

REVISED ADMINISTRATIVE REGULATION

MBUSD

AR 6162.51 (a)

INSTRUCTION

STATE ACADEMIC ACHIEVEMENT TEST

~~The district shall administer the following assessments in the Standardized Testing and Reporting (STAR) Program:~~

~~1. A nationally norm-referenced achievement test in basic academic skills designated by the State Board of Education (SBE) pursuant to Education Code 60642, to each student in grades 3 and 7. (Education Code 60640)~~

~~2. Standards-based achievement tests, as designated by the SBE pursuant to Education Code 60642.5, to each student in grades 2-11. (Education Code 60640)~~

~~3. A designated primary language test (DPLT) for any limited-English-proficient student in grades 2-11 who either receives instruction in his/her primary language or has been enrolled in a California public school for less than 12 months, if such a test is available. This test shall be administered in addition to any applicable norm-referenced achievement test and standards-based achievement test. (Education Code 60640)~~

~~(cf. 6174—Education for English Language Learners)~~

~~4. An alternate assessment for any special education student who is unable to take the standards-based achievement tests, even with accommodations or modifications. The individualized education program (IEP) team shall determine whether a student shall take the alternate assessment. (Education Code 56345, 60640; 5 CCR 850, 34 CFR 200.1)~~

~~Any special education student who is an English learner may be tested with the DPLT in accordance with item #3 above, unless the IEP specifically exempts him/her from such testing. (Education Code 56345)~~

~~(cf. 6159—Individualized Education Program)~~

~~(cf. 6164.6—Identification and Education under Section 504)~~

The Superintendent or designee shall administer the California Assessment of Student Performance and Progress (CAASPP) to all district students at applicable grade levels, except those students exempted by law.

The Superintendent or designee shall arrange for the testing of students in any alternative education program or program conducted off campus, including, but not limited to, non-classroom based programs, continuation schools, independent study, community day schools, county community schools, juvenile court schools, or

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nonpublic, nonsectarian schools. No test shall be administered in a home or hospital except by a test examiner. (5 CCR 851)

*(cf. 6158 - Independent Study)
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)*

On or before September 30 of each year, the Superintendent or designee shall designate a district coordinator who shall oversee all matters related to the testing program and serve as the district representative and liaison with the test contractor and the California Department of Education (CDE). The Superintendent or designee shall also designate a coordinator for each test site. The duties of the district and site test coordinators shall include those specified in 5 CRR 857-858. (5 CCR 857-858)

The Superintendent or designee also shall appoint test examiner(s) to administer the state assessments. A test examiner shall be an employee or contractor of the district or, for an alternate assessment for students with disabilities, shall be a certificated or licensed employee of the school, district, or county office of education. (5 CCR 850)

*(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)*

As appropriate, the Superintendent or designee shall assign a specially trained district employee to serve as a test proctor to assist the test examiner; a specially trained district employee, or other person supervised by a district employee, to serve as a translator to translate the test directions into a student's primary language; and a district employee to serve as a scribe to transcribe a student's responses to the format required by the test. A student's parent/guardian shall not be eligible to be that student's translator or scribe. (5 CCR 850)

Test coordinators, examiners, proctors, translators, and scribes shall sign a test security agreement or affidavit. (5 CCR 859)

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Tests Included in the State Assessment System

The district shall administer the following CAASPP assessments: (Education Code 60640)

1. The Smarter Balanced Assessment Consortium assessments for English language arts and mathematics in grades 3-8 and 11, except that:

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

a. Recently arrived English learners, defined pursuant to Education Code 60603 as English learners who are in their first 12 months of attending a school in the United States, shall be exempted from taking the English language arts assessment to the extent allowed by federal law.

(cf. 6174 - Education for English Language Learners)

b. Students with disabilities who are unable to participate in these assessments, even with the resources described in the section "Testing Variations" below, may be provided an alternate test in accordance with their individualized education program (IEP), as provided in item #3 below.

