



Ordering Testing Materials for Secondary Schools – Spring 2010

November 18, 2009



MEM-4952

- 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 6-11
- California Modified Assessment (CMA) – grades 6-11
- California Alternate Performance Assessment (CAPA) – grades 6-11
- California State University (CSU) Early Assessment Program (EAP) – grade 11
- Standards-Based Test in Spanish (STS) – grades 6-11



Changes for 2010

- 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 6-7 is now fully operational
 - Performance levels have been assigned
 - Will be figured into 2010 API and AYP calculations
- CMA for grade 8 ELA and Science is also fully operational
- Directions for Administration (DFAs) for CMA will be calculated as one DFA for every 10 tests ordered
- Braille CMA tests are available for grades 6-8 (but not Algebra 1)



Changes for 2010

- CMA is now available for:
 - Grade 9 ELA
 - Grade 10 Life Science
 - Algebra 1 (grades 7-11)
 - Will NOT have performance levels assigned
 - Will NOT be figured into 2010 API calculations
 - Will NOT be included in the AYP percent proficient calculations
 - WILL BE included in the AYP participation rate



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 6-11 unless the student is taking the CAPA or CMA per his or her IEP
- CST Writing is to be administered to all students in grade 7 who take the CST English-language arts (ELA) multiple-choice test



Who takes the CMA?

- REF-4487
- Students in grades 3-11 who have IEPs specifying that the student take one or more of the CMA tests:
 - Grades 6-9 CMA ELA
 - CMA Writing for students taking grade 7 CMA ELA
 - Grades 6-7 CMA Math
 - Grades 7-11 CMA Algebra 1 (End-of-Course)
 - Grade 8 CMA Science and grade 10 CMA Life Science



Who takes the CAPA?

- Students in grades 6-11 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 CSU EAP?

- Grade 11 students
- Writing test is separate and given in March (3T B will take it the last week in February)
- Writing test order will be determined by grade 11 counts



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
- Grade 7 CST Writing based on grade 7 counts
- Grade 11 EAP Writing based on grade 11 counts
- DFAs provided 1:20 (Base DFA) – order more if needed for small testing groups (Addl DFA)
- Order special versions per IEPs

| | GRADE 6 | GRADE 7 | GRADE 8 |
|------------------------------------|---------|---------|---------|
| CST Enrollment | | | |
| Large Print (***) | | | |
| Braille (***) | | | |
| Overhead Transparencies (DHH Only) | | | |
| Base DFA (*) | | | |
| Additional DFA (*) | | | |

| | GRADE 9 | GRADE 10 | GRADE 11 |
|-------------------------------|---------|----------|----------|
| CST Enrollment | | | |
| Large Print (***) | | | |
| Braille (***) | | | |
| Overhead Transparencies (DHH) | | | |
| Base DFA (*) | | | |
| Additional DFA (*) | | | |

CMA

- Now included on Order Form for grades 6-8 (except Alg 1)
- Determined by IEPs (REF-4487)
- Students taking CMA in grade 6-8 ELA, grade 6-7 Math, and grade 8 ELA and Science will be included in API and AYP calculations in August 2010 (CMA Alg 1 will not)

| | GRADE 6 | GRADE 7** | GRADE 8** |
|--------------------|---------|-----------|-----------|
| CMA Enrollment | | | |
| Large Print (***) | | | |
| Braille (***) | | | |
| Base DFA (*) | | | |
| Additional DFA (*) | | | |

(**) All 7th and 8th graders must take a STAR Math test.

Grade 7 students either take grade 7 CMA or CST Math in grade-level book OR CMA or CST Algebra 1 end-of-course test

Grade 8 students either take CMA Algebra 1 OR appropriate CST EOC Math (including CST General Math)



CMA

- Not included on Order Form for grades 9-11
- Determined by IEPs (REF-4487)
- Students taking CMA will be included in AYP Participation Rate
- Ordering CMA will affect 2010 API Base
 - CDE Academic Accountability Unit (AAU) will take the number of CMA books ordered and remove that many Far Below Basic (FBB)/ Below Basic (BB) scores from the 2010 API Base
 - Removing FBB/BB scores will raise the 2010 API Base
- Higher Base – Higher Target
- Once Performance Levels are set (in Fall 2010), new AYP reports will be calculated.
 - New Performance Level scores will be added to Special Ed and to any other associated subgroup



CMA

- High School – only 3 CMA tests available
 - Grade 9 ELA
 - Grade 10 Life Science
 - Algebra 1 (end-of-course – available to grades 7-11)
- If CMA test is not available, students **MUST** take required tests in CST
 - Grade 10 and 11 ELA
 - Grade 11 US History or EOC World History
 - EOC Science
 - EOC Math (if not taking Algebra 1)
- All grade 9 students **MUST** take a math test
 - Grade 9 students either take CMA Algebra 1 OR appropriate CST EOC Math (including CST General Math)

CAPA

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

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|-----------------|--|--|--|--|
| CAPA Enrollment | | | | |
|-----------------|--|--|--|--|

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|------------------------------------|
| CAPA Manuals (one per examiner) |
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CST End-of-Course (EOC)

- History-Social Science
 - World History – grades 9-11
 - Grade 9-11 students take the World History CST EOC if they completed one of the courses on Attachment A1 during summer school 2009 or will complete by the end of the 2009-10 school year

| | |
|--|---------------|
| California Standards History-Social Science | World History |
| Number of Students | |
| Large Print (***) | |
| Braille (***) | |
| Overhead Transparencies (DHH Only) | |



(Attachments A2, C1 & C2)

■ **Science – grades 9-11**

- Biology
- Chemistry
- Earth Science Physics
- Integrated Science 1, 2, 3, or 4
 - Grade 9-11 students take the Science CST EOC if they completed one of the courses on Attachment A2 during summer school 2008 or will complete by the end of the 2008-09 school year
 - Students in grade 10 may take up to **two** CST Science tests – Grade 10 Life Science (required) and one EOC Science based on class enrollment



(Attachments A1, B1 & B2)

■ **Mathematics – grade 7**

- Grade 7 Math (in the Grade 7 CST Test Booklet)
- Algebra 1 (in a separate EOC Math Test Booklet)
 - All grade 7 students must take a STAR Math
 - Students taking the Algebra 1 test must have finished the course in summer of 2009 or will be finishing the course in 2009-10 school year (see Attachment A1 for course list)



(Attachments A1, B1 & B2)

■ **Mathematics – grade 8**

- General Math
- Algebra 1
- Geometry
- Algebra 2
 - All grade 8 students must take a STAR Math
 - All grade 8 students will take a test from a separate EOC Math test booklet
 - Students taking the Algebra 1, Geometry, or Algebra 2 test must have finished the corresponding course in summer of 2009 or will be finishing the course in 2009-10 school year (see Attachment A1 for course list)
 - If a grade 8 student does not meet the criteria in the previous bullet, they **MUST** take General Math



(Attachments A1, B1 & B2)

■ **Mathematics – grade 9**

- General Math
- Algebra 1
- Geometry
- Algebra 2
- High School Summative Math
 - All grade 9 students must take a CST Math
 - All grade 9 students will take a test from a separate EOC Math test booklet
 - Students taking the Algebra 1, Geometry, or Algebra 2 test must have finished the corresponding course in summer of 2009 or will be finishing the course in 2009-10 school year (see Attachment A1 for course list)
 - If a grade 9 student has completed math courses through Algebra 2 in a previous school year, they should take High School Summative Math
 - If a grade 9 student does not meet the criteria in the previous two bullets, they **MUST** take General Math



(Attachments A1, B1 & B2)

■ Mathematics – grades 10-11

- Algebra 1
- Geometry
- Algebra 2
- High School Summative Math
 - Grade 10-11 students will take a test from a separate EOC Math test booklet
 - Students taking the Algebra 1, Geometry, or Algebra 2 test must have finished the corresponding course in summer of 2009 or will be finishing the course in 2009-10 school year (see Attachment A1 for course list)
 - If a grade 10-11 student has completed math courses through Algebra 2 in a previous school year, they should take High School Summative Math
 - If a grade 10-11 student does not meet the criteria in the previous two bullets, they **will not** take a CST EOC Math



➤ High School Summative Math

- Some students may take it in successive grades
- Once a student has completed Algebra 2 in a previous school year, they will take High School Summative Math each year they take the CST whether or not they are enrolled in a higher math class



Before you send:

- Check to see if the number of EOC Science books ordered exceeds the number of grade 9, 10, and 11 students
- Check to see if the number of EOC Math books ordered exceeds the number of:
 - grade 7 and 8 students (middle schools)
 - grade 9, 10, and 11 students (high schools)

If the number of tests is more than the number of students, you need to adjust the amounts



Before you send:

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



Questions:

- What if a student took a CST EOC last year and they are taking the class again, should they retake the same CST EOC?



Questions:

- What if a student took a CST EOC last year and they are taking the class again, should they retake the same CST EOC?

YES



Questions:

- What if a student took Biology last year and is taking AP Biology or Physiology this year? Will they retake the same CST EOC?



Questions:

- What if a student took Biology last year and is taking AP Biology or Physiology this year? Will they retake the same CST EOC?

YES

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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
- Order Algebra 1 and Geometry for grades 7-11 just like you would for CST – same rules apply

| GRADE | GRADE 6 | GRADE 7 | GRADE 8 | GRADE 9 | GRADE 10 | GRADE 11 | GR 7-11 | GR 8-11 |
|---|---------|---------|---------|---------|----------|----------|-----------|----------|
| TEST LEVEL | STS 6 | STS 7 | STS 8 | STS 9 | STS 10 | STS 11 | ALGEBRA 1 | GEOMETRY |
| 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 H and fax back to Student Testing



Questions:

- If a student qualifies for taking the STS, will they also take the CST?



Questions:

- If a student qualifies for taking the STS, will they also take the CST?

YES



Questions:

- If a grade 7-11 student qualifies for taking the STS, and is taking the CST Algebra 1 test, do they also take the STS Algebra 1 test?



Questions:

- If a grade 7-11 student qualifies for taking the STS, and is taking the CST Algebra 1 test, do they also take the STS Algebra 1 test?

YES

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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 (STS), 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, STS, 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 3.75.
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 manuals 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 (STS), 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 not access to the test(s) and test materials by test examiners to the actual testing periods when they are taking the test(s).
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 manuals 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 (D) below.
9. I will keep all CAPA materials in secure locked storage except when I am administering or observing 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-4971 – Updating SIS for Spring 2010 (Middle Schools)
- REF-4972 – Updating SIS for Spring 2010 (High Schools)



Student Testing Unit

Beaudry Building

16th Floor

➤ Phone: 213-241-4104

➤ Fax: 213-241-8461

➤ studenttesting@lausd.net

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