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## **Title 5. EDUCATION**

### **Division 1. California Department of Education**

#### **Chapter 2. Pupils**

#### **Subchapter 3.75. Standardized Testing and Reporting Program California Assessment of Student Performance and Progress (CAASPP)**

#### **Article 1. General**

#### **§ 850. Definitions.**

For the purposes of the Standardized Testing and Reporting (STAR) Program, the following terms shall have the following meanings unless the context indicates otherwise:

(a) “Accommodations” means any variation in the assessment environment or process that does not fundamentally alter what the test measures or affect the comparability of scores.

(b) “Administration period” means one of multiple test administration periods used by school districts with schools or programs on non-traditional calendars that begin and complete the school year at various times and have staggered vacation periods to ensure that all pupils are tested at approximately the same point in the instructional year.

(c) “Alternate assessment” means an assessment as provided in Education Code section 60640(e) and its test materials developed to measure the degree to which pupils with exceptional needs who are unable to take the California Standards Tests (CSTs) even with accommodations or modifications are achieving the state content standards. The alternate assessments for the STAR Program are the California Alternate Performance Assessment and the California Modified Assessment (CMA). The student shall not be allowed to take both the California Alternate Performance Assessment (CAPA) and the California Modified Assessment (CMA). Students shall take CAPA in all subject areas, CSTs in all subject areas, CMA in all subject areas, or a

1 combination of CSTs and CMA in the subject areas being assessed.

2 (d) ~~“Alternate performance assessment” means an alternate assessment as~~  
3 ~~provided in Education Code section 60640(e) and its test materials for pupils with~~  
4 ~~significant cognitive disabilities. The alternate performance assessment for the STAR~~  
5 ~~Program is the California Alternate Performance Assessment.~~

6 (e) ~~“California Alternate Performance Assessment (CAPA)” is the alternate~~  
7 ~~assessment as provided in Education Code section 60640(e) and its test materials for~~  
8 ~~pupils with significant cognitive disabilities.~~

9 (f) ~~“California Modified Assessment (CMA)” is the alternate assessment based on~~  
10 ~~modified achievement standards as provided in Education Code section 60640(e) and~~  
11 ~~its test materials.~~

12 (g) ~~“California Standards Tests (CSTs)” means an assessment as provided in~~  
13 ~~Education Code section 60642.5 and its test materials that measures the degree to~~  
14 ~~which pupils are achieving the state content standards.~~

15 (h) ~~“CDE” means the California Department of Education.~~

16 (i) ~~“Eligible pupil” is any pupil who is not otherwise exempted pursuant to Education~~  
17 ~~Code section 60615.~~

18 (1) ~~For the primary language test, an eligible pupil is an English learner in grades 2~~  
19 ~~to 11, inclusive, with a primary language for which a test is required or optional~~  
20 ~~pursuant to Education Code section 60640.~~

21 (2) ~~For the California Alternate Performance Assessment, an eligible pupil is any~~  
22 ~~pupil in grades 2 to 11, inclusive, who has an individualized education program (IEP)~~  
23 ~~that designates the use of the alternate performance assessment and is unable to take~~  
24 ~~the CSTs even with accommodations or modifications.~~

25 (3) ~~For the CMA, an eligible pupil is any pupil in grades 3 to 11, inclusive, who has~~  
26 ~~an IEP, meets the State Board of Education (SBE)-adopted eligibility criteria described~~  
27 ~~in paragraphs (A) through (E) below, and whose IEP designates the use of the modified~~  
28 ~~assessment in one or more content areas. The SBE-adopted eligibility criteria for~~  
29 ~~guiding IEP teams in making decisions about which students with disabilities may~~  
30 ~~participate in the CMA are based, in part, on Title 34 of the Code of Federal~~

1 ~~Regulations, Part 200, Title 1, Improving the Academic Achievement of the~~  
2 ~~Disadvantaged. Those criteria are as follows:~~

3 ~~(A) Previous Participation.~~

4 ~~1. CSTs. The student shall have taken the CST in a previous year and scored~~  
5 ~~Below Basic or Far Below Basic in the subject area being assessed by the CMA and~~  
6 ~~may have taken the CSTs with modifications; or~~

7 ~~2. CAPA. The student shall have taken the CAPA Level II-V in two previous years~~  
8 ~~and received a performance level of either Proficient or Advanced. The student shall~~  
9 ~~not be allowed to take both the CAPA and CMA.~~

10 ~~(B) Progress Based on Multiple Measures and Objective Evidence. The student's~~  
11 ~~disability has precluded the student from achieving grade-level proficiency, as~~  
12 ~~demonstrated by such objective evidence as the student's performance on the CSTs~~  
13 ~~and other assessments that can validly document academic achievement within the~~  
14 ~~year covered by the student's IEP plan. The determination of the student's progress~~  
15 ~~must be based on multiple measurements, over a period of time, that are valid for the~~  
16 ~~subjects being assessed. The student will not receive a proficient score on the CSTs~~  
17 ~~(even with provision of accommodations) based on evidence from multiple, valid, and~~  
18 ~~objective measures of student progress (or lack of progress).~~

19 ~~(C) Response to Appropriate Instruction.~~

20 ~~1. The student's progress to date in response to appropriate grade-level instruction,~~  
21 ~~including special education and related services designed to address the student's~~  
22 ~~individual needs, is such that, even if significant growth occurs, the IEP team is~~  
23 ~~reasonably certain that the student will not achieve grade-level proficiency within the~~  
24 ~~year covered by the student's IEP plan.~~

25 ~~2. The student who is assessed with the CMA has access to the curriculum,~~  
26 ~~including instruction and materials for the grade in which the student is enrolled.~~

27 ~~3. The student's IEP includes grade-level California content standards-based goals~~  
28 ~~and support in the classroom for a subject or subjects assessed by the CMA.~~

29 ~~4. The student has received special education and related services to support~~  
30 ~~access to and progress in the general curriculum in which the student is enrolled.~~

1       ~~5. The IEP team has determined that the student will not achieve grade-level~~  
2       ~~proficiency even with instructional intervention.~~

3       ~~(D) High School Diploma. The student who takes alternate assessments based on~~  
4       ~~modified academic achievement standards is not precluded from attempting to~~  
5       ~~complete requirements as defined by the State for a regular high school diploma.~~

6       ~~(E) Parents Are Informed. Parents of the students selected to be assessed with the~~  
7       ~~CMA are informed that their child's achievement will be measured based on modified~~  
8       ~~achievement standards.~~

9       ~~(j) "Grade" means the grade assigned to the pupil by the school district at the time~~  
10       ~~of testing.~~

11       ~~(k) "Modification" means any variation in the assessment environment or process~~  
12       ~~that fundamentally alters what the test measures or affects the comparability of scores.~~

13       ~~(l) "Modified assessment" means an alternate assessment based on modified~~  
14       ~~achievement standards as provided in Education Code section 60640(e) and its test~~  
15       ~~materials. The modified assessment for the STAR Program is the CMA.~~

16       ~~(m) "Nonpublic schools (NPS)" are nonpublic, nonsectarian schools as set forth in~~  
17       ~~California Education Code section 56034.~~

18       ~~(n) "Primary language test" means an assessment as provided in Education Code~~  
19       ~~sections 60640(f)(1) and (2) and 60640(g) and its test materials in each primary~~  
20       ~~language for which a test is available for English learners. The primary language test~~  
21       ~~for the STAR Program is the Standards-based Tests in Spanish.~~

22       ~~(o) "School districts" includes elementary, high school, and unified school districts;~~  
23       ~~county offices of education; any charter school that for assessment purposes does not~~  
24       ~~elect to be part of the school district or county office of education that granted the~~  
25       ~~charter; any statewide benefit charter; and any other charter school chartered by the~~  
26       ~~SBE.~~

27       ~~(p) "Scribe" is an employee of the school district, or a person assigned by a~~  
28       ~~nonpublic school to implement a pupil's IEP who has signed a STAR Test Security~~  
29       ~~Affidavit and is required to transcribe a pupil's responses to the format required by the~~  
30       ~~test. A pupil's parent or guardian is not eligible to be the pupil's scribe.~~

31       ~~(q) A "significant medical emergency" is a significant accident, trauma, or illness~~

1 ~~(mental or physical) that precludes a pupil in grades 2 to 11, inclusive, from taking the~~  
2 ~~standards-based achievement tests. An accident, trauma, or illness is significant if the~~  
3 ~~pupil has been determined by a licensed physician to be unable to participate in the~~  
4 ~~tests.~~

5 ~~(r) "Standards-based achievement tests" means an assessment that measures the~~  
6 ~~degree to which pupils are achieving the state content standards as provided in~~  
7 ~~Education Code sections 60640(e) alternate assessment(s), Education Code section~~  
8 ~~60642.5 CSTs and its test materials, and Education Code section 60640(f)(3)~~  
9 ~~Standards-based Tests in Spanish, and its test materials. The STAR Program alternate~~  
10 ~~assessments, the California Alternate Performance Assessment and the CMA, are~~  
11 ~~standards-based achievement tests.~~

12 ~~(s) "Standards-based Tests in Spanish" is the standards-based achievement test as~~  
13 ~~provided in Education Code section 60640(f)(3), and its test materials, that is~~  
14 ~~administered as the primary language test as provided in Education Code sections~~  
15 ~~60640(f) and (g) for pupils whose primary language is Spanish.~~

16 ~~(t) "Test examiner" is an employee or contractor of a school district or a non-public~~  
17 ~~school who has been trained to administer the tests and has signed a STAR Test~~  
18 ~~Security Affidavit. For the alternate performance assessment, the test examiner must~~  
19 ~~be a certificated or licensed school, district, or county staff member.~~

20 ~~(u) "Test materials" include administration manuals, administrative materials, test~~  
21 ~~booklets, practice tests, and test answer documents provided as part of the~~  
22 ~~administration of the STAR Program assessments.~~

23 ~~(v) "Test proctor" is an employee of a school district, or a person assigned by a~~  
24 ~~nonpublic school to implement a pupil's IEP, who has signed a STAR Test Security~~  
25 ~~Affidavit and has received training designed to prepare him or her to assist the test~~  
26 ~~examiner in the administration of tests within the STAR Program.~~

27 ~~(w) "Translator" is a person who has been assigned to translate the test directions~~  
28 ~~into the pupil's primary language pursuant to section 853.5(f), who has signed a Test~~  
29 ~~Security Affidavit as identified in section 859(d), and who has received training~~  
30 ~~specifically designed to prepare him or her to assist the test examiner in the~~

administration of the STAR Program assessments. A pupil's parent or guardian is not eligible to be the pupil's translator. A translator must be:

- (1) an employee of the school district;
- (2) an employee of the nonpublic school; or
- (3) supervised by an employee of the school district or an employee of the nonpublic school.

(x) "Variation" means a change in the manner in which a test is presented or administered, or in how a test taker is allowed to respond, and includes, but is not limited to, accommodations and modifications.

(y) "Writing portion of the English-language arts tests" is the performance component of the standards-based achievement tests.

For the purposes of these regulations, the Measurement of Academic Performance and Progress assessment system (as established in Education Code section 60640 and known as "MAPP") shall be designated the California Assessment of Student Performance and Progress (CAASPP), and the following terms shall have the following meanings:

(a) "Accommodations" means **supports resources** documented in a pupil's individualized education program (IEP) or Section 504 Plan **which the pupil regularly uses in the classroom for instruction and/or assessments(s) and** that are either utilized in the assessment environment or consist of changes in procedures or materials that increase equitable access during the assessment. **and that do not Accommodations cannot** fundamentally alter the comparability of scores.

