self-register to attend one of the CAASPP Fall 2014 Test Coordinator Information Meetings listed on the following page.



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Participants will be required to download and print PowerPoint materials prior to attending the face-to-face meeting. The PowerPoint materials will not be available at the meeting site. The presentation materials will be posted the morning of the meeting 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.

CAASPP Fall 2014 Test Coordinator Information Meetings		
Date and Time	Location	Registration/Access
Monday, October 20 1:30-4:00 P.M.	Cochran MS Auditorium 4060 Cochran Vista L.A., 90019	Self-registration is required for all participants through the Learning Zone by October 19th
Wednesday, October 22 1:30-4:00 P.M.	Reseda HS – Auditorium 18230 Kittridge St. Reseda, 91335	Self-registration is required for all participants through the Learning Zone by October 21st
Thursday, October 23 1:30-4:00 P.M.	Bret Harte MS- Auditorium 9301 S. Hoover St. Los Angeles, 90044	Self-registration is required for all participants through the Learning Zone by October 22nd

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:

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 instructions.
4. Save your email confirmation for important meeting information.



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Self Registration Procedures for CAASPP Fall 2014 Test Coordinator Information Meetings

1. Log in to Learning Zone at <http://lz.lausd.net>
2. From the Home Page click on the “Courses” tab
3. Click “Class Offerings”
4. In the “Program” drop menu
5. Select “Student Testing Unit”
6. Click the “Search” box
7. Click on the class “CAASPP Fall 2014 MEETING”
8. Select location (Cochran, Reseda or Harte)
9. Click “Enroll Now”
10. Click “Confirm”

RELATED RESOURCES

- REF-6299.0, 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.



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ATTACHMENT A

Directions and Parking Information

CAASPP Fall 2014 Test Coordinator Information Meeting

Monday, October 20, 2014

Cochran Middle School
Auditorium
4066 17th Street (Also known as Cochran Vista)
Los Angeles, CA 90019

1:30 – 4:00 P.M.

Directions to Cochran Middle School:

- Intersection of Santa Monica Freeway and Crenshaw Blvd; north on Crenshaw Blvd. to Washington Blvd; right (east) one block to Bronson Ave; left (north) one block.

Parking Information:

- On-site parking provided.
- Enter playground parking on 18th Street.
- Park only in the designated area assigned to participants.

REMINDER:

- Present confirmation email at registration table.
- Testing meeting handouts will not be available at the meeting.
- All participants are required to print the PowerPoint slide presentation before attending the meeting.
- Handouts can be accessed by going to www.lausd.net. Click on *Offices*, and then click on *Student Testing Branch*.

Please call the Student Testing Branch at, (213) 241-4104 for further assistance.



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ATTACHMENT B

Directions and Parking Information

CAASPP Fall 2014 Test Coordinator Information Meeting

Wednesday, October 22, 2014

Reseda High School
Auditorium
18230 Kittridge Street
Reseda, CA 91335

1:30 – 4:00 P.M.

Directions to Reseda High School:

- Intersection of Victory Blvd and Lindley Ave; north on Lindley Ave 3/10 mile to Kittridge St; left (west) one long block.

Parking Information:

- On-site and street parking available
- Enter stadium parking lot on Lindley Street, just north of Victory Blvd.
- Park only in the designated area assigned to participants.

REMINDER:

- Present confirmation email at registration table.
- Testing meeting handouts will not be available at the meeting.
- All participants are required to print the PowerPoint slide presentation before attending the meeting.
- Handouts can be accessed by going to www.lausd.net. Click on *Offices*, and then click on *Student Testing Branch*.

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ATTACHMENT C

Directions and Parking Information

CAASPP Fall 2014 Test Coordinator Information Meeting

Thursday, October 23, 2014

Harte Preparatory Middle School
Auditorium
9301 S. Hoover Street
Los Angeles, CA 90044

1:30 – 4:00 P.M.

Directions to Harte Middle School:

- Intersection of S. Hoover St. and 92nd St.; south on Figueroa St. to 92nd St; right (west) one block to Hoover St.

Parking Information:

- On-site and street parking available
- Enter playground parking lot on 92nd Street, just west of Hoover St.
- Park only in the designated area assigned to participants.

REMINDER:

- Present confirmation email at registration table.
- Testing meeting handouts will not be available at the meeting.
- All participants are required to print the PowerPoint slide presentation before attending the meeting.
- Handouts can be accessed by going to www.lausd.net. Click on *Offices*, and then click on *Student Testing Branch*.

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