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California High School Exit Examination (CAHSEE)
Test Administration Training 2009-10 for District Coordinators

December 1, 2009-WebCast

Slide 2

Presenters

- Paul Hoagland, CAHSEE Project Manager, Educational Testing Service (ETS)
- Rebecca Rabin-Reed, Product Administrator for Customer Services, ETS
- Diane Hernandez, Administrator, California Department of Education

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Presentation Objectives

- What's New
- Overview of CAHSEE
- Maintaining Test Security
- District Coordinator Responsibilities
- Demographic Data Corrections
- Resources
- Questions and Answers

Slide 4

What's New

- Answer document changes:
  - Page 1
    - Box 6 – grid "Yes" if Hispanic or Latino
    - Box 7 – grid all race/ethnicity that are applicable
    - "Decline to state" option is no longer available.
    - New Federal Standards for Collecting and Reporting Race and Ethnicity Categories may be found at http://www.cde.ca.gov/ds/td/lo/refaq.asp#q14
  - Page 2
    - Position of some boxes changed, but required data and numbering remains the same.
  - Page 12
    - Box 24 – American Indian Education has been deleted.

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What's New (Continued)

- Box 13
  - Directions revised

Slide 6

What's New (Continued)

- Elimination of test security seals

- Elimination of 2009 December Field Test Administration

Overview of CAHSEE

CAHSEE Purpose

- Improve student achievement in public high schools and ensure that students who graduate from public high schools can demonstrate competency in reading, writing, and mathematics

CAHSEE Requirement

- All students "except eligible students with disabilities," must satisfy the CAHSEE requirement, as well as all other state and local requirements, to receive a California public high school diploma.
- The CAHSEE requirement can be satisfied by passing the examination, or for eligible students with disabilities, meeting the exemption requirements pursuant to *EC* Section 60852.3, or receiving a local waiver pursuant to *EC* Section 60851(c).

Options to Participate in CAHSEE Administrations 2009-10

July 28-29	October 6-7	November 3-4	December 5 & 12	February 2-3	March 16-17	May 11-12
				Grade 10 (Census)	Grade 10 (Census or Make up)	Grade 10 (Make up)
	Grade 11	Grade 11	Grade 11	Grade 11	Grade 11	Grade 11
Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12
Adult	Adult	Adult	Adult	Adult	Adult	Adult

For testing schedules, go to:
http://www.cde.ca.gov/ta/tg/hs/admin.asp

CAHSEE Testing Opportunities

- Grade ten: one time (February, March, or May)
- Grade eleven: *two times
- Grade twelve: *at least three, but up to five times
- Adult students: *three times

* May participate in successive administrations.

Maintaining Test Security

Maintaining Test Security

- To ensure test security, district coordinators must:
  - Read, agree, sign, and return the Test Security Agreement (TSA) to ETS
  - Ensure all test site coordinators read and sign the TSA and <u>all</u> who have access to secure test materials read, sign and agree to the Test Security Affidavit

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Maintaining Test Security (Continued)

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Maintaining Test Security (Continued)

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Maintaining Test Security (Continued)

- Keep materials in a secure, locked storage
- Establish and maintain procedures that will prevent cheating
- Handle potential testing irregularities. Call ETS and CDE to report security breaches or test administration incidents

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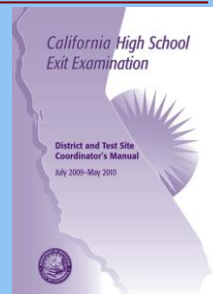## District Coordinator Responsibilities

DC

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Before Testing

DC

- Read the District and Test Site Coordinator's Manual (DTSCM)

California High School Exit Examination

District and Test Site Coordinator's Manual
July 2009–May 2010

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Before Testing (Continued) DC

- Go to http://www.ets.org/cahsee/

  to obtain information and documents regarding the coordination of CAHSEE administrations

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Before Testing (Continued) DC

- Refer to CAHSEE Project Calendar

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Before Testing (Continued) DC

- February 2010 CAHSEE Project Calendar Sample

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Before Testing (Continued) DC

Go to the secure CAHSEE Web site by clicking on CAHSEE Online from the ETS CAHSEE Web page or https://cahsee.ets.org/
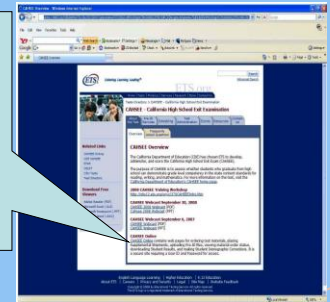
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Before Testing (Continued) DC

- Use CAHSEE Online at https://cahsee.ets.org to do the following:
  - Update your district contact information
  - Order test materials
  - Order supplemental shipments
  - Submit a Pre-ID file
  - Review/update an order
  - Make student demographic corrections
  - Download student results, roster reports, and summary reports

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Before Testing (Continued) DC
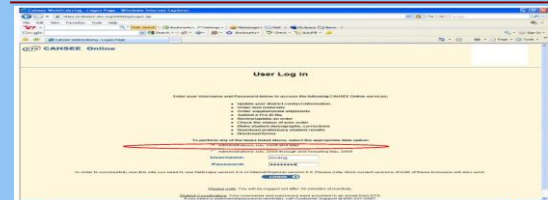
- Select the appropriate date option. Enter your **Username** and **Password**. Select the LOGIN button.

