

LOS ANGELES UNIFIED SCHOOL DISTRICT  
DIVISION OF ADULT AND CAREER EDUCATION

GUIDELINE NO. 100 (Rev.)  
August 28, 2018

**SUBJECT: CASAS ASSESSMENTS CERTIFICATION**

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

**I. BACKGROUND**

Workforce Innovation and Opportunity Act (WIOA), a performance-based grant, and Adult Education Program (AEP) are the primary funding sources for the Division of Adult and Career Education. Therefore, it is critical that data collection protocols that demonstrate WIOA and AEP outcomes be followed with fidelity. In order to ensure that established procedures are being followed at school sites, all staff conducting CASAS testing will sign a CASAS Proctoring Certification form. In addition, DACE principals will certify their school's CASAS test results quarterly.

**II. IMPLEMENTATION**

**A. CASAS Proctoring Certification (Attachment A)**

Program Performance Teacher Advisors shall be responsible for preparing, distributing, collecting and archiving proctoring certification forms for all staff proctoring CASAS and EL Civics assessments. CASAS Proctoring Certification forms must be signed annually.

**B. CASAS Test Certification (Attachment B)**

Program Performance Teacher Advisors are responsible for demonstrating to the principal on a quarterly basis that the state-mandated assessments have been administered according to state, federal and local assessment policy guidelines. Documentation shall include but not be limited to:

- TOPS Enterprise Class Profile Report
- TOPS Enterprise Data Integrity Report

After having reviewed documentation, the principal shall complete the Principals' CASAS Test Certification form and return it to the Program Performance Teacher Advisor to submit with quarterly data reports which include:

- TOPS Enterprise Payment Point Summary Report
- TOPS Enterprise AEBG Summary Report

### III. RECORDS MAINTENANCE

CASAS Proctoring Certification and Principals' CASAS Test Certification forms shall be filed and archived for a period of 5 years.

For assistance, contact Laura Chardiet at (213) 241-3150 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 PROCTORING CERTIFICATION

Each proctor must complete a certification form before administering any CASAS assessment 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/AEP outcomes.

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

I conducted this testing in compliance with the mandates of Guideline No. 100 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 ASSESSMENTS CERTIFICATION

Each school principal must complete a certification form for each quarterly WIOA/AEP data submission.

**Instructions to Program Performance Teacher Advisor:** Fill out the blanks in this section and provide forms to your principal for submission with each quarterly report.

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

Name of Program 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 Program 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 given 75 minutes to complete each pretest and posttest examination.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date