**(b) "Accessibility supports" means supports that may or may not (because they have not been previously identified) invalidate the measurement of the test; these supports are not universal tools, designated supports, or accommodations (e.g., read-a-loud of passages in grades 3 through 5). An LEA shall notify the CDE in writing prior to the use of the accessibility support(s).**

**(b)(e) "Achievement tests" means any summative standardized test that measures the level of performance that a pupil has achieved on state-adopted content standards.**

**(c) "Adaptive engine" refers to the mechanism utilized in a computer-adaptive assessment that adjusts the difficulty of grade-level test questions throughout**

1 **an assessment based on student responses.**

2 **(d) "Alternate assessment" means an assessment as provided in Education Code**  
3 **section 60640(k) and its test materials developed to measure the level of performance**  
4 **for a pupil with disabilities who is unable to take the consortium summative assessment**  
5 **in English language arts and mathematics pursuant to Education Code section**  
6 **60640(b)(1) or are unable to take an assessment of science pursuant to Education**  
7 **Code section 60640(b)(2), even with accommodations resources.**

8 **(e) "Assessment delivery system" means a set of web applications that**  
9 **manage the registration of pupils for tests, the delivery of those tests to the**  
10 **pupils, scoring of test items, integration of item scores into an overall test score,**  
11 **and delivery of scores to the Data Warehouse.**

12 **(f)(e) "Assessment technology platform" means the electronic systems used to**  
13 **display items, accept item responses, store, deliver, score the tests and restrict access**  
14 **to outside sources, as well as report and manage assessment results. Testing**  
15 **Assessment** technology includes, but is not limited to, computing devices, testing  
16 software applications, network hardware, and other technology required to administer  
17 the tests.

18 **(g)(f) "California Alternate Performance Assessment (CAPA)" is the alternate**  
19 **assessment and its test materials as provided in Education Code section 60640(k) for**  
20 **pupils with significant cognitive disabilities.**

21 **(h)(g) "California Modified Assessment (CMA)" is the alternate assessment and its**  
22 **test materials for science based on modified achievement standards.**

23 **(i)(h) "California Standards Tests (CSTs)" is the assessment and its test materials**  
24 **that measure the degree to which pupils are achieving the state content standards**  
25 **pursuant to Education Code section 60605.**

26 **(i) "Computer-based tests (CBTs)" means tests administered using an**  
27 **electronic computing device.**

28 **(j) "Data Warehouse" means a comprehensive storehouse of all Smarter**  
29 **Balanced test registrations and results and a system to generate reports on, or**  
30 **extracts of, that data.**

31 **(k)(j) "Designated supports" are features resources which the pupil regularly**

uses in the classroom for instruction and/or assessment(s) and that are available for use by any pupil for whom the need has been indicated, prior to the assessment administration, by an educator or group of educators **or specified in a pupil's IEP or Section 504 Plan.**

~~(l)(k)~~ "Eligible pupil," with the exception of subdivisions (1) through (3) below, is any pupil **taking an assessment pursuant to Education Code section 60640**, who is not exempt from participation in assessments pursuant to Education Code section 60615 or who is not a recently arrived English learner pupil exempt from participating in the English Language Arts assessment pursuant to Education Code section 60640(f)(1).

(1) For the primary language test, an eligible pupil is an English learner with a primary language for which a test is optional pursuant to Education Code section 60640.

(2) For CAPA, an eligible pupil is any pupil in grades 2 through 11, inclusive, who has an IEP that designates the use of the alternate assessment.

(3) For the CMA, an eligible pupil is any pupil in grades 5, 8, or 10, who has an IEP that designates the use of the modified assessment in science.

~~(m)(l)~~ "Embedded" means a **support resource**, whether a universal tool, designated support, or accommodation, that is part of the assessment technology platform for the computer-**based administered** CAASPP tests.

~~(n)(m)~~ "Grade" means the grade in which the pupil is enrolled at the time of testing, as determined by the local educational agency.

**(o) "Individualized aid" means a type of resource that a pupil regularly uses in a classroom for instruction and/or assessment that has not been previously identified as a universal tool, designated support or accommodation. Because an individualized aid has not been previously identified as a universal tool, designated support or accommodation, it may or may not invalidate the measurement of the test(s).**

**(p)(n)** "Local educational agency (LEA)" means a county office of education, school district, state special school, or direct-funded charter school as described in Education Code section 47651. **LEA superintendent, for purposes of these regulations, includes an administrator of a direct-funded charter school.**



1 ~~(q)(e)~~ “Non-embedded” means a **support resource**, whether a universal tool,  
2 designated support, or accommodation, that may be provided by the LEA and is not  
3 part of the assessment technology platform for the computer-based administered  
4 CAASPP tests.

5 ~~(r)(p)~~ “Nonpublic schools (NPS)” are nonpublic, nonsectarian schools as set forth in  
6 Education Code section 56034.

7 ~~(s)(q)~~ “Primary language test” means a test as provided in Education Code sections  
8 60640(b) and (c) and its test materials in each primary language for which a test is  
9 available for English learners. The primary language test is the Standards-based Tests  
10 in Spanish (STS).

11 ~~(t)~~ “Pupil” refers to a student enrolled in a California public school.

12 ~~(u)(r)~~ “Recently arrived English learner” means a pupil designated as an English  
13 learner who is in his or her first 12 months of attending a school in the United States as  
14 specified in Education Code section 60603(v).

15 ~~(v)~~ “Registration system” means the mechanism that provides administrators  
16 with the tools to manage users and pupils participating in CAASPP computer-  
17 based assessments. The engine uses a role-specific design to restrict access to  
18 certain tasks based on the user’s designated role as well as manage pupils’  
19 default test settings, designated supports, and accommodations.

20 ~~(w)~~ “Resource(s)” refers to a universal tool, designated support,  
21 accommodation, and/or an individualized aid.

22 ~~(x)(s)~~ “Scribe” is an employee of the LEA or a person assigned by an NPS to  
23 implement a pupil’s IEP who has signed a CAASPP Test Security Affidavit and **is has**  
24 **received training required** to transcribe a pupil’s responses to the format required by  
25 the test. A pupil’s parent or guardian is not eligible to be the pupil’s scribe.

26 ~~(y)(t)~~ A “significant medical emergency” is a significant accident, trauma, or illness  
27 (mental or physical) that precludes a pupil from taking the achievement tests. An  
28 accident, trauma, or illness is significant if the pupil has been determined by a licensed  
29 physician to be unable to participate in the tests.

30 ~~(z)(u)~~ “Smarter Balanced Assessment Consortium (Smarter Balanced)” is the multi-  
31 state consortium responsible for the development of the English language arts and

1 mathematics summative assessments administered pursuant to Education Code  
2 section 60640(b)(1) and the interim assessments and formative assessment tools  
3 administered pursuant to Education Code section 60642.6.

4 **(aa)(v)** “Standards-based Tests in Spanish (STS)” are the achievement tests and  
5 **its** test materials that are administered **at the option of the LEA** as the primary  
6 language test as provided in Education Code sections 60640(b) and (c) for pupils  
7 whose primary language is Spanish **or to pupils enrolled in a dual immersion**  
8 **program that includes Spanish.**

9 **(ab)** “Streamlining” means an accommodation on a computer-based  
10 **assessment that provides an alternate display of an item, stacked into**  
11 **instructions, stimuli, and response choices.**

12 **(ac)(w)** “Test examiner” is an employee or contractor of an LEA or an NPS who has  
13 **signed a CAASPP Test Security Affidavit and has received been trained training**  
14 to administer the tests ~~and has signed a CAASPP Test Security Affidavit.~~ For **an**  
15 ~~the~~ alternate assessment, the test examiner must be a certificated or licensed school,  
16 district, or county staff member.

17 **(ad)(x)** “Test materials” include, but are not limited to, administration manuals,  
18 administrative materials, test booklets, assessment technology platform, practice tests,  
19 scratch paper, and test answer documents, ~~as part of the administration of the~~  
20 **CAASPP tests.**

21 **(ae)(y)** “Test proctor” is an employee of an LEA, or a person assigned by an NPS to  
22 implement a pupil’s IEP or Section 504 Plan, who has signed a CAASPP Test Security  
23 Affidavit and has received training designed to prepare him or her to assist the test  
24 examiner in the administration of tests **within the CAASPP assessment system.**

25 **(af)(z)** “Translator” is a person who has been assigned to translate the test  
26 directions into the pupil’s primary language pursuant to sections **853.5 and 853.7**, who  
27 has signed a Test Security Affidavit as identified in section 859(d), and who has  
28 received training specifically designed to prepare him or her to assist the test examiner  
29 in the administration of the assessments pursuant to Education Code section 60640. A  
30 pupil’s parent or guardian is not eligible to be the pupil’s translator. A translator must  
31 be:

1 (1) an employee of an LEA;

2 (2) an employee of the NPS; or

3 (3) a person supervised by an employee of an LEA or an employee of the NPS.

4 ~~(ag)(aa)~~ "Universal tools" are resources accessibility features of the CAASPP  
5 tests that are available to all pupils.

6 NOTE: Authority cited: Sections 33031, ~~and~~ 60605 and 60640, Education Code.

7 Reference: Sections 306, 47605, 47605.8, 47651, 56034, 60603, 60604, 60605,  
8 60615, 60640, ~~and~~ 60642.5 and 60642.6, Education Code; 34 C.F.R. Sections  
9 200.1(d), (e) and (f), 300.160; 5 CCR 11967.6.

10  
11 **Article 2. ~~Standards-Based Achievement Tests, Alternate Assessments,~~**  
12 **~~and Any Primary Language Test~~**

13 **§ 851. Pupil Testing.**

14 (a) ~~School districts~~ LEAs shall administer the ~~standards-based~~ achievement tests  
15 and may administer the primary language test, ~~if any, pursuant to Education Code~~  
16 section 60640 to each eligible pupil enrolled in ~~a school district~~ an LEA on the date  
17 testing begins in the pupil's school or ~~school district~~ LEA.

18 (b) No later than start of the 2014-2015 school year, for the purposes of the  
19 CAASPP assessment system, a charter school which is not **an LEA as defined in**  
20 **direct-funded pursuant to** Education Code section **60603(o) 47651** shall test with,  
21 **and** dependent on, the LEA that granted the charter or was designated the oversight  
22 agency by the **local governing board State Board of Education (SBE).**

23 ~~(c)(b)~~ School districts LEAs shall make ~~whatever~~ arrangements are necessary to for  
24 the testing of all eligible pupils in alternative education programs or programs  
25 conducted off campus, including, but not limited to, non-classroom based programs,  
26 continuation schools, independent study, community day schools, county community  
27 schools, juvenile court schools, or ~~nonpublic schools~~ NPSs.

28 ~~(d)(e)~~ No test may be administered in a home or hospital except by a test examiner.  
29 No test shall be administered to a pupil by the parent or guardian of that pupil. This  
30 subdivision does not prevent classroom aides from assisting in the administration of the  
31 test under the supervision of a test examiner, provided that the classroom aide does

not assist his or her own child, and that the classroom aide signs a security affidavit.

NOTE: Authority cited: Sections 33031, ~~and 60605~~ and 60640, Education Code.

Reference: Sections 47651, 48645.1, 60603, 60605 and 60640, Education Code.

## **§ 852. Pupil Exemptions.**

(a) Each year the LEA shall notify parents or guardians of their pupil's participation in the CAASPP assessment system in accordance with Education Code section 60604.