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Before Testing (Continued)

CAHSEE Online main page

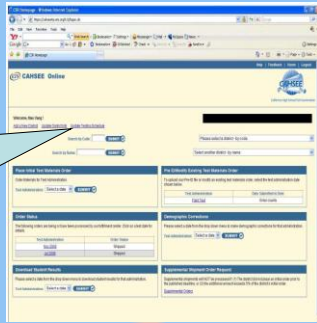Update **District Information** and **Testing Schedule**

Before Testing (Continued)

- Schedule and set up test administrations
- Notify parents of district's testing schedule

Before Testing (Continued)

- Prepare to order materials

CAHSEE Test Books and Special Versions

Standard Operational Test Books	Large Print (Version 998)	Audio Books (Version 001)	Audio CD	Braille (Version 999)	LP-Braille (Version 999)	LP-BR CD

Before Testing (Continued)

Excessive Orders Examples

Scenario #1			Scenario #2		
# Ordered (80%)	20,000	16,000	# Ordered (80%)	10,000	8,000
# Scored	12,000	12,000	# Scored	7,950	7,950
Difference		4,000	Difference		50
Cost per test booklet (2009-10)		$0.76	No excessive materials charge (Difference is less than 100)		
Excessive materials charge		$3,040.00			

Before Testing (Continued)

- Materials order and option to pre-ID warnings
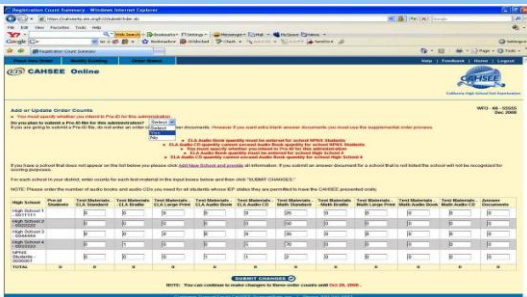
Before Testing (Continued)

- Materials order confirmation

Before Testing (Continued)
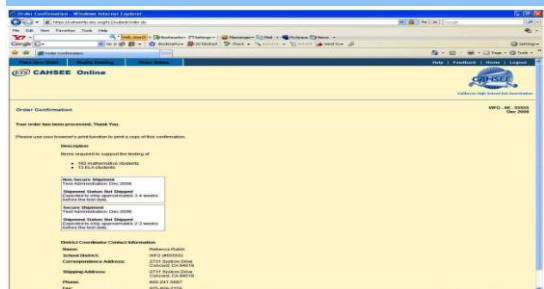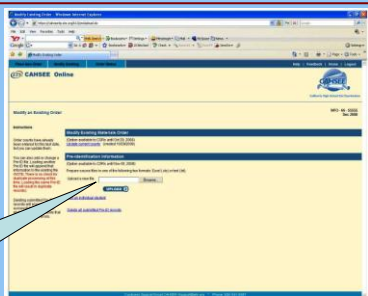
- Prepare data file according to pre-ID file layout

Upload pre-ID file

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Before Testing (Continued)

- If submitting a Pre-ID file, fill out the *List of Demographic Fields Required to be Hand-gridded for Schools Participating in the Pre-ID Service.*
  - Provide the list as a handout for test site coordinators during training
- A Late pre-ID label service is available for a fee.
  - You must have submitted a pre-ID file by the deadline to use this additional service.

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Before Testing (Continued)

- Emphasize the following with your test sites:
  - Maintaining test security
  - Reading Test Site Coordinator Responsibilities Section of manual
  - Hand-gridding fields not Pre-ID'd
  - Accommodations/Modifications/EL Variations
    - Signature in Box 13
  - Checking in/out test materials
  - Providing handout of important dates

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Before Testing (Continued)

- Identify and coordinate the testing of students placed in nonpublic schools
- Go to California School Directory http://www.cde.ca.gov/re/sd/ to obtain NPS school code. Enter onto Box 12c.

