

LOS ANGELES UNIFIED SCHOOL DISTRICT  
DIVISION OF ADULT AND CAREER EDUCATION

GUIDELINE NO. 006.01  
February 4, 2020

SUBJECT: CASAS/EL CIVICS CERTIFICATION IMPLEMENTATION

- I. Background
- II. Implementation
- III. Record Maintenance

I. BACKGROUND

This guideline was formerly Guideline 116 and supersedes Guideline No. 100 (Rev.) issued on November 19, 2010.

- A. To ensure and verify compliance with state and federal guidelines outlined in the California Adult Education Program (CAEP) and the Workforce Innovation and Opportunity Act (WIOA) grants, all staff conducting CASAS/EL Civics testing will sign a *CASAS/EL Civics Proctoring Certification* form at the beginning of the school year or when a new proctor begins administering assessments.

II. IMPLEMENTATION

- A. Responsibility for *CASAS/EL Civics Proctoring Certification* form (Attachment A)

Performance Advisors shall be responsible for the provision and completion of proctoring certification forms. Proctoring certification forms are initially prepared by the Performance Advisor and provided to the School Administrative Assistant (SAA) which are included in the back to school certification packet or completed during teacher orientation to the school site.

- B. Responsibility for requesting additional *CASAS/EL Civics Proctoring Certification* forms

It is the responsibility of the SAA to notify the Performance Advisor when additional forms are needed.

- C. Responsibility for *Principal's CASAS/EL Civics Assessments Certification* form (Attachment B)

The Performance Advisor is responsible for verifying to the school principal that CASAS and EL Civics assessments have been administered according to state and federal guidelines. Such documentation shall include but will not be limited to:

- a. TOPSpro Enterprise Class Profile Report
- b. TOPSpro Enterprise Data Integrity Report

After having reviewed documentation, the principal shall complete the *Principal's CASAS/EL Civics Assessments Certification* form and turn it in to the Performance Advisor to submit with quarterly data reports.

### III. RECORD MAINTENANCE

- A. Performance Advisors shall keep the *CASAS/EL Civics Proctoring Certification* forms on file at each school for five years.
- B. *Principal's CASAS/EL Civics Assessments Certification* forms shall be kept in a separate file and kept at each school for five years. A copy of the form shall be sent to the Central Office Performance Advisor along with the quarterly WIOA and CAEP data submissions.

For assistance, please contact Laura Chardiet, Coordinator at (213) 241-3830 or by email at [laura.chardiet@lausd.net](mailto:laura.chardiet@lausd.net).

APPROVED: Joseph Stark, Executive Director

DISTRIBUTION: All Schools and Offices, Division of Adult and Career Education



### CASAS/EL Civics Proctoring Certification

Each proctor is required to complete a CASAS/EL Civics Proctoring Certification form before administering any CASAS assessments, including eTesting and EL Civics.

**Local agencies must keep all testing materials, including test booklets, answer sheets, test manuals, related materials and access to CASAS eTests in secure storage, available only to those involved in test administration. Test administrators are responsible for the security of all test materials in their possession.**

Name of School: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

**It is considered fraudulent for any person or agency to influence testing procedures for the purpose of artificially increasing learning gains or WIOA/CAEP outcomes.**

Name of Proctor: \_\_\_\_\_

I will conduct testing in compliance with the mandates of Guideline No.006.01 and certify that:

1. All CASAS examinations will be administered under my supervision.
2. Students will receive no assistance and have no access to books, notes, electronic devices or reference materials.
3. I will not permit the examination to be compromised, copied, or recorded in any way or by any method.
4. I will allow students up to 75 minutes to complete each pretest and posttest examination.

\_\_\_\_\_  
Signature of Proctor

\_\_\_\_\_  
Date



### Principal's CASAS/EL Civics Assessments Certification

Each school principal is required to complete a Principal's CASAS Assessments Certification form for each quarterly WIOA/CAEP data submission.

**Instructions to Performance Advisor: Complete this form and submit with your quarterly deliverables.**

Name of School: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

Name of Performance Advisor: \_\_\_\_\_

Quarter:            1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

**Instructions to Principal: Sign and return this certification to your school's Performance Advisor who will forward it to Central Office with each quarterly submission.**

All CASAS testing was conducted in compliance with state and federal guidelines, and I certify that:

1. The students received no assistance and had no access to books, notes, electronic devices or reference material.
2. I have not permitted the examination to be compromised, copied, or recorded in any way or by any method.
3. Students were allowed up to 75 minutes to complete each pretest and posttest examination.

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Signature of Performance Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date