(b) The notification to parents or guardians, as defined in subdivision (a), shall include a notice of the provisions outlined in Education Code section 60615.

(c) A parent or guardian may annually submit to the school a written request to excuse his or her child from any or all parts of any test provided pursuant to Education Code section 60640 for the school year. If a parent or 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 or guardian and included in the pupil's records. ~~A school district~~ An LEA and its employees may discuss the ~~STAR Program~~ CAASPP assessment system with parents and may inform parents of the availability of exemptions under Education Code section 60615. ~~The school district~~ LEA and its employees shall not solicit or encourage any written exemption request on behalf of any child or group of children.

NOTE: Authority cited: Sections 33031 and 60640 ~~60605~~, Education Code. Reference: Sections 60604, 60605, 60607, 60612, 60615, 60640 and 60641, Education Code.

## **§ 853. Administration.**

~~(a) The standards-based achievement tests and the primary language test, if any, CAASPP tests pursuant to Education Code section 60640 shall be administered, scored, transmitted, and/or returned by school districts~~ LEAs in accordance with the manuals or other instructions provided by the contractor or CDE for administering, scoring, transmitting, and/or returning the tests, unless specifically provided otherwise in this subchapter, including instructions for administering the test with ~~variations, accommodations, and modifications~~ universal tools, designated supports, and accommodations specified in sections 853.5 and 853.7. The procedures shall include,

but are not limited to, those designed to ensure the uniform and standardized administration, and scoring of the tests to pupils, the security and integrity of the test content and test items, and the timely provision of all required pupil and school level information.

**(b) The primary mode of administration of a CAASPP test shall be via a computing device, the use of an assessment technology platform, and the adaptive engine.**

~~(c)(b)~~ If available, an LEA may utilize a paper-pencil version of any **CBT computer-based assessment (CBA)** of the CAASPP assessment system, in accordance with Education Code section 60640(e), **and** if the LEA identifies the pupils that are unable to access the **CBT CBA** version of the test.

~~(d)(e)~~ Interim assessments and formative assessment tools shall be made available to LEA(s) for use **during the school year**. Use of interim assessments and formative assessment tools shall not be considered advance preparation for a CAASPP test as defined in Education Code section 60611. LEAs that use interim assessments and/or formative assessment tools shall abide by the consortium/contractor(s) administration and use requirements. Any scoring of any performance tasks for the interim **assessment and formative assessment tools** is the responsibility of the LEA.

NOTE: Authority cited: Sections 42004, 33031 and 60640 ~~60605~~, Education Code.  
Reference: Sections **60602.5**, 60603, 60605, 60611, and 60640 and 60642.6, Education Code.

#### **§ 853.5. Use of Universal Tools, Designated Supports, and Variations, Accommodations, and Modifications.**

~~(a) School districts may provide all pupils the following variations on the CSTs, the CMA, and the Standards-based Tests in Spanish:~~

~~(1) have test directions simplified or clarified.~~

~~(2) write in test booklets; for example, underlining, highlighting, or working math problems. Tests booklets for grades 2 and 3 must have any marks other than those in response circles erased or pupil responses must be transcribed into new test booklet(s) by a school, school district, or nonpublic school employee who has signed the STAR Test Security Affidavit to ensure that the tests can be scored.~~

1       ~~(3) test in a small group setting.~~

2       ~~(4) have as much time as needed within a single sitting to complete a test or test~~  
3 ~~part on the standards-based achievement tests.~~

4       ~~(b) School districts may provide all pupils the following testing variations on the~~  
5 ~~GSTs, the CMA, and the Standards-based Tests in Spanish if regularly used in the~~  
6 ~~classroom:~~

7       ~~(1) special or adaptive furniture.~~

8       ~~(2) special lighting, special acoustics, noise-canceling devices, visual magnifying~~  
9 ~~equipment or audio amplification equipment.~~

10       ~~(3) an individual carrel or study enclosure.~~

11       ~~(4) test individually in a separate room provided that an employee of the school,~~  
12 ~~school district, or nonpublic school, who has signed the STAR Test Security Affidavit,~~  
13 ~~directly supervises the pupil.~~

14       ~~(5) colored overlay, mask, or other means to maintain visual attention to the test or~~  
15 ~~test questions.~~

16       ~~(6) Manually Coded English or American Sign Language to present directions for~~  
17 ~~administration.~~

18       ~~(c) Eligible pupils with disabilities who have an IEP and pupils with a Section 504~~  
19 ~~Plan shall be permitted the following presentation, response, or setting~~  
20 ~~accommodations on the GSTs, the CMA, and the Standards-based Tests in Spanish, if~~  
21 ~~specified in the eligible pupil's IEP or Section 504 Plan:~~

22       ~~(1) large print versions.~~

23       ~~(2) test items enlarged if the font size is larger than that used on large print versions~~  
24 ~~is required.~~

25       ~~(3) Braille transcriptions provided by the test contractor.~~

26       ~~(4) audio or oral presentation of the mathematics, science, or history-social science~~  
27 ~~tests.~~

28       ~~(5) Manually Coded English or American Sign Language to present test questions~~  
29 ~~on the mathematics, science, or history-social science tests.~~

~~(6) for grades 4 to 11 responses marked in test booklet and transferred to the answer document by a school, school district, or nonpublic school employee who has signed the STAR Test Security Affidavit.~~

~~(7) responses dictated orally, in Manually Coded English or American Sign Language to a scribe for selected response items (e.g., multiple-choice test questions).~~

~~(8) responses dictated to a scribe, audio recorder, or speech to text converter on the writing portion of the English-language arts tests, and the pupil indicates all spelling and language conventions.~~

~~(9) use of word processing software with spell and grammar check tools turned off on the writing portion of the English-language arts tests.~~

~~(10) use of an assistive device that does not interfere with the independent work of the student on the multiple-choice or writing portion of the test.~~

~~(11) supervised breaks within a section of the test.~~

~~(12) administration of the test at the most beneficial time of day to the pupil.~~

~~(13) administration of any test or test part to be given in a single sitting over more than one day except for the writing portion of the English-language arts tests.~~

~~(14) test administered by a test examiner to a pupil at home or in the hospital.~~

~~(15) audio or oral presentation of any prompts or passages present in the STAR writing portion of the English-language arts tests.~~

~~(16) Manually Coded English or American Sign Language to present any prompts or passages present in the STAR writing portion of the English-language arts tests.~~

~~(d) In addition to the accommodations set forth in section 853.5(c), a pupil who is eligible to take the CMA as defined in section 850(f), shall be permitted the following presentation, response, or setting accommodations on the CMA if specified in the eligible pupil's IEP:~~

~~(1) audio or oral presentation of test questions and answer options on the multiple-choice portion of the English-language arts tests.~~

~~(2) Manually Coded English or American Sign Language to present test questions on the multiple-choice portion of the English-language arts tests.~~

~~(3) use of a calculator on the mathematics test in grade 5.~~

~~(4) use of manipulatives on the mathematics and science tests.~~

~~(e) Eligible pupils with disabilities shall be permitted the following modifications on the CSTs and the Standards-based Tests in Spanish if specified in the eligible pupil's IEP or Section 504 Plan:~~

~~(1) calculators, arithmetic tables, and formulas or mathematics manipulatives not provided in the test materials on the mathematics or science tests.~~

~~(2) audio or oral presentation of the multiple-choice portion of the English-language arts tests.~~

~~(3) Manually Coded English or American Sign Language to present test questions on the multiple-choice portion of the English-language arts tests.~~

~~(4) spellcheckers, grammar checkers, or word processing software programs that check or correct spelling and/or grammar on the writing portion of the English-language arts tests.~~

~~(5) mechanical or electronic devices or other assistive devices that are not used solely to record the pupil's responses, including, but not limited to, transcribers, scribes, voice recognition or voice to text software, and that identify a potential error in the pupil's response or that correct spelling, grammar or conventions on the writing portion of the English-language arts tests.~~

~~(6) responses dictated orally, in Manually Coded English or American Sign Language to provide an essay response to a scribe and the scribe provides spelling, grammar, and language conventions.~~

~~(7) dictionary.~~

~~(f) If the school district, pupil's IEP team or Section 504 Plan proposes a variation for use on the standards-based achievement tests or the primary language test, if any, that has not been listed in this section, the school district may submit to the CDE for review of the proposed variation.~~

~~(g) Identified English learner pupils shall be permitted the following testing variations if regularly used in the classroom or for assessment:~~

~~(1) Tested in a separate room with other English learners provided that an employee of the school, school district, or nonpublic school, who has signed the Test Security Affidavit, directly supervises the pupil.~~

~~(2) Additional supervised breaks following each section within a test part provided~~



1 ~~that the test section is completed within a testing day. A test section is identified by a~~  
2 ~~“STOP” at the end of it.~~

3 ~~(3) The test directions printed in the test administration manual may be translated~~  
4 ~~into an English learner's primary language. English learners shall have the opportunity~~  
5 ~~to ask clarifying questions about any test directions presented orally in their primary~~  
6 ~~language.~~

7 ~~(4) Access to translation glossaries/word lists for the standards-based achievement~~  
8 ~~tests in mathematics, science, and history-social science (English to primary language).~~  
9 ~~The translation glossaries/word lists are to include only the English word or phrase with~~  
10 ~~the corresponding primary language word or phrase. The glossaries or word lists shall~~  
11 ~~include no definitions, parts of speech, or formulas.~~

12 (a) All pupils ~~(including English learners and students with disabilities)~~ shall be  
13 permitted the following embedded universal tools on the CAASPP tests for English  
14 language arts (including the components of reading, writing, and listening) and  
15 mathematics as specified below:

16 (1) breaks for reading, writing, listening, and mathematics;

17 (2) calculator for specific mathematic items;

18 (3) digital notepad for reading, writing, listening, and mathematics;

19 (4) English dictionary for writing (ELA-performance task – pupil long essay(s) not  
20 short paragraph responses);

21 (5) English glossary for reading, writing, listening, and mathematics;

22 (6) expandable passages for reading, writing, listening, and mathematics;

23 (7) global notes for writing (ELA-performance task – pupils long essay(s) not short  
24 paragraph responses);

25 (8) highlighter for reading, writing, listening, and mathematics;

26 (9) keyboard navigation for reading, writing, listening, and mathematics;

27 (10) mark for review for reading, writing, listening, and mathematics;

28 (11) math tools for specific mathematics items;

29 (12) spell check for specific writing items;

30 (13) strikethrough for reading, writing, listening, and mathematics;

31 (14) writing tools for specific pupil generated responses; or

1 (15) zoom for reading, writing, listening, and mathematics.

2 (b) All pupils ~~(including English learners and students with disabilities)~~ shall be  
3 permitted the following non-embedded universal tools on the CAASPP tests for English  
4 language arts (including the components of reading, writing, and listening),  
5 mathematics, science, and primary language as specified below:

6 (1) breaks;

7 (2) English dictionary for ELA performance task – pupil long essay(s) not short  
8 paragraph responses;

9 (3) scratch paper;

10 (4) thesaurus for ELA performance task – pupil long essay(s) not short paragraph  
11 responses;

12 (5) color overlay for science and primary language test;

13 (6) math tools (i.e., ruler, protractor) for specific mathematics items;

14 (7) simplify or clarify test administration directions (does not apply to test questions);

15 or

16 (8) pupil marks in paper-pencil test booklet (other than responses including  
17 highlighting).