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Before Testing (Continued)

- Receive test materials (starting about 2 weeks before test administration)
  - Shipment 1: nonsecure testing materials
  - Shipment 2: secure testing materials
  - Shipment 3A: (optional) Pre-ID answer documents
  - Shipment 3B: (optional) late Pre-ID labels

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Before Testing (Continued)

- Upon receipt of shipments, open boxes and conduct inventory

DISTRICT COORDINATOR OPEN IMMEDIATELY

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Before Testing (Continued)

DC

- If more test materials are needed, contact the CAHSEE Support Center or go to CAHSEE Online to place supplemental orders
- Distribute test materials to sites

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During Testing

DC

- Be the liaison between test sites, CDE, and ETS
- Problem solve
- Notify both CDE and ETS of potential testing irregularities
- Complete the *Test Security Breach Report Form,* if applicable

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During Testing (Continued)

DC

After Testing

- Make sure all score codes and modifications/accommodations are properly coded on the answer document

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After Testing (Continued)

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After Testing (Continued)

DC

- Receive and inventory test materials from sites
- Account for all test booklets and CDs
- Complete District Packing List and Security Tracking
- Ensure <u>all</u> answer documents are batched by grade with School and Grade Identification (SGID) Sheet and packed in scorable boxes

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Slide 1

School and Grade Identification (SGID) Sheet — DC

California High School Exit Examination
School and Grade Identification (SGID) Sheet
Grade 10 Only

SAMPLE

PURPLE
Grade 10 only

ORANGE
Grade 11 only

BLUE
Grade 12 only

GREEN
Adult education students only

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After Testing (Continued) — DC

SAMPLE
CAHSEE-NOV 08-SCORABLE

275-205-001 0006530685 ANS

Enter district _scorable_ totals

SAMPLE
CAHSEE-NOV 08-NON SCORABLE

275-205-002 0006530773 SEC

Enter district _non-scorable_ totals

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Slide 3

After Testing (Continued) — DC

• Arrange with courier (FedEx or land carrier) for pickup

For Scorable materials

For Non-scorable materials

SAMPLE
XX PROA

SAMPLE

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Slide 4

After Testing (Continued) — DC

• Confirm that the designated CAHSEE color-coded label is in the lower right-hand corner on the top of each box being returned.
• Place the appropriate pre-addressed FedEx label to the immediate left of the designated color-coded label.

SAMPLE
XX PROA
275-205-001 0006530685 ANS

SAMPLE
275-205-002 0006530773 SEC

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Slide 5

After Testing (Continued) — DC

• Late return of scorable materials may delay results and reports being delivered on time.
  ▪ Please consult the ETS, CAHSEE project calendar to review when the late processing fee will be assessed for each administration.
• If scorable materials are received late, a late processing fee of $450 is charged to the district.

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After Testing (Continued) — DC

• Interpreting CAHSEE Scores
  ▪ Interpretation Guides (Top 11 languages)
  ▪ Score Conversion Tables

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After Testing (Continued)

- Use CAHSEE Online to download student results
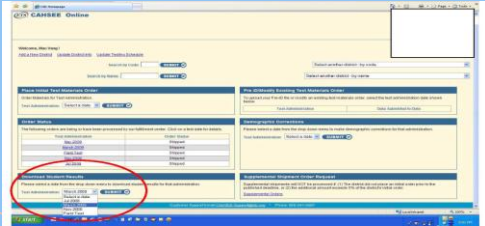
After Testing (Continued)

- Student detail files, rosters, and summary report
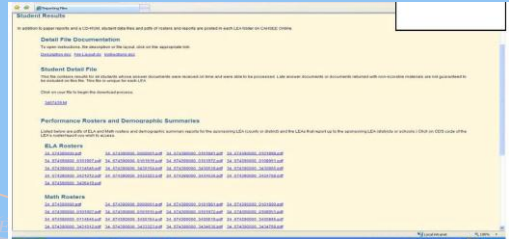
After Testing (Continued)

- Send student and parent reports home
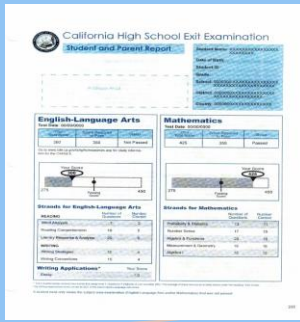
After Testing (Continued)

- Send summary reports to schools (ELA Sample)

After Testing (Continued)

- Send summary reports to schools (Math sample)

After Testing (Continued)

- Send roster reports to schools

After Testing (Continued)

- Additional resources and special services form

Demographic Data Corrections Updates

What's New In Demographic Data Corrections?

