

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

GUIDELINE NO. 116
May 3, 2013

SUBJECT: WIA CERTIFICATION IMPLEMENTATION

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

I. BACKGROUND

This guideline supersedes Guideline No. 100 (Rev.) issued on November 18, 2010.

To verify compliance with state and federal guidelines, all staff conducting WIA testing will sign a WIA Proctoring Certification form at the beginning of the school year.

II. IMPLEMENTATION

A. Responsibility for WIA Proctoring Certification (Attachment A)

WIA advisors shall be responsible for the provision and completion of proctoring certification forms. Proctoring certification forms will initially be prepared by the WIA advisor and provided to the School Administrative Assistant (SAA) to be included in the back to school certification packet.

B. Responsibility for requesting additional forms

It is the responsibility of the SAA to notify the WIA advisor when additional forms are needed.

C. Responsibility for Principals' WIA Test Certification (Attachment B)

The WIA advisor is responsible for verifying to the school principal WIA tests have been given according to state and federal guidelines. Such documentation shall include but will not be limited to:

1. TOPs Class Profile Report
2. Data Integrity Report

After having reviewed documentation, the principal shall complete the Principals' WIA Test Certification form and give it to the WIA advisor to submit with quarterly data reports.

III. RECORDS MAINTENANCE

- A. WIA advisors shall keep the WIA Proctoring Certification forms on file at each service center for five years.
- B. Principals' WIA Test 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 WIA specialist along with the WIA quarterly data submissions and kept on file downtown.

For assistance, please contact Laura Chardiet, WIA Specialist, at (213) 241-3830 or by e-mail at laura.chardiet@lausd.net.

APPROVED: Alma Pena Sanchez  Interim Executive Director

Distribution: All Service Centers and Offices, Division of Adult and Career Education



2012-2013 CASAS ASSESSMENT PROCTORING CERTIFICATION

Each proctor must complete a certification form before administrating the CASAS.

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 DACE Service
Center: _____

Name of
principal: _____

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

Proctor's name: _____

1. All CASAS examinations will be administered under my supervision. The students will receive no assistance and have no access to books, notes or reference materials.
2. I will not permit the examination to be compromised, copied, or recorded in any way or by any method.
3. I will allow students one full hour to complete the examination.

Signature of proctor

Date



2012-13 PRINCIPALS' WIA TEST CERTIFICATION

Each principal must complete and provide a certification form for each quarterly WIA report.

Instructions to WIA Advisor. Fill out the blanks in this section and provide the form to your principal for submission with each quarterly report.

Name of school: _____

Name of site: _____

Name of WIA Advisor: _____

QUARTER: 1st _____ 2nd _____ 3rd _____ 4th _____

Instructions to principal: Sign and return this certification to the WIA Advisor who will forward it to the Central Office with each quarterly report.

All WIA 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, or reference materials.
2. I have not permitted the examination to be compromised, copied or recorded in any way, or by any method.
3. Students were given one full hour during which to complete each pre and post test.

Signature of principal

Signature of WIA Advisor

Date

Date