



Ordering Testing Materials for Elementary Schools – Spring 2010

November 18, 2009



MEM-4951: Grades 2-6 Only

- STAR Tests for Spring 2010
- Changes to the STAR Program
- Who takes which test(s)?
- Completing the Order Forms
- Security Documents Required



STAR Tests for 2010

- California Standards Test (CST) – grades 2-6
- California Modified Assessment (CMA) – grades 3-6
- California Alternate Performance Assessment (CAPA) – grades 2-6
- Standards-Based Test in Spanish (STS) – grades 2-6



Changes for 2010

- Tests NOT being administered in 2010:
 - Grade 4 CST Writing
 - Grade 4 CMA Writing
- Audio CDs will not be available in 2010
 - Test administrators will be required to read the tests aloud for students whose IEP require this modification/accommodation



Changes for 2010

- CMA for grades 3-6 is now fully operational
 - Performance levels have been assigned
 - Will be figured into 2010 API and AYP calculations
- Directions for Administration (DFAs) for CMA will be calculated as one DFA for every 10 tests ordered
- Braille CMA tests are available for grade 6



Important for 2010

Testing materials will not be delivered or released to any school that has not returned signed Security Agreements AND Security Affidavits from both the Principal AND Testing Coordinator.



Who takes the CST?

- All students in grades 2-6 unless the student is taking the CAPA or CMA per his or her IEP



Who takes the CMA?

- REF-4487
- Students in grades 3-6 who have IEPs specifying that the student take one or more of the CMA tests:
 - Grades 3-6 CMA ELA
 - Grades 3-6 CMA Math
 - Grade 5 CMA Science



Who takes the CAPA?

- Students in grades 2-6 who have IEPs specifying that the student take the CAPA

Students taking the CAPA will not take **any** CST or CMA tests



Who takes the STS?

- Spanish-speaking English learners (ELs) who have been enrolled in a United States school for less than 12 cumulative months at the time of testing
- Spanish-speaking ELs who are enrolled in Basic Bilingual or Dual Language programs and receive instruction in Spanish
- Students taking the STS **MUST ALSO** take all the CST and/or CMA tests for their grade

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Filling out the Order Forms

- **Print or type** the first and last name of STAR Test Coordinator

Testing Coordinator (Please Print)

- **Print or type** the phone and fax number at which the STAR Test Coordinator can be reached

School Phone

Fax Number



Book Order Basics:

Determine test book quantities –

- YRS must order by Track
- Do NOT pad your order
- You will get 10% overage
- If you over order, you may be subject to excessive materials charges
- Order special versions, such as Large Print and Braille **ONLY** for students whose IEPs require them



CST

- Pre-filled for schools on SIS
- DFAs provided 1:20 (Base DFA) – order more if needed for small testing groups (Addl DFA)
- Order special versions per IEPs

CST	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6
CST Enrollment					
Large Print					
Braille					
Overhead Transparencies (DHH)					
Base DFA (*)					
Additional DFA (*)					



CMA

- Must be filled out by school
- Determined by IEPs
- DFAs provided 1:10 (Base DFA) – order more if needed for small testing groups (Addl DFA)
- Order special versions per IEPs

	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6
CMA			ELA	Math	
CMA Enrollment	//////////				
Large Print	//////////				
Braille	//////////				
Base DFA (*)	//////////				
Additional DFA (*)	//////////				



CAPA

- CAPA Manuals cover all levels of the CAPA (I-V)
- Pre-filled for schools on SIS
- Order one manual for each person who will be giving the test
- Don't need to order CAPA by level – the CAPA student answer document covers all levels

	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6
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CAPA Manuals (one per examiner)					
CAPA Enrollment					



Before you send:

- Did you order special versions for students with IEPs?
- Did you order CAPA manuals for all of your CAPA examiners?
- Have your principal sign the order form
- Keep a copy for your files

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STS

- Pre-filled for schools on SIS
- Order only for students currently enrolled
- Test Directions provided 1:20 – order more if needed for small testing groups
- Order special versions per IEPs

GRADE	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6
TEST LEVEL	STS 2	STS 3	STS 4	STS 5	STS 6
I. Number of Spanish-speaking EL students that will be enrolled in a U.S. school for less than 12 months.					
Booklets					
Answer Sheets	//////////	//////////			
Test Directions					
Large Print					
Braille					
II. Number of EL students enrolled in Spanish bilingual classes or Spanish dual-language classes.					
Booklets					
Answer Sheets	//////////	//////////			
Test Directions					
Large Print					
Braille					



STS

- **Reminder:**
Students taking STS **WILL ALSO** take the CST or CMA.