- **Hispanic Ethnicity Indicator has been added as a search field for the 2009-10 Demographic Correction page.**
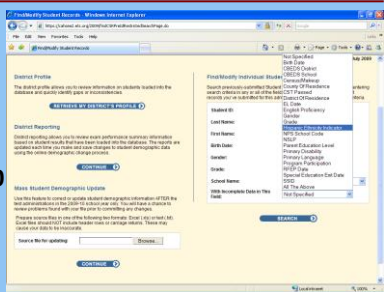
Important to Know for Demographic Data Corrections

- **If you used the Pre-ID service the Hispanic/Latino field (Box 6) will accept a "Y" or "N." Demographic corrections will not be necessary for this field.**
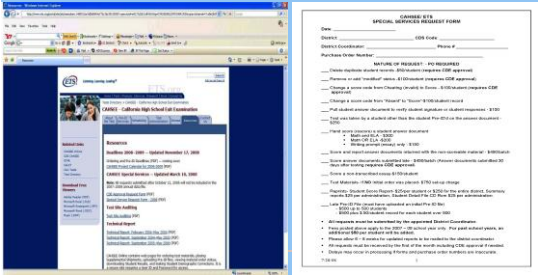
- **Box 6 on the 2009-10 answer document asks you to indicate if the student is Hispanic or Latino by bubbling "YES." There is not an option for "NO." Therefore, if the student is not Hispanic or Latino, you must enter "NO" in the Demographic Correction page.**

Important to Know for Demographic Data Corrections (Continued)
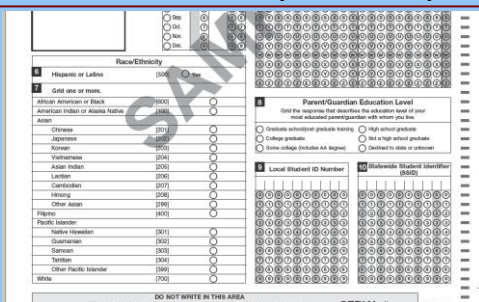
Important to Know for Demographic Data Corrections (Continued)

- **If box 6 for Hispanic/Latino is left blank on hand-gridded answer documents, the Hispanic/Latino field will be reported as "Unknown." The reporting ethnicity will be reported as two or more races.**

Important to Know for Demographic Data Corrections (Continued)

•You can correct data for box 6 here and change the student from Unknown to No.

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Resources

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Opportunities to Participate

• Scoring Opportunities
  ▪ WFO_OSNReaders@ets.org
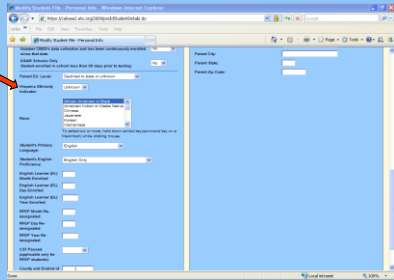
  ▪ Differential Item Functioning (DIF) reviews after each Census administration

  ▪ Contact Usha Altieri 916-403-2406 or ualtieri@ets.org.

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Training Presentation Available

• Presentation materials posted at:
  ▪ http://www.ets.org/cahsee/
  ▪ Look in the "About the Test" tab
• Administration workshop materials from June through September 2009 contain training slides for the test site coordinator, the test examiner, and the proctor.
• The administration workshop materials from June through September 2009 also contain slides with detailed instructions on the demographic data corrections process.

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CAHSEE Regulations

• *California Code of Regulations, Title 5,* sections 1200 to 1225 govern the administration of the CAHSEE in concert with state law (California *Education Code* sections 60850 to 60859).
• The *CAHSEE regulations* can be found at http://www.cde.ca.gov/ta/tg/hs/documents/cahseeregs.doc

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Special Education and English Learner Resources

• Available at
http://www.cde.ca.gov/ta/tg/hs/faq.asp
  ▪ Q & A for CAHSEE Exemption for Eligible Students with Disabilities.

http://www.cde.ca.gov/ta/tg/hs/accmod.asp
  ▪ Q & A about Test Variations
  ▪ Request for Test Variations
  ▪ Scribe Guidelines
  ▪ Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide Assessments

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Student Testing General Guidance

- Available at
  http://www.cde.ca.gov/ta/tg/sa/
  - CDE division updates and program notes
  - Test administration dates
  - Guidelines on Academic Preparation for State Assessments
  - Other guidance for California public schools

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Contact Information

CAHSEE policy and general examination information
CDE CAHSEE Office
916-445-9449
http://www.cde.ca.gov/ta/tg/hs/

State and federal accountability information
CDE Academic Accountability Unit
916-319-0863
http://www.cde.ca.gov/ta/ac/

Test material ordering and logistics
ETS CAHSEE Support
800-241-5687
http://www.ets.org/cahsee/
https://cahsee.ets.org/

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