



February 2009

TO: All Principals and Co-Principals

FROM: James Gulek, Assistant Superintendent

SUBJECT: FRIENDLY REMINDER: Test Security And Correct Test Administration

As we begin STAR testing, teachers throughout the state are feeling tremendous pressure to produce high test scores. This anxiety sometimes leads to some strange and unpredictable test administration and preparation practices. State law is clear about what constitutes acceptable test preparation and administration. Unfortunately, educators who violate these regulations, either knowingly or unknowingly, face severe consequences.

We in Long Beach are known for doing things “right.” You have worked with this office reviewing acceptable test preparation activities as well as test security, room environment, and test administration procedures throughout this past year.

*The purpose of this memo is to provide you with a summary of state regulations that you can refer to should questions arise at your site about test preparation or administration.*

**Test Preparation.** It is illegal to provide **specific** practice for the *California Standards Tests*.

No one should use:

- Published practice materials labeled “for *California Standards Tests*.”
- Teacher-created parallel forms of the test (items created to represent an entire test form).

It is acceptable to use

- Items from *Test Best for Test Prep* or other test-taking skills materials not specifically designed for the *STAR exams*.
- Published materials designed to help students develop test-taking skills applicable to all tests.
- State-adopted materials such as the *Passport to Mathematics: California Content Standards Workbooks for Mathematics (Grades 6-8)*

**Test Security.** The *California Standards Tests* are secure tests. No one should review the STAR tests prior to administration day or discuss specific test items. This applies to STAR writing at grades 4 and 7. Discussion of the writing genre or specific prompt prior to test administration will invalidate your school's results. Test security violations may result in suspension or worse.

- Tests must be “secured” in the main office by the STAR Site Coordinator over any school breaks.
- STAR tests must be checked in and out daily under the direction of the STAR Site Coordinator.
- Tests should not leave a school site at any time.
- Teachers and others reviewing tests must have confidentiality affidavits on file.

**Test Administration.** The CSTs are standardized tests. Its scores only have meaning to the extent that all people administering the tests follow the same procedures. These procedures are spelled out quite specifically in the test administration instructions. Issues such as whether teachers can read sections aloud to students, what kinds of questions teachers can answer, and how long each student has to complete the test are addressed in the test administration manuals. Deviations from the manual can result in a student’s score being invalidated and a teacher being reprimanded or worse.<sup>1</sup>

**Room Environment.** While it would be impossible to “strip the walls bare” during STAR testing, it is important that materials on display in the classroom or taped to students’ desks not relate in any way to items on the state tests. There should be no materials taped to students' desks.

***A test is, by definition, an unassisted performance. If there are any materials in the classroom or on desks that students could use to answer a specific test item, those materials should be removed.***

Additional information about room environment is contained in the district’s *Ethical Test Practices* booklet, *STAR Administration DVD* and *STAR District and Test Site Coordinator’s Manual*. If you are in doubt as to what is acceptable during testing, use the following guideline or refer to the Excerpts from state documents attached to this memo.

Acceptable	NOT Acceptable
alphabet posted on wall	alphabet on student desks phonics charts Open Court letter cards
generic word walls	vocabulary lists spelling lists grammar rules charts on how to edit written work
number line posted on wall	number line on student desks math facts math charts rules about math operations math formulas/tables labeled geometric figures
	maps biological charts periodic tables/formulas weights/measures } High School

If you have any questions about acceptable procedures or other concerns, please call a member of the Research staff.

- c. C. Steinhauser
- C. Dominguez
- J. Baker
- G. Mathews
- M. Webster
- C. Jensen
- R. Ashley
- STAR Coordinators

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<sup>1</sup> Special accommodations and/or modifications specified in a Special Education student’s I.E.P. are allowed and the accommodations/modifications utilized must be marked on the test book/answer document accordingly.

**EXCERPTS FROM STAR DOCUMENTS**  
***Related to Appropriate Room Environment***  
**General Guidelines**

**STAR Administration DVD distributed to all coordinators (script below):**

Set up the testing room by covering or removing any charts or illustrations that may cue answers to test questions. These include:

Phonics charts  
Math tables  
Grammar rules  
Charts for editing written work

And:  
Maps  
Formulas  
Periodic tables and so forth

Desks must be cleared for testing. If students have conversion tables or other aides on desks, these must be removed.

***STAR Writing Directions for Administration -- Grades 4 & 7, 2009 (page 6):***

**Day of Testing**

Make sure that no instructional materials directly related to the content of the test are visible to students. Inappropriate materials include, but are not limited to, capitalization and punctuation rules, spelling lists, grammar rules, and scoring guides. All such materials must be removed or covered during the testing session.

***STAR Multiple Choice Directions for Grades 2-11, 2009:***

- **CST** Grades 2-8 (page 5); Grades 9-11 (page 7)
- **STS** Grades 3-8 (page 6); Grades 9-11 (page 7)
- **CMA** Grades 3 & 5 (page 7); Grade 4 (page 6)

**General Directions for Administering:**

Make sure that no instructional materials directly related to the content of the tests are visible to students. Inappropriate materials include, but are not limited to, vocabulary or spelling lists, phonics charts (2-4), tables of mathematical facts or formulas, science reference tables or posters (5, 8 & 10) and history time lines (8, 11 and World History). All such materials must be removed or covered during testing sessions.

**LBUSD Ethical Test Practices\* (page 5):**

\* Please note this document has been revised to include all state-prohibited items:

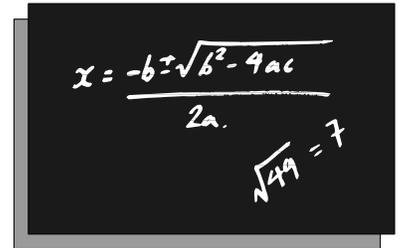
**II. Testing Environment**

A test is, by definition, an unassisted performance. Remove any materials from student desks or classroom walls that students could use to answer a specific test item.

- **Desks must be cleared for testing.** If students have conversion tables or other aides taped to their desks, these must be removed.
- **You must cover or remove any charts or illustrations that may cue answers to test questions.**

Items that must be covered/removed include but are not limited to:

Labeled geometric figures	Phonics Charts
Mathematical facts	Grammar rules
Weights/measures	Spelling lists
Math tables/formulas	Vocabulary lists
	Charts on how to edit writing
History time lines	
Maps (middle & high)	Periodic tables
Biological charts	Formulas





# Testing Variations, Accommodations, and Modifications

**Note:** Refer to the *California Code of Regulations, Title 5, Education*, for each specific assessment program for more detail.

**Matrix 1. Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide Assessments (January 2007)**

Test Variation (1) Accommodation (2) Modification (3)	STAR Program				CAHSEE	CELDT	Physical Fitness
	CAT/6 Survey	CST	STS	Aprenda/3			
Test administration directions that are simplified or clarified (does not apply to test questions)	ALL	ALL	ALL	ALL	ALL	ALL	ALL
Student marks in test booklet (other than responses) including highlighting	ALL For grade 3 marks must be removed to avoid scanning interference or transcribe	ALL For grades 2 and 3 marks must be removed to avoid scanning interference or transcribe	ALL For grades 2 and 3 marks must be removed to avoid scanning interference or transcribe	ALL	ALL	ALL For grades K–2 mark with a red ball point pen ONLY; marked test booklets may not be used again.	Not Applicable
Test individual student separately, provided that a test examiner directly supervises the student	1	1	1	1	1	1	1

Revised 12/21/06

All	These test variations may be provided to all students.
Test Variation (1)	Eligible students may have testing variations if regularly used in the classroom.
Accommodation (2)	Eligible students shall be permitted to take the examination/test with <b>accommodations</b> if specified in the eligible student’s IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.
Modification (3)	For the <b>STAR</b> Program and <b>CELDT</b> , eligible students shall be permitted to take the tests with <b>modifications</b> if specified in the eligible student’s IEP or Section 504 Plan. Eligible students shall be permitted to take the <b>CAHSEE</b> with <b>modifications</b> if specified in the eligible student’s IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

Test Variation (1) Accommodation (2) Modification (3)	STAR Program				CAHSEE	CELDT	Physical Fitness
	CAT/6 Survey	CST	STS	Aprenda/3			
Visual magnifying equipment	1	1	1	1	1	1	Not Applicable
Audio amplification equipment	1	1	1	1	1	1	1
Noise buffers (e.g. individual carrel or study enclosure)	1	1	1	1	1	1	Not Applicable
Special lighting or acoustics; special or adaptive furniture	1	1	1	1	1	1	Not Applicable
Colored overlay, mask, or other means to maintain visual attention	1	1	1	1	1	1	Not Applicable
Manually Coded English or American Sign Language to present directions for administration (does not apply to test questions)	1	1	Not Applicable	1	1	1	1
Student marks responses in test booklet and responses are transferred to a scorable answer document by an employee of the school, district, or nonpublic school	2	2	2	2	2	2	Not Applicable
Responses dictated [orally, or in Manually coded English or American Sign Language] to a scribe for selected-response items (multiple-choice questions)	2	2	2	2	2	2	Not Applicable

Revised 12/21/06

All Test Variation (1) Accommodation (2) Modification (3)	<p>These test variations may be provided to all students.</p> <p>Eligible students may have testing variations if regularly used in the classroom.</p> <p>Eligible students shall be permitted to take the examination/test with <b>accommodations</b> if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.</p> <p>For the <b>STAR Program</b> and <b>CELDT</b>, eligible students shall be permitted to take the tests with <b>modifications</b> if specified in the eligible student's IEP or Section 504 Plan. Eligible students shall be permitted to take the <b>CAHSEE</b> with <b>modifications</b> if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.</p>
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Test Variation (1) Accommodation (2) Modification (3)	STAR Program				CAHSEE	CELDT	Physical Fitness
	CAT/6 Survey	CST	STS	Aprendas/3			
Word processing software with spell and grammar check tools turned off for the essay responses (writing portion of the test)	Not Applicable	2	Not Applicable	Not Applicable	2	2	Not Applicable
Essay responses dictated orally or in Manually Coded English to a scribe, audio recorder, or speech-to-text converter and the student provides all spelling and language conventions	Not Applicable	2	Not Applicable	Not Applicable	2	2	Not Applicable
Assistive device that does not interfere with the independent work of the student on the multiple-choice and/or essay responses (writing portion of the test)	2	2	2	2	2	2	Not Applicable
Braille transcriptions provided by the test contractor	2	2	2	2	2	2	Not Applicable
Large print versions Test items enlarged if font larger than required on large print versions	2	2	2	2	2	2	Not Applicable
Extra time on a test within a testing day	2	ALL	ALL	ALL	ALL	ALL	ALL
Test over more than one day for a test or test part to be administered in a single sitting	2	2	2	2	2	2	Not Applicable

Revised 12/21/06

All	These test variations may be provided to all students.
Test Variation (1)	Eligible students may have testing variations if regularly used in the classroom.
Accommodation (2)	Eligible students shall be permitted to take the examination/test with <b>accommodations</b> if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.
Modification (3)	For the <b>STAR</b> Program and <b>CELDT</b> , eligible students shall be permitted to take the tests with <b>modifications</b> if specified in the eligible student's IEP or Section 504 Plan. Eligible students shall be permitted to take the <b>CAHSEE</b> with <b>modifications</b> if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

Test Variation (1) Accommodation (2) Modification (3)	STAR Program				CAHSEE	CELDT	Physical Fitness
	CAT/6 Survey	CST	STS	Aprenda/3			
Supervised breaks within a section of the test	2	2	2	2	2	2	Not Applicable
Administration of the test at the most beneficial time of day to the student	2	2	2	2	2	2	2
Test administered at home or in hospital by a test examiner	2	2	2	2	2	2	2
Dictionary	3	3	3	3	3	3	Not Applicable
Manually Coded English or American Sign Language to present test questions	2 Math	2 Math, Science, History-social Science	Not Applicable	2 Math	2 Math	2 Writing	Not Applicable
	3 Reading, Language, Spelling	3 ELA		3 Reading, Language, Spelling	3 ELA	3 Reading, Listening, Speaking	

Revised 12/21/06

All	These test variations may be provided to all students.
Test Variation (1)	Eligible students may have testing variations if regularly used in the classroom.
Accommodation (2)	Eligible students shall be permitted to take the examination/test with <b>accommodations</b> if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.
Modification (3)	For the <b>STAR</b> Program and <b>CELDT</b> , eligible students shall be permitted to take the tests with <b>modifications</b> if specified in the eligible student's IEP or Section 504 Plan. Eligible students shall be permitted to take the <b>CAHSEE</b> with <b>modifications</b> if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