18 (c) All pupils ~~(including English learners and students with disabilities)~~ shall be  
19 permitted the following embedded designated supports, ~~unless otherwise~~  
20 ~~designated~~, when determined for use by an educator or group of educators ~~or~~  
21 **specified in a pupil's IEP or Section 504 Plan** on the CAASPP tests for English  
22 language arts (including the components of reading, writing, and listening) and  
23 mathematics as specified below:

24 (1) color contrast for reading, writing, listening, and mathematics;

25 (2) masking for reading, writing, listening, and mathematics;

26 (3) text-to-speech for writing, listening, mathematics, and reading items **but not**  
27 **reading** passages;

28 (4) translated test directions for mathematics;

29 (5) translations (glossary) for mathematics;

30 (6) translations (stacked) for mathematics; or

31 (7) turn off any universal tool for reading, writing, listening, and mathematics.

(d) All pupils ~~(including English learners and students with disabilities)~~ shall be permitted the following non-embedded designated supports when determined for use by an educator or a group of educators; **or specified in a pupil's IEP or Section 504 Plan** on the CAASPP tests for English language arts (including the components of reading, writing, and listening), mathematics, science, and primary language as specified below:

(1) translated directions for mathematics, science and primary language test;  
(2) bilingual dictionary for writing;  
(3) access to translation glossaries/word lists for science and primary language test;  
(4) color contrast for reading, writing, listening, and mathematics;  
(5) color overlay for reading, writing, listening, and mathematics;  
(6) magnification;  
(7) read aloud for writing, listening, mathematics, and reading items but not reading passages;

(8) scribe for reading, listening, and mathematics;  
(9) separate setting ~~for reading, writing, listening, and mathematics;~~  
(10) translations (glossary) for mathematics, ~~science and primary language test;~~  
**(only for consortium-provided glossaries that correspond to the embedded designated supports in subdivision (c)).**

(11) noise buffers (e.g., individual carrel or study enclosure, or noise-cancelling headphones); ~~or~~

(12) special lighting or acoustics, assistive devices (specific devices may require CAASPP contractor certification), and/or special or adaptive furniture;

**(13) translations (glossary) for science and primary language test; or**

**(14) administration of the test at the most beneficial time of day for the pupil.**

(e) The following embedded accommodations shall be provided on the CAASPP tests for English language arts (including the components of reading, writing, and listening) and mathematics when specified in a pupil's IEP or Section 504 Plan:

(1) American Sign Language for listening and mathematics;  
(2) braille for reading, writing, listening, and mathematics;  
(3) closed captioning for listening; ~~or~~

(4) text-to-speech for reading passages for grades 6 through 8, inclusive, and 11; or  
**(5) streamlining for reading, writing, listening, and mathematics.**

(f) The following non-embedded accommodations shall be provided on the CAASPP tests for English language arts (including the components of reading, writing, and listening), mathematics, science, and primary language when specified in a pupil's IEP or Section 504 Plan:

(1) read aloud for primary language test;

(2) American Sign Language for listening, mathematics, and science;

(3) braille for paper-pencil tests;

(4) abacus for mathematics and science;

(5) alternate response options for reading, writing, listening, and mathematics;

(6) calculator for specific mathematics items;

(7) multiplication table for mathematics beginning in grade 4;

(8) print on demand for reading, writing, listening, and mathematics;

(9) read aloud for reading passages in grades 6 through 8, inclusive, and grade 11; blind pupils in grades 3 through 8, inclusive, and grade 11 who do not yet have adequate braille skills;

(10) scribe for writing, science, and primary language test;

(11) speech-to-text; or

(12) large-print version of a paper-pencil test;

**(13) separate setting for science and primary language test; or**

**(14) administration of the test at the most beneficial time of day to the pupil.**

(g) An LEA may submit a request in writing to the CDE, prior to the administration of a CAASPP test for approval for the use of an **accessibility support individualized aid**. The LEA CAASPP coordinator or the CAASPP test site coordinator shall make the request on behalf of the LEA ten business days prior to the pupil's first day of CAASPP testing. The CDE shall respond to the request within four business days from the date of receipt of the written request. Written requests must include:

(1) LEA name and CDS code;

(2) school/test site and school code;

(3) school/test site address, city, and zip code;

(4) LEA CAASPP coordinator name, phone number, and email address;

(5) CAASPP test site coordinator name, phone number, and email address;

(6) school/test site testing window dates;

(7) SSID(s) for the pupil(s) for which the **accessibility support individualized aid** is being requested;

(8) CAASPP test and grade; and

(9) the **accessibility support individualized aid** being requested.

(h) **Accessibility supports Individualized aids** that change the construct being measured by a CAASPP test invalidate the test score and results in a score that cannot be compared with other CAASPP results. Scores for pupils' tests with **accessibility supports individualized aids** that change the construct being measured by a CAASPP test will not be counted as participating in statewide testing (and impacts the accountability participation rate indicator) but pupils will still receive individual score reports with their actual score. The following non-embedded **accessibility supports individualized aids** have been determined to change the construct being measured on the CAASPP tests for English language arts (including the components for reading, writing, and listening), mathematics, science, and primary language and are specified below, but not limited to:

(1) English dictionary for reading, listening, mathematics, science, and primary language;

(2) thesaurus for reading, listening, mathematics, science and primary language;

(3) translated test directions for reading, writing, or listening;

(4) bilingual dictionary for reading, listening, mathematics, science and primary language;

(5) translations (glossary) for reading, writing, and listening;

(6) read aloud for reading passages in grades 3, 4, and 5;

(7) American Sign Language for reading passages in grades 3, 4, and 5 and reading passages for primary language;

(8) calculator for non-specified mathematics items or science;

(9) math tools (i.e., ruler, protractor) for non-specified mathematics items; and

(10) multiplication table for mathematics in grade 3.

**(i) If a consortium (in which California is a participant) approves of a universal tool(s), designated support(s), and/or accommodation(s) not listed in subdivisions (a) through (f), the CDE shall allow its use.**

NOTE: Authority cited: Sections 42004, 33031, and 60605 and 60640, Education Code.  
Reference: Sections 60605 and 60640, Education Code; 34 C.F.R. Sections 200.1 and 300.160(b).

**§ 853.7. Use of Designated Supports for English Learners.**

**(a) An English learner (EL) shall be permitted the following embedded designated supports, when determined for use by an educator or group of educators, who may seek input from a parent(s) or guardian(s), on the CAASPP tests for English language arts (including the components of reading, writing, and listening) and mathematics as specified below:**

**(1) color contrast for reading, writing, listening, and mathematics;**

**(2) masking for reading, writing, listening, and mathematics;**

**(3) text-to-speech for writing, listening, mathematics and reading items, but not passages;**

**(4) translated test directions for mathematics;**

**(5) translations (glossary) for mathematics;**

**(6) translations (stacked) for mathematics; or**

**(7) turn off any universal tool for reading, writing, listening, and mathematics.**

**(b) An EL shall be permitted the following non-embedded designated supports when determined for use by an educator or a group of educators, who may seek input from a parent(s) or guardian(s), on the CAASPP tests for English language arts (including the components of reading, writing, and listening), mathematics, science, and primary language as specified below:**

**(1) translated directions for mathematics, science and primary language test;**

**(2) bilingual dictionary for writing;**

**(3) access to translation glossaries/word lists for science and primary language test;**

**(4) color contrast for reading, writing, listening, and mathematics;**

1 (5) color overlay for reading, writing, listening, and mathematics;

2 (6) magnification;

3 (7) read aloud for writing, listening, mathematics, and reading items but not  
4 reading passages;

5 (8) scribe for reading, listening, and mathematics;

6 (9) separate setting;

7 (10) translations (glossary) for mathematics (only for consortium-provided  
8 glossaries that correspond to the embedded designated supports in subdivision  
9 (a));

10 (11) noise buffers (e.g., individual carrel or study enclosure, or noise-  
11 cancelling headphones);

12 (12) special lighting or acoustics, assistive devices (specific devices may  
13 require CAASPP contractor certification), and/or special or adaptive furniture;

14 (13) translations (glossary) for science and primary language test; or

15 (14) administration of the test at the most beneficial time of day for the pupil.

16 NOTE: Sections 33031, 60605 and 60640, Education Code. Reference: Sections  
17 306, 60605 and 60640, Education Code; 34 C.F.R. Section 200.2.

18  
19 **§ 854. Advance Preparation for the Tests. [REPEALED]**

20 ~~(a) Except for materials specifically provided by the CDE or its agents, no program~~  
21 ~~or materials shall be used by any school district or employee of a school district that are~~  
22 ~~specifically formulated or intended to prepare pupils for the standards-based~~  
23 ~~achievement tests, or the primary language test, if any. No administration or use of an~~  
24 ~~alternate or parallel form shall be used as practice for any pupils.~~

25 ~~(b) Practice tests provided by the contractor as part of the standards-based~~  
26 ~~achievement tests and the primary language test, if any, for the limited purpose of~~  
27 ~~familiarizing pupils with the use of scannable test booklets or answer sheets and the~~  
28 ~~format of test items are not subject to the prohibition of subdivision (a).~~

29 NOTE: Authority cited: Sections 33031 and 60605, Education Code. Reference:  
30 Sections 60605, 60611 and 60640, Education Code.

1   **§ 855. Testing Period.**

2       ~~(a)(1) The standards-based achievement tests and the primary language test, if~~  
3   ~~any, except as specified below shall be administered to each pupil during a testing~~  
4   ~~window of 25 instructional days that includes 12 instructional days before and after~~  
5   ~~completion of 85% of the school's, track's, or program's instructional days. Testing for~~  
6   ~~all pupils, including makeup testing, is to be completed within this 25 instructional day~~  
7   ~~window.~~

8       ~~(2) Each school district shall provide for at least two makeup days of testing for~~  
9   ~~pupils who were absent during the period in which any school administered the~~  
10   ~~standards-based achievement tests and the primary language test, if any. All makeup~~  
11   ~~testing shall occur within five instructional days of the last date that the school district~~  
12   ~~administered the tests but not later than the end of the 25 instructional day period~~  
13   ~~established in subdivision (a)(1).~~

14       ~~(3) A school district with schools operating on a multitrack year round schedule may~~  
15   ~~submit a request to the contractor to begin testing no earlier than the fourth Monday in~~  
16   ~~February.~~

17       ~~(b) The writing portion of the English-language arts tests shall be administered to~~  
18   ~~each eligible pupil only on the day(s) specified annually by the State Superintendent of~~  
19   ~~Public Instruction. An eligible pupil for purposes of the writing portion is a pupil taking~~  
20   ~~the standards-based achievement tests for a grade at which the writing portion will be~~  
21   ~~administered.~~

22       (a)(1) For the 2013-14 school year, each LEA shall administer the Smarter  
23   Balanced field tests for ELA and mathematics in the manner prescribed by the CDE  
24   pursuant to the authority granted by Education Code section 60640(f)(2).

25       (2) For the 2013-14 school year, the CST and CMA for science in grades 5, 8, and  
26   10, and CAPA for ELA and mathematics in grades 2 through 11 and science in grades  
27   5, 8, and 10, shall be administered to each pupil during a testing window of 25  
28   instructional days that includes 12 instructional days before and after completion of 85  
29   percent of the school's, track's, or program's instructional days. Testing for all pupils,  
30   including makeup testing, is to be completed within this 25 instructional day window. If  
31   an LEA elects to administer the primary language test, it shall do so during this same



1 testing window.

2 (b) Beginning in the 2014-15 school year, the CAASPP tests pursuant to Education  
3 Code sections 60640(b) shall be administered to each pupil during the following testing  
4 windows:

5 (1) Unless otherwise stated in these regulations, the testing window shall not begin  
6 until at least 66 percent of a school's annual instructional days have been completed,  
7 and testing may continue up to and including the last day of instruction for the regular  
8 school calendar. For a 180-day school year, 66 percent of a school year occurs after  
9 the 120th instructional day. This allows for a 12-week window for testing.

10 (2) For the grade 11 Smarter Balanced assessments and CAASPP tests  
11 administered after January 2015, the testing window shall not begin until at least 80  
12 percent of a school's annual instructional days have been completed, and testing may  
13 continue up to and including the last day of instruction for the regular school calendar.  
14 For a 180-day school year, 80 percent of a school year occurs after the 144th  
15 instructional day. This allows for a 7-week window for testing.

16 (3) The CST and CMA for science in grades 5, 8, and 10, and CAPA for ELA and  
17 mathematics in grades 2 through 11 and science in grades 5, 8, and 10 shall be  
18 administered to each pupil during a testing window of 25 instructional days that  
19 includes 12 instructional days before and after completion of 85 percent of the school's,  
20 track's, or program's instructional days unless the SBE makes a determination by the  
21 close of its September 2014 regular meeting that these tests shall be administered  
22 during the window defined in subdivision (b)(1) above. If an LEA elects to administer  
23 the primary language test, it shall do so during ~~this the~~ same window ~~as these tests~~.

24 (c) The CDE, with the approval of the SBE President or designee, may require  
25 LEAs to more fully utilize the testing window and may also limit the usage of the interim  
26 assessments in instances where the CDE determines that it is necessary to do so to  
27 ensure that the capacity of the California K-12 High Speed Network (K12HSN) is not  
28 exceeded.

29 NOTE: Authority cited: Sections 33031, and 60605 and 60640, Education Code.

30 Reference: Sections 60605, 60640, 60641 and 60642.5, Education Code.

31

1 **§ 857. LEA CAASPP District STAR Coordinator.**

2 ~~(a) On or before September 30 of each school year, the superintendent of each~~  
3 ~~school district shall designate from among the employees of the school district a district~~  
4 ~~STAR coordinator. The district STAR coordinator, or the school district superintendent~~  
5 ~~or his or her designee, shall be available through August 15 of the following school year~~  
6 ~~to complete school district testing. The school district shall notify the contractor(s) of the~~  
7 ~~identity and contact information, including electronic mail address, if available in the~~  
8 ~~school district, for the district STAR coordinator and for the superintendent and his or~~  
9 ~~her designee, if any. The district STAR coordinator shall serve as the school district~~  
10 ~~representative and the liaison between the school district and the contractor(s) and the~~  
11 ~~school district and the CDE for all matters related to the STAR Program. A school~~  
12 ~~district superintendent may designate a separate STAR program district coordinator for~~  
13 ~~any primary language test.~~

14 ~~(b) The district STAR coordinator's responsibilities shall include, but not be limited~~  
15 ~~to, all of the following duties:~~

16 ~~(1) Responding to correspondence and inquiries from the contractor and from the~~  
17 ~~CDE in a timely manner and as provided in the contractor's instructions and these~~  
18 ~~regulations.~~

19 ~~(2) Determining school district and individual school test and test material needs in~~  
20 ~~conjunction with schools within the district and the contractor, using current enrollment~~  
21 ~~data and communicating school district test material needs to the contractor on or~~  
22 ~~before December 1.~~

23 ~~(3) Ensuring delivery of tests and test materials to the test sites no more than ten or~~  
24 ~~fewer than five working days before the first day of testing designated by the district.~~

25 ~~(4) Coordinating the testing and makeup testing days for the school district and for~~  
26 ~~those pupils of the district who are enrolled in nonpublic schools within any required~~  
27 ~~time periods with the school test site coordinators. Overseeing the collection of all pupil~~  
28 ~~data as required to comply with section 861.~~

29 ~~(5) Maintaining security over the standards-based achievement tests, and the~~  
30 ~~primary language test, if any, and test data using the procedure set forth in section 859.~~  
31 ~~The district STAR coordinator shall sign the security agreement set forth in section 859~~

1 ~~and submit it to the contractor prior to receipt of the test materials from the contractor.~~

2 ~~(6) Overseeing the administration of the standards-based achievement tests, and~~  
3 ~~the primary language test, if any, to eligible pupils.~~

4 ~~(7) Overseeing the collection and return of all test materials and test data to the~~  
5 ~~contractor within any required time periods.~~

6 ~~(8) Assisting the contractor and the CDE in the resolution of any discrepancies in~~  
7 ~~the test information and materials, including but not limited to, pre-identification files~~  
8 ~~and all pupil level data required to comply with sections 861 and 862.~~

9 ~~(9) Immediately notifying the CDE of any security breaches or testing irregularities~~  
10 ~~in the district before, during, or after the test administration.~~

11 ~~(10) Ensuring that an answer document is submitted for scoring for each eligible~~  
12 ~~pupil enrolled in the district on the first day of testing.~~

13 ~~(11) After receiving summary reports and files from the contractor, the district STAR~~  
14 ~~coordinator shall review the files and reports for completeness and accuracy, and shall~~  
15 ~~notify the contractor and the CDE of any errors, discrepancies, or incomplete~~  
16 ~~information.~~

17 ~~(12) Training test site coordinators to oversee the test administration at each school.~~

18 (a) On or before September 30 of each school year, the superintendent of each LEA  
19 shall:

20 (1) designate from among the employees of the LEA an LEA CAASPP coordinator;

21 (2) identify school(s) with pupils unable to access the **CBA CBT** version of a  
22 CAASPP test(s) in accordance with Education Code section 60640(e); and

23 (3) report to the CAASPP contractor(s) the number of pupils enrolled in the school  
24 identified in subdivision (2) that are unable to access the **CBA CBT** version of a  
25 CAASPP test.

26 (b) The LEA CAASPP coordinator, or the LEA superintendent, shall be available  
27 through September ~~29~~ 30 of the following school year to complete the LEA testing  
28 activities. The LEA shall notify the contractor(s) of the identity and contact information  
29 for the LEA CAASPP coordinator and the superintendent. The LEA CAASPP  
30 coordinator shall serve as the LEA representative and the liaison between the LEA and  
31 the contractor(s) and the LEA and the CDE for all matters related to the CAASPP

1 assessment system.

2 (c) The LEA CAASPP coordinator's responsibilities shall be those defined in the  
3 contractor's(s') or consortium's administrative manuals and documentation, and shall  
4 include, but are not limited to, overseeing the LEA's preparation, registration,  
5 coordination, training, assessment technology, administration, security, and reporting of  
6 the CAASPP tests.

7 (d) The LEA CAASPP coordinator shall ensure current and ongoing compliance  
8 with the minimum technology specifications as identified by the CAASPP contractor(s)  
9 or consortium.

10 (e) The LEA CAASPP coordinator shall ensure the training of all CAASPP test site  
11 coordinators who will oversee the test administration at each school or test site.

12 NOTE: Authority cited: Sections 33031, and 60605 and 60640, Education Code.

13 Reference: Sections 47079.5, 52052, 60604, 60605, 60610, 60630, and 60640 and  
14 60643, Education Code.

15  
16 **§ 858. CAASPP STAR Test Site Coordinator.**

17 ~~(a) At each test site, including but not limited to, each elementary, middle, and high~~  
18 ~~school or other grade-span designated school, each charter school, each court school,~~  
19 ~~each school or program operated by a school district, and all other public programs~~  
20 ~~serving pupils in any of the grades 2 to 11, inclusive, the superintendent of the school~~  
21 ~~district or the district STAR coordinator shall designate a STAR test site coordinator~~  
22 ~~from among the employees of the school district. The STAR test site coordinator, or the~~  
23 ~~site principal or his or her designee, shall be available to the district STAR coordinator~~  
24 ~~by telephone through August 15 of the following school year for purposes of resolving~~  
25 ~~discrepancies or inconsistencies in materials or errors in reports.~~

26 ~~(b) The STAR test site coordinator's responsibilities shall include, but are not limited~~  
27 ~~to, all of the following duties:~~

28 ~~(1) Determining site test and test material needs and communicating the site needs~~  
29 ~~to the district STAR coordinator.~~

30 ~~(2) Overseeing the acquisition and distribution of tests and test materials at the test~~  
31 ~~site, including but not limited to, distributing test materials to test examiners on each~~

1 ~~day of testing in accordance with the contractor's directions.~~

2 ~~(3) Cooperating with the district STAR coordinator to provide the testing and~~  
3 ~~makeup testing days for the site within any required time periods.~~

4 ~~(4) Maintaining security over the standards-based achievement tests, the primary~~  
5 ~~language test, if any, and test data. The STAR test site coordinator shall sign the~~  
6 ~~security agreement set forth in section 859 and submit it to the district STAR~~  
7 ~~coordinator prior to the receipt of the test materials.~~

8 ~~(5) Arranging for and overseeing the administration of the standards-based~~  
9 ~~achievement tests and the primary language test, if any, to eligible pupils at the test~~  
10 ~~site.~~

11 ~~(6) Overseeing the collection and return of all testing materials to the district STAR~~  
12 ~~coordinator.~~

13 ~~(7) Assisting the district STAR coordinator, the contractor, and the CDE in the~~  
14 ~~resolution of any discrepancies in the test information and materials.~~

15 ~~(8) Overseeing the collection of all pupil level and other data required to comply with~~  
16 ~~sections 861 and 862.~~

17 ~~(9) Ensuring that an answer document is submitted for scoring for each eligible pupil~~  
18 ~~enrolled in the school on the first day of testing for the standards-based achievement~~  
19 ~~tests and the primary language test, if any.~~

20 ~~(10) Ensuring that for each pupil tested only one scannable answer document is~~  
21 ~~submitted for scoring, except that for each pupil tested at grades for which the~~  
22 ~~contractor has designated the use of more than one answer document. An answer~~  
23 ~~document for the STAR writing portion of the English language arts tests administered~~  
24 ~~pursuant to section 855(b) shall be submitted in addition to the answer document for~~  
25 ~~the multiple choice items.~~

26 ~~(11) Immediately notifying the district STAR coordinator of any security breaches or~~  
27 ~~testing irregularities that occur in the administration of the standards-based~~  
28 ~~achievement tests or the primary language test, if any, that violate the terms of the~~  
29 ~~STAR Security Affidavit in section 859.~~

30 ~~(12) Training test examiners, translators, proctors, and scribes for administering the~~  
31 ~~tests.~~

1 (a) At each test site, including, but not limited to, each elementary, middle, and high  
2 school or other grade-span designated school, each charter school, each court-school,  
3 each school or program operated by an LEA, and all other public programs serving  
4 pupils, inclusive, the superintendent of the LEA or the LEA CAASPP coordinator shall  
5 designate a CAASPP test site coordinator from among the employees of the LEA. The  
6 CAASPP test site coordinator, or the site principal or his or her designee, shall be  
7 available to the LEA CAASPP coordinator by telephone through September 29 30 of  
8 the following school year for purposes of resolving discrepancies or inconsistencies in  
9 materials or errors in reports.

10 (b) The CAASPP test site coordinator's responsibilities shall be those defined in the  
11 contractor's(s') and CDE's administrative manuals and documentation, and shall  
12 include, but are not limited to, overseeing the test site's preparation, coordination,  
13 training, registration, administration, security, and reporting of the CAASPP tests.

14 (c) The CAASPP test site coordinator shall be responsible for the training of test  
15 examiners, translators, proctors, and scribes.

