



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE**

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<b>TITLE:</b>	Procedural Guidelines for Administering Science Periodic Assessments for Grades 6-12	<b>ROUTING</b> Local District Superintendents Local District Administrators of Instruction Local District Directors, Secondary Local District Science Specialists/Experts/Advisors Principals Assistant Principals Science Lead Teachers (SLTs) Science Department Chairpersons UTLA Chapter Chairs
<b>NUMBER:</b>	REF-3735.0	
<b>ISSUER:</b>	Robert Collins Chief Instructional Officer, Secondary	
<b>DATE:</b>	June 6, 2007	
<b>MAJOR CHANGES:</b>	This Reference Guide replaces Reference Guide number REF-2627.2, same title dated January 30, 2007. Online scoring is added as an option for 2007-2008 in order to add late scores for absent students or to make corrections.	
<b>PURPOSE:</b>	The purpose of this Reference Guide is to provide information about the Secondary Science Periodic Assessment Program	
<b>BACKGROUND:</b>	<p>In order to meet State accountability expectations and the requirements of the <i>No Child Left Behind Act</i> (NCLB), the District has embarked on a comprehensive science plan, which includes the implementation of District Science <i>Instructional Guides</i> (“<i>Guides</i>”) in Grades 6-12, the Periodic Assessment Program and Professional Development. The <i>Guides</i> and the Periodic Assessment Program are tools to be used by teachers, science lead teachers (SLTs), science coordinators, department chairpersons and administrators to focus and improve student achievement.</p> <p>The <i>Guides</i> provide a curriculum and instructional strategies for teaching science. The <i>Guides</i> include the <i>Science Content Standards for California Public Schools</i>, state-adopted standards-based textbook references for Grades 6-8 and District authorized Grades 9-12 standards-based textbook references, strategies for instruction and additional research-based resources to promote effective teaching and learning. The <i>Guides</i> are divided into standards-aligned instructional components/modules, and the standards-aligned periodic assessments administered at the completion of each component/module measure student learning of the module.</p> <p>Science periodic assessments in Grades 6 and 8, biology and chemistry will be administered three times each year. Grade 7 assessments will be administered once per semester. Integrated Coordinated Science will be administered three times a year with an optional fourth administration.</p> <p>The Science periodic assessment program in Grades 6-12 represents a partnership between LAUSD and the District’s assessment contractors. Under the direction of the LAUSD secondary science team, assessment items were developed and</p>	



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reviewed with UTLA approved science teachers. Science assessment results will be scanned by the District assessment contractor, scored and data reported through a secure Internet site.

**GUIDELINES:** I. STUDENTS TO BE ASSESSED

A. Students in core Science classes. Students enrolled in the following courses will take the periodic assessments:

Course Name	Course Code
SCIENCE AND HEALTH 6A	36-01-01
SCIENCE AND HEALTH 6B	36-01-02
SCIENCE 7	36-01-03
SCIENCE 8A	36-01-05
SCIENCE 8B	36-01-06
Integrated Coordinated Science 1A	36-01-21
Integrated Coordinated Science 1B	36-01-22
Chemistry A	36-14-01
Chemistry B	36-14-02
Biology A	36-07-01
Biology B	36-07-02
Focus on Life Science A 7	36-01-15
Focus on Life Science B 7	36-01-16

B. Students with Disabilities

1. The purpose of the periodic assessment is to gauge student performance on grade-level content standards. Students with disabilities who are participating in the District general education curriculum (Section M of the IEP) should take the assessments at their assigned grade level. The assessments should be given with the accommodations specified in the IEP or Section 504 Plan.
2. Students with disabilities participating in the District alternate curriculum should not participate in the science periodic assessments. Contact your Local District Special Education Administrator for additional information.

C. English Learners

1. All English learners, including ELs with disabilities, will take the assessments to determine student performance on grade-level standards.
2. To ensure ELs are assessed appropriately, schools should assess ELs using primary language support that matches the support they receive in daily instruction.



- a. Mainstream English Program. Reasonably fluent ELs (ELD Level 5) will be assessed in English.
- b. Basic Bilingual Program (Spanish). ELs with less than reasonable fluency (ELD Levels 1-4) should be assessed using the Spanish version of the assessment.
- c. All Other Master Plan Programs. ELs with less than reasonable fluency (ELD Levels 1-4) should be assessed using the language of instruction, English, with some primary language support.
  - (1) For Spanish-speaking ELs, the teacher may use the Spanish version of the assessment to read the assessment questions.
  - (2) For non-Spanish speaking ELs, the teacher or a trained bilingual paraprofessional (when the teacher is not fluent in the student's primary language) may translate assessment instructions.

## II. ASSESSMENT SCHEDULE

- A. Regular schools with students enrolled in eligible courses will administer the assessments in accordance with the "Schedule of Periodic Assessments" in Memoranda as cited in the "Related Resources" section of this Reference Guide.
- B. Periodic assessment materials will be sent to options, continuation and secondary schools with alternate schedules. Teachers have the flexibility to administer the periodic assessments when the appropriate content has been presented to their students enrolled in eligible courses. For these schools, pre-printed answer sheets must be requested at least 3 weeks in advance by contacting the Princeton Review help desk at (888) 745-7737 or [helpme@review.com](mailto:helpme@review.com). Contact your Local District Science Specialists/Experts for additional information.
- C. Assessment Administration Sequence

Teachers shall administer the assessments following the instructional components sequencing outlined in each *Instructional Guide* for Grades 6 through 12.

## III. MATERIALS

- A. It will be the responsibility of the principal, science coordinator, science lead teacher, department chair or designee to distribute assessment materials to teachers. It is recommended that materials be distributed to teachers in sufficient time for them to identify any shortages or missing materials. Periodic assessment materials consist of the following items:
  - *Checklist of Requirements for Submitting Periodic Assessments* (Attachment A)
  - *Administration and Scoring Manuals*



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- Student assessment booklets
  - *Class Header Sheet* (yellow)
  - Pre-printed student answer sheets (blue)
  - Generic student answer sheets (orange)
- B. Student assessment booklets are shrink-wrapped in bundles of 20 and are delivered to multi-track schools in July and December. Single-track schools will receive booklets in August and December. Student assessment booklets are identified by the image of a pencil on the cover. Students are not to write in the booklets because they are intended for re-use for other tracks or if a teacher has multiple class periods of the same course. Booklets may be stored at the school for future use.
- C. One *Administration and Scoring Manual* is included with each bundle of student assessment booklets. The *Administration and Scoring Manual* contains the Answer Choice Rationales and the scoring rubric for the constructed response item. The *Checklist of Requirements for Submitting Periodic Assessments* included with each class answer sheet packet contains the most up to date information and is included with this Reference Guide as Attachment A.
- D. Class answer sheet packets for teachers, one for each class or period, will be delivered in a separate box ten business days prior to the start of each assessment window. The box will contain white plastic mail unit envelopes and answer sheet packets. Answer sheets are packaged in large, zip-lock plastic bags (poly bags) that contain the following:
1. The *Checklist of Requirements for Submitting Periodic Assessments* (blue) that describes the most current logistical information for the distribution, scanning and scoring of the Periodic Assessments
  2. Each student is provided with one pre-printed *Student Answer Sheet* (blue) to record their multiple-choice answers. After students complete the Constructed Response (CR), teachers are to score the response and record the score on the student's multiple-choice answer sheet. Because student answer sheets are pre-printed based upon the information entered in the school's Student Information System (SIS), it is essential that all students are properly enrolled with their appropriate course. Classes with unfilled teacher positions will be identified by subject and room number.
  3. Generic *Student Answer Sheets* (orange) are used for each student whose information was not in the SIS when the answer sheets were printed. The sheet is used for students to record multiple-choice answers and for teachers to record scores for the CR. Please ensure that all information is completely filled out, including the student ID number and assessment code which is on the lower right corner of the student booklet. Extra generic answer sheets have been provided



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and these answer sheets may be used for any class or assessment at the school.

4. *Class Header Sheets* (yellow) are included for each teacher and class and should be returned with the student answer sheets. Be sure to bubble in the appropriate information on the *Class Header Sheet*.

### IV. SCANNING AND SCORING ASSESSMENTS

- A. Teachers are to score the constructed response item according to the rubric provided for the item in the “Answer Choice Rationales” section included within each *Administration and Scoring Manual*. Teachers should mark the student score in the box at the bottom of the individual student’s answer sheet designated “Mathematics & Science Constructed Response (CR) Score Only.”
- B. Absent students or students not enrolled in the class will NOT be assigned any score if no answer sheets are returned for those students. If answer sheets are returned, students will receive any score assigned. Bubbling “N” for “No Response” for a constructed response score, even with no multiple-choice responses, will result in a zero score being recorded for the entire assessment.
- C. All answer sheets must adhere to the following guidelines before being returned for scanning:
  1. Collect all student answer sheets and place them in the poly bag provided (the same plastic zip-lock bag in which the student answer sheets were delivered). Be sure to place them all front side up, in the same direction.
  2. Folded or damaged answer sheets may not be scanned and scored.
  3. Do not put assessment booklets into the poly bag.
  4. Make sure all identifying information is fully completed on generic answer sheets. Returning incomplete answer sheets will result in delays or the inability to scan any results.
  5. Fill out all requested information on the *Class Header Sheet* and then place it on top of the student answer sheets so that it is visible through the poly bag.
  6. Once all student answer sheets are collected and placed in the poly bags along with the *Class Header Sheets* they are to be returned for scanning via LAUSD School Mail. The poly bags must be placed in the white plastic return envelopes packed with each box of student answer sheets. The return envelopes are labeled:

**“To: LAUSD Mail Unit  
LAUSD Periodic Assessments”**



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7. These envelopes should be placed in the school's regular canvas mailbag for regular school mail unit pick-up.
- D. Online Scoring: this alternative to scanning is made available as an option to add late scores for students who were absent or to make corrections. It is not intended to replace scanning, except when immediate feedback on student performance is desired via the Item Response Report. The procedures for online scoring are as follows:
1. Access to online scoring is gained by logging on to the Periodic Assessment website at <https://lausd.princetonreview.com>.
  2. From your "Class Main Page" click on the link for the assessment for which you want to add or change scores.
  3. You will see a student roster on the "Review Assessment Details" page. Click on the "Answer Sheet" link next to the name of the student for whom you wish to add or change answers.
  4. An online answer sheet will be displayed. Directions are at the top of the page and answer choices are numbered as on the printed answer sheet. There is a text box and a button for each answer choice option and any previously scanned and scored answers will be displayed in the buttons. Answer choices may be added or changed by either entering the letter of the new answer in the text box or by clicking on the desired answer choice button. When all additions and/or changes are completed, click on the "Save Changes" button to record the new answers. This action will permanently overwrite the previous answers on any items that were changed. Navigating away from the answer sheet without clicking on "Save Changes" will result in no change to any previous answers. Click back to the previous screen and repeat this step for each student for whom you wish to add or change answers.
  5. Any new and/or revised online answer sheets will be scored immediately and students' scores will be available in the "Item Response Report."
  6. It is District policy to retain periodic assessment answer sheets for 120 days before discarding them. Teachers and others using online scoring should retain the answer sheets or other written record of scores entered and/or changed online in compliance with this policy. Online scoring activity will be monitored and users may be asked to provide documentation.

### V. SCORE REPORTS

- A. Score reports will be available to school and Local District personnel in the online "Item Response Report" within 24 to 48 hours after scannable



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answer sheets are received by the assessment contractor. Using your LAUSD email login and password information, score reports will be available at <https://lausd.princetonreview.com> from any computer connected to the Internet.

- B. Additional reports will also be available to principals and Local District staff on the Decision Support System (DSS).

## VI. RELATED RESOURCES

- A. District *Instructional Guides* and accompanying professional development materials for Science
- B. *Professional Development Guide to Accompany the Comparability Charts* (available online “*Inside LAUSD, Periodic Assessment*” website)
  - The “Comparability Charts” are available for each teacher to post and display the alignment between standards measured on the California Standards Tests (CST) and the District’s periodic assessments; copies of charts per subject and grade level are available through the Local District Administrator of Instruction
- C. *Professional Development Guide for Secondary Periodic Assessments: A Tool for Analyzing Periodic Assessment Data and Using Results to Inform Collaborative Conversations* (available online)
- D. Memorandum MEM-3742.0 “*2007-08 Schedule of District Diagnostic Periodic Assessments--Single-Track Secondary Schools*” (June 6, 2007)
- E. Memorandum MEM-3743.0 “*2007-08 Schedule of District Diagnostic Periodic Assessments--Three-Track Secondary Schools*” (June 6, 2007)
- F. Memorandum MEM-3744.0 “*2007-08 Schedule of District Diagnostic Periodic Assessments—Four-Track Secondary Schools*” (June 6, 2007)

## VII. EVALUATION

A biannual *Survey of Current Periodic Assessment Procedures* will be sent separately to schools to obtain responses from all educators involved with the periodic assessment program. Results from the surveys will be used to improve the usefulness and efficiency of the periodic assessments in order to increase student achievement and guide professional development.

## VIII. ASSISTANCE

- A. Below are resources you may contact for assistance:

<b>Issue</b>	<b>Contact</b>
Missing or incorrect assessment materials	<ul style="list-style-type: none"> <li>• Princeton Review help desk at: 888-745-7737 or</li> <li>• Send e-mail to Princeton Review at: <a href="mailto:helpme@review.com">helpme@review.com</a></li> </ul>



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Questions about online score reports	<ul style="list-style-type: none"> <li>• Princeton Review help desk at: 888-745-7737 or</li> <li>• Send e-mail to Princeton Review at: helpme@review.com</li> </ul>
User name or password information	<ul style="list-style-type: none"> <li>• ITD Service Desk at: 213-241-5200 or</li> <li>• Send e-mail to the ITD Service Desk at <a href="http://techsupport.lausd.net/webform.htm">http://techsupport.lausd.net/webform.htm</a></li> </ul>
Questions about program administration	<ul style="list-style-type: none"> <li>• Periodic Assessment Unit at: 213-241-6873</li> <li>• Inside LAUSD: Periodic Assessment link under “Resources &amp; Applications”</li> </ul>
Decision Support System	<ul style="list-style-type: none"> <li>• Visit the DSS pages on Inside LAUSD by following the link in the “Resources &amp; Applications” box</li> <li>• Call DSS at 213-241-3014</li> </ul>

B. Contact the Local District Science Specialists/Experts for any additional information:

Local District	Science Contact	Phone Number
District 1	Robert Scott	818-654-3641
District 2	Mercy Momary Barbara Donatella	818-755-5456 818-755-5332
District 3	Karen Jin Valerie Cannon	310-253-7100 310-253-7100
District 4	Catherine Devine Marissa Hipol	323-932-2243 323-932-2632
District 5	Henry Ortiz	323-224-3350
District 6	Pamela Williams Catherine Duong	323-278-3932 323-278-3996
District 7	Tina Perry Ayham Dahi	323-242-1403 323-242-1381
District 8	Gilberto Samuel Stela Oliveira	310-354-3447 310-354-3400



## CHECKLIST OF REQUIREMENTS FOR SUBMITTING PERIODIC ASSESSMENTS

### 1. **REQUIRED FOR ALL ASSESSMENTS:**

- a. Only #2 pencils can be used on the answer sheets.
- b. All Constructed Response scores are now recorded on the multiple-choice answer sheets (with the exception of the Secondary ELA Extended Constructed Response). Scores must be bubbled in the space provided on the bottom of the multiple-choice answer sheet for each student. The “N” score is for “No Response.”
- c. Valid student IDs and the proper Assessment Code from the lower right corner of the student booklet must be filled in for any generic answer sheets.
- d. New students added to the class after the class roster was printed must use generic answer sheets (orange).

### 2. **SPECIFIC TO ELEMENTARY ASSESSMENTS:**

- a. For 4th and 5th Grade science, the teacher must designate the correct assessment (Life, Earth or Physical Science) and the number (order) of the assessment (Assessment 1, 2 or 3) on the yellow *Class Header Sheet*.
- b. Materials for Grades K-5 are consumable (one per student).

### 3. **SPECIFIC TO SECONDARY ASSESSMENTS:**

- a. For the Secondary ELA Extended Constructed Response (ECR), Full Class Answer Sheets may be submitted apart from other materials. No cover sheet is necessary.
- b. Materials that Must be Reused for Subsequent Classes, Periods or Tracks:
  - i. The multiple-choice assessment booklets for Grades 6 and above are to be reused for subsequent classes, periods and tracks.
  - ii. For Science at Grades 6 and above, the Constructed Response (CR) item is part of the multiple-choice assessment booklet. Students must record their answer to the CR item on a separate piece of paper for the teacher to score.
- c. Consumable Materials:
  - i. For ELA and History/Social Science, the Short Constructed Response (SCR) and Extended Constructed Response (ECR) materials are consumable (one per student), so students may write on them.
  - ii. For mathematics, the single sheet Constructed Response (CR) item is consumable, so students may write on them.