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

2. Science assessments at grades 5, 8, and 10

(cf. 6142.93 - Science Instruction)

3. For students with disabilities who are unable to take the tests specified in items #1-2 above even with appropriate accommodations or other testing resources:

a. California Alternate Assessment in English language arts and mathematics

b. For the science assessment, either the California Alternate Performance Assessment or California Modified Assessment, in accordance with the student's IEP

In addition, the Superintendent or designee may administer a primary language assessment to English learners in grades 2-11. Administration of this test shall not

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replace the administration of the above tests, administered in English, to English learners. (Education Code 60640)

Exemptions

Each year the Superintendent or designee shall notify parents/guardians of their child's participation in the CAASPP and of the provisions of Education Code 60615 related to exemptions from testing. (5 CCR 852)

(cf. 5145.6 – Parental Notifications)

A parent/guardian may annually submit to the school a written request to excuse his/her child from any or all parts of the CAASPP assessments for the school year, and such a request shall be granted by the Superintendent or designee. However, district employees shall not solicit or encourage any exemption request on behalf of any student or group of students. (Education Code 60615; 5 CCR 852)

If a parent/guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent/guardian and included in the student's records. (5 CCR 852)

Testing Period

~~The designated achievement test and the standards-based achievement tests shall be administered to students during a testing window of 21 instructional days that includes 10 instructional days before and after completion of 85 percent of the school's or program's instructional days. Testing for all students, including make-up testing, shall be completed within this 21 instructional day window. (Education Code 60640; 5 CCR 855)~~

~~The STAR writing assessment shall be administered only on the day specified annually by the Superintendent of Public Instruction. (Education Code 60640; 5 CCR 855)~~

~~The Superintendent or designee shall arrange for at least two make-up days for the testing of students who were absent during the period that any school administered the designated achievement test and the standards-based achievement test. All make-up testing shall occur within five instructional days of the last date that the district administered the tests, but not later than the 21 instructional day window established above. (Education Code 60640; 5 CCR 855)~~

~~Any DPLT shall be administered between March 15 and May 14 of each school year.~~

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~~The Superintendent or designee shall provide for at least two make-up days for students who were absent during the period. All make-up testing shall occur within 10 instructional days of the last date that the district administered the primary language assessment, but not later than May 25 of each school year, whichever is earlier. (5 CCR 855)~~

Exemptions

~~A parent/guardian may submit to the school a written request to excuse his/her child from any or all parts of any test. District employees may discuss the STAR program with parents/guardians and may inform them of the availability of exemptions under Education Code 60615. However, the district and its employees shall not solicit or encourage any written exemption request on behalf of any student or group of students. (5 CCR 852)~~

The Superintendent or designee shall establish testing days for district students within the following testing windows: (5 CCR 855)

1. Assessments in English language arts and mathematics shall not be administered until at least 66 percent of the school's annual instructional days have been completed for grades 3-8, or at least 80 percent of the annual instructional days for grade 11, and may continue up to and including the last day of instruction for the regular school calendar.

2. Alternate assessments for students with disabilities and science assessments for all students shall be administered during a testing window of 25 instructional days that includes 12 instructional days before and after completion of 85 percent of the school's, track's, or program's instructional days.

3. The primary language assessment shall be administered to English learners within the testing window specified in item #2.

Students who are absent during testing shall be provided an opportunity to take the tests within the testing window.

Testing Variations

Assessments shall be administered in accordance with the manuals or other instructions provided by the test contractor and CDE, unless a testing variation, accommodation, or modification is except that, as appropriate, students may be provided universal tools, designated supports, and/or accommodations during testing that are specifically

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allowed pursuant to 5 CCR 853.5 *or* 853.7. (5 CCR 850, 853, 853.5, 853.7)

Designated supports or accommodations provided to students with disabilities shall be those specified in their IEP or Section 504 plan. (5 CCR 850, 853.5)

If a resource has not been specifically identified in 5 CCR 853.5 or 853.7 but is regularly used by a student in the classroom for instruction and/or assessment, the district or school site test coordinator may submit a written request to the CDE for approval to use that individualized aid. He/she shall submit the request at least 10 business days prior to the student's first day of CAASPP testing. (5 CCR 853.5)

All students may be provided with the following variations: (5 CCR 853.5)

1. ~~— Simplified or clarified test directions~~
2. ~~— For grades 2-11, write-in test booklets (e.g., underlining, working math problems)~~

~~Any marks other than those in response circles for grades 2 and 3 must be erased to ensure that the tests can be scored.~~

3. ~~— On the standards-based achievement test, as much time as needed within a single sitting to complete a test or test part.~~

~~In addition, all students shall be provided with the following testing variations if such variations are regularly used in the classroom: (5 CCR 853.5)~~