Before you send:

- Have your principal sign the order form

- If your school will not need STS materials, please mark “N/A” across Attachment E and fax back to Student Testing

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Security Forms

- **MUST** be signed and returned for both the Principal and STAR Test Coordinator
 - STAR Test Security Agreement
 - STAR Test Security Affidavit
- If there are any changes in these positions, new forms must be submitted
- If complete forms are not received by Student Testing, test materials will not be delivered or released to any school

STAR Test Security Agreement

Return by December 11,
2009

Signed only by

- Principal
- STAR Test Coordinator

**2009-10 STAR Test (including field tests) Security Agreement
for
District and Test Site Coordinators**

I acknowledge by my signature on this form that the California Standards Tests (CST), the California Modified Assessment (CMA), the California Alternate Performance Assessment (CAPA), the Standards-based Tests in Spanish (STIS), and the Early Assessment Program (EAP) are secure tests and agree to each of the following conditions to ensure test security:

1. I will take all necessary precautions to safeguard all tests and test materials by limiting access to persons within the school district with a responsible, professional interest in the tests' security.
2. I will keep on file the names of all persons having access to tests and test materials. All persons having access to the materials shall be required to sign the STAR Test Security Affidavit that will be kept on file in the school district office.
3. I will keep the CST, CMA, CAPA, STIS, and EAP tests and test materials in a secure, locked location and will deliver tests and test materials only to those persons who have executed STAR Test Security Affidavits, on actual testing dates as provided in California Code of Regulations, Title 5, Division 1, Chapter 2, Subchapter 3.15.
4. I will keep the CAPA materials in a secure locked location when not being used by examiners to prepare for and to administer the assessment. I will adhere to the contractor's directions for the distribution of the assessment materials to examiners.
5. I will not copy any part of the tests or test materials without written permission from the California Department of Education to do so.
6. I will not discuss, or allow to be discussed, the contents of the tests or the test instruments. I will not review any test questions, passages, or other test items with any other person before, during, or after the test administration.
7. I will not develop scoring keys, review any pupil responses, or prepare answer documents except as required by the test administration manual(s) prepared by the testing contractor.

By signing my name to this document, I am assuring that I will abide by the above conditions.

Signed _____
 Print name _____
 Title _____
 School district _____
 Date _____

This form may be photocopied.

STAR Test Security Affidavit

Signed by ANYONE having
access to STAR tests:

- Principal
- Test Coordinator
- Test Examiners
- Proctors
- Scribes
- Plant Managers
- Office Staff
- Anyone having contact
with tests

**2009-10 STAR Test (including field tests) Security Affidavit
for
Test Examiners, Proctors, Scribes, and
Any Other Person Having Access to STAR Tests**

Note: This agreement covers both the full field tests as well as the operational administrations. I acknowledge that I may have access to the California Standards Tests (CST), the California Modified Assessment (CMA), the California Alternate Performance Assessment (CAPA), the Standards-based Tests in Spanish (STIS), and the Early Assessment Program (EAP) for the purpose of administering the tests. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the tests to any other person through verbal, written, or any other means of communication.
2. I will not copy any part of the test(s) or test materials.
3. I will keep the test(s) secure until the test(s) are actually distributed to pupils.
4. I will limit access to the test(s) and test materials by test examiners to the actual testing periods when they are taking the tests.
5. I will collect and account for all materials following each period of testing and will not permit pupils to remove test materials from the room where testing takes place.
6. I will not review any test questions, passages, or other test items independently or with pupils or any other person before, during, or following testing.
7. I will not develop scoring keys, review any pupil responses, or prepare answer documents except as required by the test administration manual(s) prepared by the testing contractor.
8. I will return all test materials to the designated STAR test site coordinator daily upon completion of testing with the exception of Subdivision (b) below.
9. I will keep all CAPA materials in secure locked storage except when I am administering or supervising the administration of the assessment to pupils.
10. I will administer the test(s) in accordance with the directions for test administration and test administration manuals prepared by the testing contractor.
11. I have been trained to administer the tests.

Signed _____
 Print name _____
 Position _____
 School _____
 School district _____
 Date _____

This form may be photocopied.



STAR Test Security Affidavit

By December 11, 2009:

- ONLY return for Principal and STAR Test Coordinator

All other Affidavits will be returned to your Testing Center **after testing**



Related Resources

- MEM-4755 (1-Trk), 4756 (3-Trk), 4757 (4-Trk) – Testing Calendars
- MEM-4927 – Changes to 2009-10 Testing Programs
- Student Testing Website:
Go to www.lausd.net; click on Offices; click on Student Testing & Assessment
- CDE Website: www.cde.ca.gov
- STAR Website: www.startest.org



Coming Soon!

- REF-4969 – Updating SIS for Spring 2010



Student Testing Unit

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