16 **(d) The CAASPP test site coordinator shall be responsible for ensuring that all**  
17 **designated supports, accommodations and individualized aids are correctly**  
18 **entered into the registration system and provided to the pupil(s) identified to**  
19 **receive the designated supports and/or accommodations.**

20 NOTE: Authority cited: Sections 33031, and 60605 and 60640, Education Code.

21 Reference: Sections 60602.5, 60604, 60605, 60610, 60630 and 60640, Education  
22 Code.

23  
24 **§ 859. CAASPP STAR Test Security Agreement and Test Security Affidavit.**

25 ~~(a) All STAR district and test site coordinators (coordinators) shall sign the STAR~~  
26 ~~Test Security Agreement set forth in subdivision (b) before receiving any of the test~~  
27 ~~materials or tests administered pursuant to Education Code section 60640.~~

28 ~~(b) The STAR Test Security Agreement shall be as follows:~~

29 **STAR TEST SECURITY AGREEMENT**

30 ~~I acknowledge by my signature on this form that standards-based achievement~~  
31 ~~tests, including the CSTs, the California Alternate Performance Assessment, the CMA,~~

1 and the Standards-based Tests in Spanish, are secure tests and agree to each of the  
2 following conditions to ensure test security:

3 (1) I will take all necessary precautions to safeguard all tests and test materials by  
4 limiting access to persons within the school district with a responsible, professional  
5 interest in the tests' security.

6 (2) I will keep on file the names of all persons having access to tests and test  
7 materials. All persons having access to the materials shall be required to sign the  
8 STAR Test Security Affidavit that will be kept on file in the school district office.

9 (3) I will keep the CSTs, the California Alternate Performance Assessment, the  
10 CMA, and the Standards-based Tests in Spanish and their test materials in a secure,  
11 locked location and will deliver tests and test materials only to those persons who have  
12 executed STAR Test Security Affidavits on actual testing dates as provided in section  
13 859(d) with the exception of subdivision (4) below.

14 (4) I will keep the California Alternate Performance Assessment materials in a  
15 secure locked location when not being used by examiners to prepare for and to  
16 administer the assessment. I will adhere to the contractor's directions for the  
17 distribution of the assessment materials to examiners.

18 (5) I will not copy any part of the tests or test materials without written permission  
19 from the CDE to do so.

20 (6) I will not disclose, or allow to be disclosed, the contents of the tests or the test  
21 instruments. I will not review any test questions, passages, or other test items with any  
22 other person before, during, or after the test administration.

23 (7) I will not develop scoring keys, review any pupil responses, or prepare answer  
24 documents except as required by the test administration manual(s) prepared by the  
25 testing contractor.

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

28 Signed: \_\_\_\_\_

29 Print Name: \_\_\_\_\_

30 Title: \_\_\_\_\_

31 School District: \_\_\_\_\_

1 Date: \_\_\_\_\_

2 ~~(c) All test examiners, proctors, translators, scribes, and any other persons having~~  
3 ~~access to any of the test materials or tests administered pursuant to Education Code~~  
4 ~~section 60640 shall acknowledge the limited purpose of their access to the tests by~~  
5 ~~signing the STAR Test Security Affidavit set forth in subdivision (d).~~

6 ~~(d) The STAR Test Security Affidavit shall be as follows:~~

7 ~~STAR TEST SECURITY AFFIDAVIT~~

8 ~~I acknowledge that I will have access to one or more of the standards-based~~  
9 ~~achievement tests, including the CSTs, the California Alternative Performance~~  
10 ~~Assessment, the CMA, and the Standards-based Tests in Spanish, and test materials,~~  
11 ~~for the purpose of administering the test(s). I understand that these materials are highly~~  
12 ~~secure, and it is my professional responsibility to protect their security as follows:~~

13 ~~(1) I will not divulge the contents of the tests to any other person through verbal,~~  
14 ~~written, or any other means of communication.~~

15 ~~(2) I will not copy any part of the test(s) or test materials.~~

16 ~~(3) I will keep the test(s) secure until the test(s) are actually distributed to pupils.~~

17 ~~(4) I will limit access to the test(s) and test materials by test examinees to the actual~~  
18 ~~testing periods when they are taking the test(s).~~

19 ~~(5) I will collect and account for all materials following each period of testing and will~~  
20 ~~not permit pupils to remove test materials from the room where testing takes place.~~

21 ~~(6) I will not review any test questions, passages, or other test items independently~~  
22 ~~or with pupils or any other person before, during, or following testing.~~

23 ~~(7) I will not develop scoring keys, review any pupil responses, or prepare answer~~  
24 ~~documents except as required by the test administration manual(s) prepared by the~~  
25 ~~testing contractor.~~

26 ~~(8) I will return all test materials for the CSTs, the CMA, and the Standards-based~~  
27 ~~Tests in Spanish to the designated STAR test site coordinator daily upon completion of~~  
28 ~~testing.~~

29 ~~(9) I will keep all the California Alternate Performance Assessment materials in~~  
30 ~~secure locked storage except when I am administering or observing the administration~~  
31 ~~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: \_\_\_\_\_

~~(e) To maintain the security of the program, all district STAR coordinators and test site coordinators are responsible for inventory control and shall use appropriate inventory control forms to monitor and track test inventory.~~

(a) All LEA CAASPP coordinators and CAASPP test site coordinators shall sign the CAASPP Test Security Agreement, set forth in subdivision (b), before receiving any of the test materials or tests administered pursuant to Education Code section 60640.

(b) The CAASPP Test Security Agreement shall be as follows:

#### CAASPP TEST SECURITY AGREEMENT

I acknowledge by my signature on this form that the California Assessment of Student Performance and Progress (CAASPP) tests pursuant to Education Code section 60640 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, whether paper-based or computer-based assessments, by limiting access to only persons within the LEA who are responsible for, and have professional interest in, the tests' security.

(2) I will keep on file the names of all persons who have been trained in the administration of CAASPP tests and all persons with access to tests and test materials, whether paper-based or computer-based assessments. I have and shall have all other persons having access to the tests and test materials read and sign the CAASPP Test Security Affidavit that will be kept on file in the LEA office.

(3) Except during the administration of the tests, I will keep the paper-pencil tests,

1 and their test materials in a securely locked room that can be entered only with a key or  
2 keycard and, when possible, in a locked storage cabinet within that room.

3 (4) I will securely destroy all print-on-demand papers, scratch paper, and other  
4 documents as prescribed within the contractor's(s') or consortium's administrative  
5 manuals and documentation.

6 (5) With the exception of subdivision (6) below, I will deliver tests and test materials  
7 or allow electronic access thereto, only on actual testing dates and only to those  
8 persons who have executed CAASPP Test Security Affidavits.

9 (6) For **an alternate assessment (CAPA or its successor alternate assessment)**  
10 ~~the CAPA test~~, I will keep all tests and testing materials in the manner set forth above  
11 in subdivisions (3) and (5) except during actual testing administration or when being  
12 used by test examiners to prepare for and to administer the assessment. I will adhere  
13 to the contractor's directions for the distribution of the assessment materials to test  
14 examiners.

15 By signing my name to this document, I am assuring that I have completely read  
16 and will abide by the above conditions.

17 Signed: \_\_\_\_\_

18 Print Name: \_\_\_\_\_

19 Title: \_\_\_\_\_

20 LEA: \_\_\_\_\_

21 Date: \_\_\_\_\_

22 (c) All test examiners, proctors, translators, scribes, **LEA CAASPP coordinators**  
23 **and CAASPP test site coordinators**, and any other persons having access to any of  
24 the tests and test materials, assessment technology **platform, registration system,**  
25 **adaptive engine**, or tests administered pursuant to Education Code section 60640,  
26 shall acknowledge the limited purpose of their access to the tests by signing the  
27 CAASPP Test Security Affidavit set forth in subdivision (d).

28 (d) The CAASPP Test Security Affidavit shall be as follows:

29 **CAASPP TEST SECURITY AFFIDAVIT**

30 I acknowledge that I will have access to one or more of the California Assessment  
31 of Student Performance and Progress (CAASPP) tests pursuant to Education Code

1 section 60640, for the purpose of administering the test(s). I understand that these  
2 materials are highly secure and may be under copyright restrictions and it is my  
3 professional responsibility to protect their security as follows:

4 (1) I will not divulge the contents of the tests and test materials to any other person  
5 through verbal, written, or any other means of communication. This includes, but is not  
6 limited to, sharing or posting test content via the Internet or by email without the  
7 express written permission of the CDE.

8 (2) I will not copy or take a photo of any part of the test(s) or test materials. This  
9 includes, but is not limited to, photocopying (including enlarging) and recording without  
10 prior expressed written permission of the CDE.

11 (3) Except during the actual testing administrations or as otherwise provided for by  
12 law, I will keep the test(s) and test materials secure until the test(s) are actually  
13 distributed to pupils when tests and testing materials are checked in and out by the  
14 CAASPP test site coordinator. Keeping materials secure means that testing materials  
15 are required to be kept in a securely locked room that can be entered only with a key or  
16 keycard and, when possible, in a locked storage cabinet within that room.

17 (4) I will limit access to the test(s) and test materials by test examinees to the actual  
18 testing periods when they are taking the test(s). I understand that only pupils who are  
19 testing and LEA staff participating in the test administration who have signed a test  
20 security affidavit may be in the room when and where a test is being administered.

21 (A) I will keep all assigned, generated, or created usernames, passwords and logins  
22 secure and not divulge pupil personal information to anyone **other than the pupil to**  
23 **whom the information pertains for the purpose of logging on to the assessment**  
24 **delivery system.**

25 (B) I will not allow anyone other than the assigned pupils to log into their assigned  
26 test. I may assist a pupil with using their information to log into their assigned test.

27 (C) I will not use a pupil's information to log in as a pupil or allow a pupil to log in  
28 using another pupil's information.

29 **(D) I will not include, nor will I display, a pupil's name and Statewide Student**  
30 **Identifier (SSID) together in any written or electronic format.**

31 (5) I will not allow pupils to access electronic devices that allow them to access

1 outside information, communicate with other pupils, or photograph or copy test content.  
2 This includes, but is not limited to, cell phones, personal digital assistants (PDAs),  
3 tablets, laptops, cameras, and electronic translation devices.

4 (6) I will collect and account for all materials following each testing session and will  
5 not permit pupils to remove any test materials by any means from the room(s) where  
6 testing takes place. After each testing session, I will count all test booklets and answer  
7 documents before allowing any pupil to leave the testing room and/or ensure that all  
8 pupils have properly logged off the **computer system assessment delivery system**.

9 (7) I will not review any achievement test questions, passages, performance tasks,  
10 or other test items independently or with pupils or any other person at any time,  
11 including before, during, or following testing. I understand that this includes any  
12 discussion between LEA staff for training or professional development whether one-on-  
13 one or in a staff meeting.

14 (8) I will not, for any achievement test, develop scoring keys, review any pupil  
15 responses, or prepare answer documents. I understand that this includes coaching  
16 pupils or providing any other type of assistance to pupils that may affect their  
17 responses. This includes, but is not limited to, both verbal cues (e.g., interpreting,  
18 explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice  
19 inflection, pointing, or nodding head) to the correct answer (anything that may indicate  
20 correct or incorrect answers), or completing or changing pupils' answers.

21 (9) I will return all test materials to the designated CAASPP test site coordinator  
22 each day upon completion of testing. I understand that all test booklets, answer  
23 documents, and scratch paper shall be returned to the CAASPP test site coordinator  
24 each day immediately after testing has been completed for storage or confidential  
25 destruction.