1. ~~— Special adaptive furniture~~
2. ~~— Special lighting, special acoustics, or visual magnifying or audio amplification equipment~~
3. ~~— An individual carrel or study enclosure~~
4. ~~— Individual testing in a separate testing room provided that a district employee who has signed the STAR Test Security Affidavit directly supervises the student~~
5. ~~— Colored overlay, masks, or other means to maintain visual attention to the test or test questions~~
6. ~~— Manually Coded English or American Sign Language to communicate directions~~

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~~for test administration~~

~~Identified English learners shall be provided with the following testing variations if such variations are regularly used in the classroom or for assessment: (5 CCR 853.5)~~

- ~~1. Flexible setting: testing in a separate room with other English learners provided that a district employee who has signed the Test Security Affidavit directly supervises the student.~~
- ~~2. Flexible schedule: additional supervised breaks following each section within a test part provided that the test section is completed within a testing day. A test section is identified by a "STOP" at the end of it.~~
- ~~3. Translated directions: hearing the test directions printed in the test administration manual translated into their primary language. English learners shall have the opportunity to ask clarifying questions about any test directions presented orally in their primary language.~~
- ~~4. Glossaries: access to translation glossaries/word lists for the standards-based achievement tests in mathematics, science, and history/social science (English to primary language). The translation glossaries/word lists are to include only the English words or phrases with the corresponding primary language words or phrases. The glossaries/word lists shall not include definitions or formulas.~~

~~Students with disabilities shall be permitted to take the assessments with any of the testing variations listed in 5 CCR 853.5, provided the variations are specified in their IEP or Section 504 plan. These variations may include, but are not limited to, accommodations in the presentation or setting of the test administration or in how a student is allowed to respond, and/or modifications in accordance with 5 CCR 853.5. (5 CCR 850, 853, 853.5)~~

~~District and Test Site Coordinators~~

~~Each year the Superintendent or designee shall designate a district STAR coordinator who shall serve as the district representative and liaison with the California Department of Education (CDE) for all matters relating to the STAR program. The Superintendent or designee also shall designate a coordinator at each test site. (5 CCR 857-858)~~

~~In addition to the duties prescribed in 5 CCR 857-858, the district coordinator shall establish guidelines to help ensure that the test contractor is provided complete student~~

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~~information, as specified in 5 CCR 861 and 870, for purposes of the Academic Performance Index.~~

~~(cf. 3553 – Free and Reduced Price Meals)~~

~~After receiving summary reports and files from the test contractor, the district STAR coordinator shall review the files and reports for completeness and accuracy and shall notify the test contractor and the CDE of any errors, discrepancies, or incomplete information. (5 CCR 857)~~

Report of Test Results

*For any state assessments that produce valid individual student results, the Superintendent or designee shall forward **or transmit** the student report provided by the test contractor to the student's **the student's test results to his/her** parents/guardians within 20 working days of receiving **from receipt of** the report results from the test contractor **or, if the district receives the results from the contractor after the last day of instruction for the school year, then within the first 20 working days of the next school year.** If these reports are received from the contractor after the last day of instruction in the school year, each student's results shall be mailed to his/her parents/guardians. (5 CCR 863) The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the district. **An individual student's scores shall also be reported to his/her school and teacher(s) and shall be included in his/her student record.** (Education Code 60641; 5 CCR 863)*

(cf. 5125 – Student Records)

~~(cf. 5145.6 – Parental Notifications)~~

~~An individual student's scores shall also be reported to his/her school and teachers and shall be included in his/her student record. (Education Code 60641)~~

With parent/guardian consent, the Superintendent or designee may release a student's test results to a postsecondary educational institution for the purposes of credit, placement, determination of readiness for college-level coursework, or admission. (Education Code 60641)

The Superintendent or designee shall present districtwide, school-level, and grade-level results ~~shall be reported~~ to the Governing Board at a regularly scheduled meeting. The Board shall not receive individual students' scores or the relative position of any individual student. (Education Code ~~49076~~, 60641)

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~~(cf. 9321.1 -- Closed Session Actions and Reports)~~

~~Individual test results shall not be released without the written consent of the adult student or the minor student's parents/guardians to any person other than a parent/guardian; a teacher, counselor or administrator directly involved with the student; or to a postsecondary educational institution for the purposes of credit, placement, or admission. (Education Code 60607, 60641)~~

Regulation MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
approved: April 2, 2008 Manhattan Beach, California
reviewed: