



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ROUTING

Local District Administration
Principals
Assistant Principals, SCS
Instructional Coaches, English/
Language Arts
ELA Department Chairpersons
UTLA Chapter Chairpersons

TITLE: Procedural Guidelines for Administering
Progress-Monitoring Assessments aligned with the
Periodic Assessments, 2010-2011

NUMBER: REF-5284

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

DATE: October 19, 2010

PURPOSE: The purpose of this Reference Guide is to provide information regarding the *Progress-Monitoring Assessments* aligned with the Periodic Assessments. A separate Reference Guide will detail the procedures regarding the Progress-Monitoring Assessments for ELD/ESL and Intervention students/courses.

Based on feedback from teachers and administrators, District assessments will encompass a wide range of instructional tools in the 2010-2011 school year.

District assessments for schools include: 1) Periodic assessments in core subject areas of English/Language Arts, Mathematics, Science and History/Social Science; 2) Diagnostic assessments to identify students in need of intervention and to provide for proper program placement: in grade 5 and 8 for English/Language Arts (ELA) and Mathematics, with an end-of-course Algebra assessment as well as CAHSEE diagnostics for grades 9 and 10; and (3) Progress-Monitoring assessments, of no more than 12 items and targeted to key standards, which are available online to provide teachers flexibility in checking student mastery of instructional goals.

Multiple assessment opportunities are a vital component of an effective, well-balanced instructional program and support teachers' ability to plan effectively, monitor student progress in standards-based instruction, and determine the efficacy of instruction and intervention matched to student need. A Response to Instruction and Intervention (RtI²) framework embraces the use of assessments to monitor student progress in standards-based instruction.

MAJOR CHANGES: This is a new Reference Guide.

BACKGROUND: In order to meet State accountability expectations and the requirements of *No Child Left Behind*, the District has embarked on a comprehensive Instructional Plan which includes the Los Angeles Unified School District *Instructional Guides* and the *District Assessment Program*. The *Instructional Guides* and the periodic assessments are tools for teachers to use to inform instruction and improve student learning. The assessments consist of multiple-choice items, short constructed response (SCR) items and, when applicable, one extended constructed response (ECR).



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Periodic assessment data is to guide classroom instruction rather than provide a summative grade at the end of a unit. Analysis of periodic assessment data assists teachers in monitoring the progress of individual students and groups of students toward proficiency of grade-level standards and provides essential information to teachers in the planning and delivery of instruction, as well as in the planning of appropriate and timely interventions. *Progress-Monitoring Assessments* give teachers an additional tool for support, with briefer “checkpoint” assessments tied to a single standard or a few essential standards.

For every course with Periodic assessments, the LAUSD/CoreK12 Assessment Center (at <https://lausd.corek12.com>) will feature a range of Progress-Monitoring assessments tools, located beyond the PROGRESS-MONITORING portal found on the page after sign-in.

Users will be directed to their subject/grade level (or prompted to select subject/grade level), and then identify the standard for which they would like to access a Progress-Monitoring Assessment. At that point, users will have two options: to select a pre-formulated Progress-Monitoring Assessment, or to “Create Your Own Assessment.” All items will come from an Item Bank aligned with California State Standards.

Performance data for the Progress-Monitoring assessments will be available to classroom teachers and school-level personnel. Participation reports will be aggregated from classroom through local district to Central District levels.

PLEASE NOTE: The *ELD/ESL and Intervention Progress-Monitoring Assessments* are a distinct feature of the District’s Assessment Program. A separate Reference Guide details the management of that feature.

- INSTRUCTIONS:**
- I. ACCESS
 - A. All LAUSD users with access to the Assessment Center may select the PROGRESS-MONITORING icon on the Portal Page to enter this section. All users will have access to the Progress-Monitoring tools for any grade level/course.
 - B. School administrators and teachers of core subject courses with periodic assessments have access granted automatically. For others, access may be obtained by filing the Assessment Center Access Request Form, available under “Program Resources” on the Periodic Assessment Program homepage on lausd.net.
 - II. SELECTION AND ASSIGNMENT OF PROGRESS-MONITORING ASSESSMENTS
 - A. Users will be directed to their current grade/course assignment(s) or be prompted to choose the grade/course for which they seek a Progress-Monitoring Assessment.
 - B. Users will find a certain number of Progress-Monitoring assessments



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tied to key standards in their assigned grade/course listed as “recommended” or “assigned.” “Recommended” means that the assessment is available but must be selected by the teacher and assigned to class(es). “Assigned” means the assessment is expected to be used by that teacher for that course. Users may also search by “Assessment name”. Search for standards-based assessments as follows:

1. Begin to search with grade/subject (E.g., “Grade 4 Science” or “Algebra”)
 2. To narrow the results, enter a key word or phrase from the name of the standard thread and its identifying number (eg. For Grade 8 ELA, “Reading Comprehension 2.2”; for Chemistry, “Chemical Bonds 2.a”)
 3. If an assessment has been created at a school site, the creator may have employed a unique name for the assessment. Naming conventions are not limited for teacher/school-created assessments.
- C. NOTE: For 2010-2011, Ready-made Standards-based Progress-Monitoring assessments on key standards will be “rolled out” as developed by CoreK12 with LAUSD oversight. Assessments may cover a range up to 12 items.
- D. After the standard has been identified, users may opt to use the Ready-made Standards-based assessment provided by CoreK12. These may not be modified.
- E. Users then follow prompts for an established procedure to assign the assessment to classes (see the CoreK12 Quick Guides, “Assign an Assessment” for teachers and for administrators).*
- F. Should the user decide to explore other assessment options, they can go to the “Assessments” tab, and the drop-down window for “Create an Assessment” will appear. The Quick Guides for “Create an Assessment” will guide users through this process*. 12 items will be the maximum.