26 (10) If I will administer and/or observe the administration of **an alternate**  
27 **assessment (CAPA or its successor alternate assessment) CAPA**, which means  
28 that I am a certificated or a licensed LEA employee and a trained **CAPA E**examiner, I  
29 will keep all the **alternate assessment (CAPA or its successor alternate**  
30 **assessment) CAPA** materials in a securely locked room, and, when possible, in a  
31 locked storage cabinet within that room except when I am preparing for the

administration, administering or observing the administration of the assessment to pupils.

(11) I will actively supervise pupils throughout the **paper-pencil** testing session to **make ensure** that they are working on the correct test section or part, marking their answers in the correct section of their answer documents, following instructions, and are accessing only authorized materials (~~embedded and/or~~ non-embedded universal tools, designated supports, **or** accommodations, **or individualized aids**) needed for the test being administered.

**(12) I will actively supervise pupils throughout the testing session and verify that pupils have selected the appropriate assessment for the testing session and have completed any necessary preceeding test sections and/or classroom activities.**

**(13)(12)** I will administer the test(s) in accordance with the directions for test administration and test administration manuals prepared by the CAASPP testing contractor(s), or any additional guidance provided by the CAASPP test contractor(s). I understand that the unauthorized copying, sharing, or reusing of any test booklet, test question, performance task, or answer document by any means is prohibited. This includes, but is not limited to, photocopying, recording, emailing, messaging (instant, text, or multimedia messaging service, or digital application), using a camera/camera phone, and sharing or posting test content via the Internet without the express prior written permission of the CDE.

**(14)(13)** I have been trained to administer the tests. By signing my name to this document, I am assuring that I have completely read this affidavit and will abide by the above conditions.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

LEA: \_\_\_\_\_

Date: \_\_\_\_\_

(e) To maintain the security of the CAASPP assessment system, all LEA CAASPP

1 coordinators and CAASPP test site coordinators shall immediately, within 24 hours,  
2 notify the CDE of any security breaches or testing irregularities occurring either before,  
3 during, or after the test administration(s).

4 NOTE: Authority cited: Sections 33031 and 60605, Education Code. Reference:  
5 Sections 60602.5, 60605 and 60640, Education Code.

6  
7 **§ 861. School-By-School Analysis Data Elements for Test Registration and State**  
8 **and Federal Reporting.**

9 ~~(a) Each school district shall provide the contractor for the standards-based~~  
10 ~~achievement tests and the primary language test, excluding (6), (7), and (8), the~~  
11 ~~following information for each pupil enrolled on the first day the tests are administered~~  
12 ~~for purposes of the reporting required by the Academic Performance Index of the Public~~  
13 ~~Schools Accountability Act (chapter 6.1, commencing with section 52050), section~~  
14 ~~60630, and chapter 5 (commencing with section 60640) of the Education Code:~~

15 ~~(1) Pupil's full name.~~

16 ~~(2) Date of birth.~~

17 ~~(3) Grade level.~~

18 ~~(4) Gender.~~

19 ~~(5) English proficiency.~~

20 ~~(6) Primary language.~~

21 ~~(7) Date of English proficiency reclassification.~~

22 ~~(8) If reclassified to fluent English proficient (R-FEP) pupil scored proficient or above~~  
23 ~~on the California English Language Arts Standards Test any three years since~~  
24 ~~reclassification.~~

25 ~~(9) Program participation.~~

26 ~~(10) Use of accommodations or modifications.~~

27 ~~(11) Statewide Student Identifier.~~

28 ~~(12) Parent or guardian education level.~~

29 ~~(13) School and district California Basic Educational Data System (CBEDS)~~  
30 ~~enrollment.~~

31 ~~(14) For English learners, date first enrolled in school in the United States and if~~

1 ~~they have been enrolled in school less than 12 cumulative months at the time of~~  
2 ~~testing.~~

3 ~~(15) Documented eligibility to participate in the National School Lunch Program.~~

4 ~~(16) Race/ethnicity.~~

5 ~~(17) Primary disability code.~~

6 ~~(18) Special Education Exit Date.~~

7 ~~(19) County and District for pupils with IEPs if residence is other than where pupil~~  
8 ~~attends school or receives services.~~

9 ~~(20) Special testing conditions and/or reasons for not being tested.~~

10 ~~(21) Pupil enrolled in NPS by district based on IEP.~~

11 ~~(22) NPS school code.~~

12 ~~(b) In addition to the demographic data required to be reported in section 861(a),~~  
13 ~~school districts may report if an eligible pupil is not tested due to a significant medical~~  
14 ~~emergency.~~

15 ~~(c) The information is for the purposes of aggregate analyses only and shall be~~  
16 ~~provided and collected as part of the testing materials for the standards-based~~  
17 ~~achievement tests and the primary language test.~~

18 ~~(d) School districts shall provide the same information for each eligible pupil~~  
19 ~~enrolled in an alternative or off campus program or for pupils placed in nonpublic~~  
20 ~~schools as is provided for all other eligible pupils in grades 2 to 11, inclusive.~~

21 ~~(e) If the information required by section 861(a) is incorrect, the school district may~~  
22 ~~enter into a separate agreement with the contractor to have the district's student data~~  
23 ~~file corrected. The district STAR coordinator shall provide the correct information to the~~  
24 ~~contractor within the contractor's timeline. Any costs for correcting the student data~~  
25 ~~shall be the district's responsibility.~~

26 (a) In order to assess pupils pursuant to Education Code section 60640 and meet  
27 state and federal accountability and reporting obligations, each LEA shall provide any  
28 and all program and demographic pupil data requested by the CDE for inclusion in  
29 California Longitudinal Pupil Achievement Data System (CALPADS).

30 (b) In addition to the demographic and program data required to be reported in  
31 section 861(a), LEAs shall report to the CDE the following information:

1 (1) if an eligible pupil is not tested due to a significant medical emergency;

2 **(2) if a pupil used a designated support;**

3 **(3) if a pupil used an individualized aid;**

4 ~~(4)(2)~~ if a pupil used an accommodation(s);

5 ~~(5)(3)~~ if a pupil had special testing conditions and/or reasons for not being tested  
6 (e.g., parent or guardian exemption);

7 ~~(6)(4)~~ if a pupil is enrolled in an NPS based on an IEP and, if so, the NPS school  
8 code; and

9 ~~(7)(5)~~ if a pupil in grade 2 was administered a diagnostic assessment pursuant to  
10 Education Code section 60644.

11 (c) The LEA shall ensure that CALPADS data elements are up-to-date and accurate  
12 prior to LEA registration and throughout the testing window. The CDE shall provide  
13 LEAs reasonable notification prior to pupil demographic and program data being  
14 extracted from CALPADS for purposes of test registration, individual pupil reports and  
15 reports aggregated to the LEA, and state and federal accountability reporting.

16 NOTE: Authority cited: Sections 33031, ~~and~~ 60605 and 60640, Education Code.

17 Reference: Sections ~~49079.5, 52050~~ 52052, 60605, 60630, 60640, 60641 and 60643,  
18 Education Code; 7 C.F.R. Sections 245.2(a)(1)-(4), 245.3 and 245.6.

19  
20 **§ 862. Apportionment Information Report.**

21 (a) Annually, the CDE shall make available electronically to each school district LEA  
22 shall receive an apportionment information report with the following information  
23 provided to the contractor by the LEA pursuant to sections 853 and 861 by grade level  
24 for the standards-based achievement tests and the primary language test, if any:

25 (1) The number of pupils enrolled in each school and in the ~~school district~~ LEA on  
26 the first day of testing ~~as indicated by the number of alternate assessments and CSTs,~~  
27 ~~excluding the STAR writing portion of the English language arts tests, answer~~  
28 ~~documents submitted to the test contractor for scoring.~~

29 (2) The number of pupils in each school and in the ~~school district~~ LEA tested with  
30 the alternate ~~performance~~ assessment.

31 (3) The number of pupils in each school and in the ~~school district~~ LEA exempted



1 from testing at the request of their parents or guardians pursuant to Education Code  
2 section 60615.

3 (4) The number of pupils who were administered any portion of the ~~CSTs or the~~  
4 ~~modified assessment excluding the STAR writing portion of the English language arts~~  
5 ~~tests~~ CAASPP assessments pursuant to Education Code sections 60640(b)(1),  
6 60640(b)(2), 60640(b)(4), or 60640(c)(3) through the use of CBT.

7 (5) The number of pupils who were administered any portion of the CAASPP  
8 assessments pursuant to Education Code sections 60640(b)(1), 60640(b)(2),  
9 60640(b)(4), or 60640(c)(3) through the use of paper-pencil assessments.

10 ~~(6)(5)~~ The number of pupils with demographic information only who were not tested  
11 for any reason other than a parent or guardian exemption.

12 ~~(7)(6)~~ The number of English language learners who were administered each a  
13 designated primary language test aligned to the English language arts standards  
14 pursuant to Education Code section 60640(f)(b)(5)(B).

15 ~~(8)(7) The number of English language learners who were administered each~~  
16 ~~primary language test pursuant to Education Code section 60640(g)~~ Beginning in 2014-  
17 15, the number of pupils in grade 2 administered a diagnostic assessment pursuant to  
18 Education Code section 60644.

19 (b) To be eligible for apportionment payment for the ~~standards-based achievement~~  
20 ~~tests and the primary language test, if any~~ CAASPP assessments, school districts  
21 LEAs must meet the following conditions:

22 (1) The school district LEA has returned all secure test materials, and

23 (2) The ~~superintendent~~ LEA CAASPP coordinator of each school district has  
24 certified the accuracy of the apportionment information report for ~~examinations~~  
25 assessments administered during the ~~calendar~~ school year ~~(January 1 through~~  
26 ~~December 31)~~, which is either;

27 (A) ~~postmarked~~ transmitted electronically in a manner prescribed by the  
28 contractor(s) and/or the CDE by December 31, or

29 (B) if ~~postmarked~~ transmitted in any manner after December 31, the apportionment  
30 information report must be accompanied by a waiver request as provided by Education  
31 Code section 33050. For those apportionment information reports ~~postmarked~~

transmitted after December 31, apportionment payment is contingent upon the availability of an appropriation for this purpose in the fiscal year in which the testing window began.

NOTE: Authority cited: Sections 42004, 33031, and 60605 and 60640, Education Code.  
Reference: Sections 60610, 60615, and 60640 and 60641, Education Code.

**§ 862.5. Apportionment to School Districts LEAs.**

(a) The amount of funding to be apportioned to the school district LEA for the costs of administering the standards-based achievement tests and the primary language test, if any, shall be the amount established by the SBE to enable school district to meet the requirements of administering the tests, and the primary language test per the number of tests administered to eligible pupils in grades 2 to 11, inclusive, and the number of answer documents returned with only demographic information for pupils enrolled on the first day of testing who were not tested in the school district LEA. The number of tests administered and the number of demographic answer documents pupils not tested shall be determined by the certification of the LEA CAASPP coordinator school district superintendent pursuant to section 862. For purposes of this portion of the apportionment, administration of the standards-based achievement tests and the primary language tests includes the following items:

(1) All staffing costs, including the district STAR LEA CAASPP coordinator and the STAR CAASPP test site coordinators, staff training and other staff expenses related to testing.

(2) All expenses incurred at the school district LEA and school/test site(s) level related to testing.

(3) All transportation costs of delivering and retrieving tests and test materials within the school district LEA and to nonpublic schools NPSs.