Test Variation (1) Accommodation (2) Modification (3)	STAR Program				CAHSEE	CELDT	Physical Fitness
	CAT/6 Survey	CST	STS	Aprenda/3			
Test questions read aloud to student or used audio CD presentation	2 Math	2 Math, Science, History-social Science	2 Math	2 Math	2 Math	2 Writing	Not Applicable
	3 Reading, Language, Spelling	3 ELA	3 Reading, Language, Spelling	3 Reading, Language, Spelling	3 ELA	3 Reading	
Calculator on the mathematics tests	3	3	3	ALL Grades 9-11 and Problem Solving section in Grades 5–8	3	Not Applicable	Not Applicable
				3 All other sections			
Calculator on the science tests	Not Applicable	3	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Arithmetic table or formulas (not provided) on the mathematics tests	3	3	3	3	3	Not Applicable	Not Applicable
Arithmetic table or formulas (not provided) on the science tests	Not Applicable	3	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

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All	These test variations may be provided to all students.
Test Variation (1)	Eligible students may have testing variations if regularly used in the classroom.
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Test Variation (1) Accommodation (2) Modification (3)	STAR Program				CAHSEE	CELDT	Physical Fitness
	CAT/6 Survey	CST	STS	Aprenda/3			
Math manipulatives on the mathematics tests	3	3	3	3	3	Not Applicable	Not Applicable
Math manipulatives on the science tests	Not Applicable	3	Not Applicable				
Word processing software with spell and grammar check tools enabled on the essay responses writing portion of test	Not Applicable	3	Not Applicable	Not Applicable	3	3	Not Applicable
Essay responses dictated orally, in Manually Coded English, or in American Sign Language to a scribe [audio recorder, or speech-to-text converter] (scribe provides spelling, grammar, and language conventions)	Not Applicable	3	Not Applicable	Not Applicable	3	3	Not Applicable
Assistive device that interferes with the independent work of the student on the multiple-choice and/or essay responses	3	3	3	3	3	3	Not Applicable
Unlisted Accommodation or Modification	Check with CDE						

Because the CELDT, STS, and Aprenda/3 are tests specifically for English learners, there are not separate guidelines for administering the CELDT, STS, or Aprenda/3 to this population. Please refer to the Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide Assessments, the first table in this section, for additional variations for all students, including English learners.

Revised 12/21/06

All	These test variations may be provided to all students.
Test Variation (1)	Eligible students may have testing variations if regularly used in the classroom.
Accommodation (2)	Eligible students shall be permitted to take the examination/test with <b>accommodations</b> if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.
Modification (3)	For the <b>STAR Program</b> and <b>CELDT</b> , eligible students shall be permitted to take the tests with <b>modifications</b> if specified in the eligible student's IEP or Section 504 Plan. Eligible students shall be permitted to take the <b>CAHSEE</b> with <b>modifications</b> if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

**Note:** Refer to the *California Code of Regulations, Title 5, Education*, for each specific assessment program for more detail.

**Matrix 2. Matrix of Test Variations for Administration of California Statewide Assessments for English Learners (January 2007)**

Test Variation	STAR Program		CAHSEE	Physical Fitness
	CAT/6 Survey	CST		
Hear the test directions printed in the test administration manual translated into the student's primary language. Ask clarifying questions about the test directions in the student's primary language.	Variation Allowed	Variation Allowed	Variation Allowed	Variation Allowed
Additional supervised breaks within a testing day <i>or</i> following each section (STAR) within a test part provided that the test section is completed within a testing day. A test section is identified by a "STOP" at the end of it.	Variation Allowed	Variation Allowed	Variation Allowed	Not Applicable
ELs may have the opportunity to be tested separately with other ELs provided that the student is directly supervised by an employee of the school who has signed the test security affidavit and the student has been provided such a flexible setting as part of his/her regular instruction or assessment.	Variation Allowed	Variation Allowed	Variation Allowed	Variation Allowed
Access to translation glossaries/word lists (English-to-primary language). Glossaries/ word lists shall not include definitions or formulas.	Not Allowed	Variation Allowed	Variation Allowed	Not Applicable
		Math, science, history-social science		
		Not Allowed ELA		