***Quick Guides are available under Program Materials on the LAUSD CoreK12 Assessment Center.**

III. ADMINISTRATION AND SCORING

- A. Once created and assigned, teachers can print a master copy of the Progress-Monitoring assessment and reproduce it as necessary. If the technological infrastructure exists, teachers can also have students sign-on the CoreK12 Assessment Center platform at <https://ac.corek12.com> and have the students take the assessment online, using the roster of user names and passwords found under the “Class Details” tab. Upon assessment completion, the data instantly becomes available online in the Item Response Report on the LAUSD Assessment Center platform. It is critical that students enter the correct assessment code for the chosen Progress-Monitoring assessment, which is created when the assessment



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is selected/created and assigned. Please reference the Quick Guide, “Online Test Administration” available under “Program Materials” on the LAUSD Assessment Center.

- B. Teachers have options for scoring the Progress-Monitoring assessments.
1. Students can record their answers on generic CoreK12 answer sheets especially designed for the Progress-Monitoring assessments. The correct student District ID must be bubbled in, as well as the Assessment Code assigned for that particular Progress-Monitoring assessment. Teachers collect the answer sheets and place them in a poly bag for scanning **via LAUSD School Mail**. The poly bags must be placed in the white plastic return envelopes packed with each box of student answer sheets. The return envelopes are labeled:

“To: LAUSD Mail Unit LAUSD Periodic Assessments”

2. These envelopes should be placed in the school’s regular canvas mailbag for regular school mail unit pick-up.
3. As detailed above, if students use the ac.corek12.com option for online administration, student data is automatically corrected and uploaded.
4. Teachers can also use the Online Scoring option for entering student responses. Please reference the Online Scoring Quick Guide (found under “Program Materials” on the LAUSD Assessment Center platform) for detailed explanation of the procedure.
5. Some schools may have a Scanner that can be networked to the CoreK12 Assessment Center. A forthcoming Reference Guide for this option will explain the technical requirements. Please check the Periodic Assessment homepage on lausd.net for updates on this Reference Guide.
6. Teachers also have the option of scoring these Progress-Monitoring assessments on the student’s paper copy and recording the results in their grade book, without using any of the above options. Keep in mind, whatever option is used, no data is captured for analysis beyond the school level for any of the Progress-Monitoring assessments tied to Periodic Assessment standards.

IV. REPORTING

- A. The Item Response Report under the “Progress-Monitoring” Portal will detail student success on all such assessments taken. Teachers will see a complete record of the administered assessments, identified by the Standard name or the name provided by the teacher in the case of “Teacher-created assessments”.
- B. Administrator-level users have the ability to create or select a Progress-



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Monitoring assessment and assign it to a group of teachers/classrooms (“School-created assessments”).

C. Bi-weekly Participation reports will be created that detail the number of Progress-Monitoring assessments assigned to classes/students.

V. MATERIALS

A. No materials will be sent to schools other than generic progress-monitoring answer sheets which will be shipped in October (tentative). To order more generic answer sheets, call the CoreK12 HelpDesk (look under Assistance below for contact information).

VI. RELATED RESOURCES

- A. *Professional Development Guide to Accompany the Comparability Charts* (available online “*Inside LAUSD; Periodic Assessment*” webpage)
 - “Comparability Charts” are available that display the alignment between standards measured on the California Standards Tests (CST) and the District’s *Periodic Assessments* (available online “*Inside LAUSD, Periodic Assessment*” webpage)
- B. [REF-5198 2010-2011 Elementary Math Periodic Assessment Reference Guide](#)
- C. [REF-5199 2010-2011 Elementary Science Periodic Assessment Reference Guide](#)
- D. [REF-5200 2010-2011 Secondary Math Periodic Assessment Reference Guide](#)
- E. [REF-5202 2010-2011 Secondary Science Periodic Assessment Reference Guide](#)
- F. [REF-5203 2010-2011 Secondary History/Social Science Periodic Assessment Reference Guide](#)
- G. [REF-5201 2010-2011 Secondary English/Language Arts Periodic Assessment Reference Guide](#)

VII. ASSISTANCE

Below are resources you may contact for assistance:

Issue	Contact
Missing or incorrect assessment materials	<ul style="list-style-type: none"> • Call CoreK12 help desk at 888-745-7737 o • Send e-mail to CoreK12 at: helpme@corek12.com
Questions about online score reports	<ul style="list-style-type: none"> • Call CoreK12 help desk at 888-745-7737 o • Send e-mail to CoreK12 at:



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	helpme@corek12.com
User name or password information	<ul style="list-style-type: none">• Call ITD Service Desk at: 213-241-5200 or• Send e-mail to the ITD Service Desk at http://techsupport.lausd.net/webform.htm
Questions about program administration	<ul style="list-style-type: none">• Call the <i>Periodic Assessment</i> Unit at: 213-241-6873• Access web resources through Inside LAUSD: click on the “Periodic Assessment link” under “Resources & Applications”
Questions about assessment content	Contact the respective instructional division by calling the Office of Curriculum, Instruction, and School Support at (213) 241-5333.
Decision Support System (DSS)	<ul style="list-style-type: none">• Visit the DSS pages on Inside LAUSD by following the link in the “Resources & Applications” box• Call DSS at 213-241-3014