



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: CAASPP Testing Coordinator Winter Trainings for 2016

NUMBER: REF-6634.1

Cynthia Lim, Executive Director
Office of Data and Accountability

DATE: February 1, 2016

ROUTING

LD Administrators
Principals
School Administrators
CAASPP Coordinators

PURPOSE: The purpose of this Reference Guide is to announce the Mandatory CAASPP Winter 2016 Testing Coordinator Trainings and provide registration instructions through the Learning Zone.

MAJOR CHANGES: Reference Guide 6634.1 replaces Reference Guide 6634, CAASPP Testing Coordinator Winter Trainings for 2016, dated January 26, 2016. REF-6634.1 includes training dates for Local District West.

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.
- California Alternate Assessment (CAA) 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



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supports and whose individualized education program (IEP) indicates assessment with an alternate test.

- 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 CMA. The CAPA science is for students with significant cognitive disabilities who are unable to take the CST or CMA Science 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 cumulative 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 CAASPP coordinators. Training is required to maintain 2015-16 TOMS accounts active the entire school year.

II. CAASPP WINTER 2016 TEST COORDINATOR TRAININGS

CAASPP Winter Trainings have been scheduled in coordination with each of the Local Districts. CAASPP Coordinators are required to attend their Local District training session. Principals and school 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 Winter 2016 Training sessions:

A. CAASPP PROGRAM

- What's New
- System Updates
- Coordinator roles and responsibilities
- Testing Windows



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B. SMARTER BALANCED ASSESSMENTS 2015-16

- Testing device requirements and preparation
- Using the Test Operations Management System (TOMS)
- Test Administration
- Test Security
- Accessibility Resources
- Coordinator Resources

C. CALIFORNIA ALTERNATE ASSESSMENT

- Testing device requirements and preparation
- Testing Administration Procedures
- Test Examiner Training Requirements

D. PAPER PENCIL TESTS

- CST, CMA, and STS
- Testing Materials
- Test Examiner Training Requirements
- Test Security
- Timeline and due dates

III. REQUIRED ONLINE REGISTRATION PROCEDURES

CAASPP Coordinators and other staff assigned by the principal to attend are required to self-register in the Learning Zone to attend one of the *CAASPP Winter 2016 Coordinator Trainings* offered in their Local District by no later than the day before the session. Two sessions will be offered per day. The first session will start promptly at 8:00 a.m. and end at 11:30 a.m., and the second session will start promptly at 1:00 p.m. and end at 4:30 p.m. The training sessions are also scheduled by school type because the testing window opens earlier for elementary and middle schools. Span schools should attend the elementary/middle school sessions. Principals who are the CAASPP coordinators are required to attend this training.

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>.



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The following chart outlines the registration information and the face-to-face training dates for your Local District. Two sessions will be offered each training day. The first session will start promptly at 8:00 a.m. and end at 11:30 a.m., and the second session will start promptly at 1:00 p.m. and end at 4:30 p.m.

CAASPP Winter 2016 Coordinator Trainings			
Date	LD	Participants	Location
Monday, February 8, 2016	Northeast	ES and MS Coordinators	Mount Gleason MS Library 10965 Mt. Gleason Ave Sunland, CA 91040
Wednesday, February 10, 2016	West	ES and MS Coordinators	Horace Mann MS Rms: 143-145, 147-149 7001 S. St. Andrews Pl. Los Angeles, CA 90047
Tuesday, February 16, 2016	South	ES and MS Coordinators	Sellery Special Ed Ctr Auditorium 15805 S. Budlong Ave Gardena, CA 90247
Tuesday, February 16, 2016	Northwest	ES and MS Coordinators	LDNW Offices Conference Rm. South 6621 Balboa Blvd Lake Balboa, CA 91406
Wednesday, February 17, 2016	Central	ES and MS Coordinators	Dr. Sammy Lee ES Auditorium 3600 Council Street Los Angeles, CA 90004
Friday, February 19, 2016	East	ES and MS Coordinators	LD East Offices P. Saldivar Conf. Room 2151 N. Soto Street Los Angeles, CA 90032
Monday, February 22, 2016	South	High School Coordinators	Sellery Special Ed Ctr Auditorium 15805 S. Budlong Ave Gardena, CA 90247



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CAASPP Winter 2016 Coordinator Trainings (Continued)			
Date	LD	Participants	Location
Tuesday, February 23, 2016	Northwest	High School Coordinators	LDNW Offices Conference Rm. South 6621 Balboa Blvd Lake Balboa, CA 91406
Wednesday, February 24, 2016	Northwest	ES and MS Coordinators	LDNW Offices Conference Rm. K 6621 Balboa Blvd Lake Balboa, CA 91406
Tuesday, March 1, 2016	Northwest	High School Coordinators	LDNW Offices Conference Rm. South 6621 Balboa Blvd Lake Balboa, CA 91406
Wednesday, March 2, 2016	West	High School Coordinators	Horace Mann MS Rms: 143-145, 147-149 7001 S. St. Andrews Pl. Los Angeles, CA 90047
Wednesday, March 9, 2016	East and Central	High School Coordinators	Dr. Sammy Lee ES Auditorium 3600 Council Street Los Angeles, CA 90004
Friday, March 11, 2016	Northeast	High School Coordinators	Mount Gleason MS Library 10965 Mt. Gleason Ave Sunland, CA 91040

Once the Learning Zone registration process is completed, an automatic registration confirmation email with instructions will be sent to participants' LAUSD email inbox. The email will contain the meeting information. Participants must verify the date, time, and location included in the registration confirmation email. If necessary, participants enrolling in the wrong class will need to drop the class and immediately enroll in the correct class. 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.

Self Registration Procedures for CAASPP Winter 2016 Coordinator Trainings
<ol style="list-style-type: none">1. Log in to Learning Zone at http://lz.lausd.net2. From the Home Page click on the “Courses” tab3. Click “Class Offerings”4. In the “Program” drop menu5. Select “Student Testing Unit”6. Click the “Search” box7. Locate the class “<i>CAASPP Winter 2016 Coordinator Training</i>”8. Select location and session (morning or afternoon)9. Click “Enroll Now”10. Click “Confirm”

After attending the face-to-face session, the Student Testing Branch will update the enrollment status of attendees to Completed. At that time the participant will be able to print a certificate of completion from the Learning Zone.

RELATED RESOURCES

- REF-6506.1, 2015-2016 *State, Local, and National Mandated Testing Calendars*, dated October 19, 2015
- REF-6578.1, 2015-16 CAASPP Security Forms, Principal’s Portal Requirements, and TOMS System Updates, dated December 4, 2015
- 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.