(4) All costs associated with mailing transmitting the STAR Student pupil Rreport(s) to parents/guardians.

(5) All costs associated with pre-identification of answer sheets and consumable test booklets, and other activities intended to provide the complete and accurate data required in section 861 of these regulations.

(b) This amount does not include any funding for the purposes of: reimbursing any LEA for primary language tests for non-eligible pupils.

~~(1) reimbursing the costs incurred by any school district pursuant to section 864.5(d) or (e); and~~

~~(2) reimbursing any school district for primary language tests for non-eligible pupils.~~

~~(c) If at the time a school district scannable documents are processed by the contractor a student data record is missing any of the data elements required in section 861 of these regulations for the standards-based achievement tests, the school district shall provide the missing data elements within the time required by the contractor to process the documents and meet the contractor's schedule of deliverables under its contract with the CDE. The additional costs incurred by the school district to have the contractor reprocess the student information to acquire the data required by section 861 of these regulations shall be withheld from the school district apportionment.~~

NOTE: Authority cited: Sections 42001, 33031, and 60605 and 60640, Education Code.  
Reference: Sections 60640 and 60643, Education Code.

**§ 863. STAR CAASPP Student Pupil Reports and Cumulative Record Labels.**

(a) The school district LEA shall forward or transmit the STAR Student Report pupil results for the designated achievement test and standards-based achievement tests conducted and the designated primary language test provided by the contractor(s) to each pupil's test pursuant to Education Code section 60640 to the each pupil's parent or guardian, within no more than 20 working days from receipt of the results report from the contractor.

(b) If the school district LEA receives the reports for the designated achievement test and standards-based tests, or the designated primary language tests conducted pursuant to Education Code section 60640 from the contractor after the last day of instruction for the school year, the school district LEA shall send the pupil results to the parent or guardian by U.S. mail at the parent's or guardian's last known address. If the report is non-deliverable, the school district shall make the report available to the parent or guardian during no later than the first 20 working days of the next school year.

(c) Schools are responsible for maintaining ~~affixing cumulative record labels~~  
~~reporting each~~ pupil's scores to with the pupil's permanent school records or for  
entering the scores into electronic pupil records, and for forwarding or transmitting the  
results to schools to which pupils matriculate or transfer. Schools may annotate the  
scores when the scores may not accurately reflect pupils' achievement due to illness or  
testing irregularities.

NOTE: Authority cited: Sections 33031, ~~and~~ 60605 and 60640, Education Code.

Reference: Sections 49062, 49068, 60607, 60640, and 60641, ~~and 60607~~, Education  
Code.

**§ 864. Reporting Test Scores LEA Compliance with Contractor Requirements.**

~~No aggregate or group scores or reports that are compiled pursuant to Education  
Code section 60641 or 60643 shall be reported electronically, in hard copy, or in other  
media, to any party other than the school or school district where the pupils were  
tested, if the aggregate or group scores or reports are composed of ten or fewer  
individual pupil scores. In each instance in which no score is reported for this reason,  
the notation shall appear "The number of pupils in this category is too small for  
statistical accuracy or privacy protection." In no case shall any group score be reported  
that would deliberately or inadvertently make the score or performance of any individual  
pupil identifiable within the meaning of the Family Educational Rights and Privacy Act.~~

(a) An LEA is an agent of the CDE for the purpose of administering a CAASPP test.

(b) In order for the state to meet its obligations in the development, administration,  
and security of valid and reliable tests, and the reporting of accurate tests, LEAs shall:

(1) comply with any and all requests from CAASPP contractor(s) in accordance with  
Education Code section 60641; and

(2) abide by any and all instructions provided by the CAASPP contractor or  
consortium, whether written or oral, that are presented for training or provided for in the  
administration of a CAASPP test.

NOTE: Authority cited: Sections ~~42004~~, 33031, ~~and~~ 60605, 60613 and 60640,  
Education Code. Reference: Sections 60605, 60610, 60640, 60641 and 60643,  
Education Code; 20 U.S.C. Section 1232g; and 34 C.F.R. Section 99.3.

**§ 864.5. Test Order Information. [REPEALED]**

~~(a) The school district shall provide to the contractor(s), for the standards-based achievement tests and the primary language test no later than December 1 of the year immediately prior to the year of test administration, the following data for each test site of the school district, by grade or course level:~~

~~(1) Valid county district school (CDS) codes.~~

~~(2) Number of tests.~~

~~(3) Numbers of special version tests including, but not limited to, Braille and large print.~~

~~(4) Number of Directions for Administration needed, by grade level.~~

~~(5) Number of pupils to be tested with the alternate assessments.~~

~~(6) Number of test examiners for the alternate assessments.~~

~~(7) The first and last date of instruction and all non-instructional days during the school year for each school in the district and all non-working days for the school district.~~

~~(b) The school district shall provide to the contractor for the primary language test the following data:~~

~~(1) Whether or not the district has eligible pupils for the tests.~~

~~(2) For all tests sites in the district with eligible pupils, by grade level, the information in subdivision (a)(1), (2), (3), and (4).~~

~~(3) First date of testing indicating the dates for each administration period.~~

~~(c) Each school district that elects pre-identification of answer documents shall submit an electronic file that includes all of the information required in section 861. The file must be submitted in accordance with the timeline, format, and instructions provided by the contractor(s).~~

~~(d) If the testing materials are lost or destroyed while in the possession of the school district, and the contractor provides the school district with replacement materials, the school district is responsible for the cost of all replacement materials.~~

~~(e) If the school district places an order for tests for any school that is excessive, the school district is responsible for the cost of materials for the difference between the~~

1 ~~sum of the number of pupil tests submitted for scoring including tests for non-tested~~  
2 ~~pupils and 90 percent of the materials ordered. In no event shall the cost to the school~~  
3 ~~district for replacement or excessive materials exceed the amount per test booklet and~~  
4 ~~accompanying material that is paid to the contractor by the CDE as part of the contract~~  
5 ~~for the current year.~~

6 NOTE: Authority cited: Sections 33031 and 60605, Education Code. Reference:  
7 Sections 60605, 60640 and 60643, Education Code.

8  
9 **§ 865. Transportation. [REPEALED]**

10 ~~(a) Upon arrival of the test materials at a single location designated by each school~~  
11 ~~district, the district STAR coordinator shall provide the contractor with a signed receipt~~  
12 ~~certifying that all cartons were received.~~

13 ~~(b) The security of the test materials that have been duly delivered to the school~~  
14 ~~district is the sole responsibility of the school district until all test materials have been~~  
15 ~~inventoried, accounted for, and delivered to the common or private carrier designated~~  
16 ~~by the contractor for return to the contractor.~~

17 ~~(c) Secure transportation within a school district is the responsibility of the school~~  
18 ~~district once materials have been duly delivered to the school district. The school~~  
19 ~~district is responsible for secure delivery of test materials to non-public schools.~~

20 NOTE: Authority cited: Sections 33031 and 60605, Education Code. Reference:  
21 Section 60640, Education Code.

22  
23 **§ 866. School District Delivery. [REPEALED]**

24 ~~(a) No school district shall receive its standards-based achievement test or primary~~  
25 ~~language test materials, if any, more than twenty or fewer than ten working days prior~~  
26 ~~to the first day of testing in the school district. A school district that has not received test~~  
27 ~~materials from the test contractor at least ten working days before the first date of~~  
28 ~~testing in the school district shall notify the test contractor and the CDE on the tenth~~  
29 ~~working day before testing is scheduled to begin that the school district has not~~  
30 ~~received its materials. Deliveries of test materials to single school districts shall use the~~  
31 ~~schedule in section 867.~~

~~(b) A school district and the contractor shall establish a periodic delivery schedule to accommodate all test administration periods within the school district. Any schedule established must conform to sections 866(a) and (b) for each test administration period.~~

~~(c) No school district shall receive its writing test materials more than ten or fewer than five working days before the day on which the writing portion of the English-language arts tests are to be administered.~~

NOTE: Authority cited: Sections 33031 and 60605, Education Code. Reference: Sections 60605, 60640, 60642.5 and 60643, Education Code.

**§ 867. Test Site Delivery and Return. [REPEALED]**

~~(a) No school or other test site shall receive any designated achievement test, standards-based tests, or designated primary language test or related test materials more than ten or fewer than five working days prior to the first day of testing scheduled at the school or test site.~~

~~(b) All testing materials shall be returned to the school district location designated by the district STAR coordinator no more than two working days after testing is completed for each test administration period.~~

~~(c) No school or other test site shall receive any writing test materials more than six or fewer than two working days before the test administration date.~~

~~(d) Writing test materials shall be returned to the district STAR coordinator no more than one day after the day scheduled for makeup testing.~~

NOTE: Authority cited: Sections 33031 and 60605, Education Code. Reference: Sections 60640 and 60642.5, Education Code.

**§ 867.5. Retrieval of Materials by Contractor. [REPEALED]**

~~(a) The school district shall ensure that designated achievement test, standards-based tests, or designated primary language testing materials are inventoried, packaged, and labeled in accordance with instructions from the contractor, and returned to a single school district location for pickup by the contractor within five working days following completion of testing in the school district and in no event later than five working days after each test administration period.~~

~~(b) School districts shall return all writing tests and test materials to the contractor no more than two working days after the makeup day specified for the writing test.~~

~~NOTE: Authority cited: Sections 33031 and 60605, Education Code. Reference: Sections 60640, 60642.5 and 60643, Education Code.~~

**§ 868. Discrepancy Resolution for Standards-based Achievement Tests and Any Primary Language Test. [REPEALED]**

~~(a) School districts shall process discrepancies determined by the contractor(s) upon receipt of returned tests and test materials pursuant to this subdivision:~~

~~(1) Receipt of a discrepancy notice in writing, via telephone, or via electronic mail by the district STAR coordinator for one or more of the following shall require a response from the district STAR coordinator to the contractor within 24 hours.~~

~~(A) A discrepancy between the quantity of tests and test materials shipped to the school district and the number of tests and test materials returned to the contractor from the school district.~~

~~(B) Information on scannable documents or test support materials that is inconsistent, incomplete, or missing, according to criteria established with the CDE.~~

~~(2) The district STAR coordinator shall acknowledge the discrepancy notice via electronic mail, if available in the school district, to the contractor and to the CDE within 24 hours of its receipt via electronic mail.~~

~~(b) The district STAR coordinator shall report any discrepancy in the total amount of the shipment from the contractor within two working days of the receipt of the shipment. If the contractor does not remedy the discrepancy within two working days of the school district report, the school district shall notify the CDE within 24 hours.~~

~~(c) Any discrepancy in a shipment of standards-based achievement tests or test materials or primary language test or test materials received by a test site from the district STAR coordinator shall be reported to the district STAR coordinator immediately but no later than two working days of the receipt of the shipment at the testing site. The district STAR coordinator shall remedy the discrepancy within two working days.~~

~~(d) The district STAR coordinator shall report to the contractor any discrepancy reported by a STAR test site coordinator within three working days of receipt of~~



~~materials at the test site. If the district STAR coordinator does not have a sufficient supply of tests or test materials to remedy any shortage, the contractor shall remedy the shortage by providing sufficient materials directly to the test site within two working days of the notification by the district STAR coordinator.~~

~~(e) The notices required by this section shall be made by telephone with simultaneous confirmation in writing and by electronic mail.~~

NOTE: Authority cited: Sections 33031 and 60605, Education Code. Reference: Sections 60605, 60640 and 60643, Education Code.

4/25/14 [California Department of Education]