

~~Novato USD~~

DELETE

~~Administrative Regulation~~

~~High School Exit Examination~~

~~AR 6162.52~~

~~Instruction~~

~~Definitions~~

~~Variation means a change in the manner in which the test is presented or administered or in how a student is allowed to respond, and includes, but is not limited to, accommodations and modifications as defined in Education Code 60850. (5 CCR 1200)~~

~~Accommodation means any variation in the assessment environment or process that does not fundamentally alter what the test measures or affect the comparability of scores. (Education Code 60850)~~

~~Modification means any variation in the assessment environment or process that fundamentally alters what the test measures or affects the comparability of scores. (Education Code 60850)~~

~~District and Test Site Coordinators~~

~~On or before July 1 of each school year, the Superintendent shall designate a high school exit examination coordinator from among district employees and shall notify the test contractor of the identity and contact information of the coordinator. The district coordinator or Superintendent or designee shall be available throughout the year, shall serve as the liaison between the district and the test contractor and between the district and the California Department of Education (CDE) for all matters related to the exit exam, and shall perform additional duties specified in 5 CCR 1209-1211.5. (5 CCR 1209)~~

~~Annually, the district coordinator or Superintendent or designee shall designate a test site coordinator for each test site to fulfill the responsibilities specified in 5 CCR 1210-1211.5. (5 CCR 1210)~~

~~All district and test site coordinators shall sign a test security affidavit/agreement pursuant to 5 CCR 1211.5.~~

~~Access to exam materials shall be limited to students taking the exit exam and individuals who have signed the test security affidavit, including employees directly responsible for test administration. All district and test site coordinators shall be responsible for inventory control. (5 CCR 1211)~~

~~Administration~~

~~The Superintendent or designee shall administer the exit exam in each district high school on the dates designated by the Superintendent of Public Instruction as exam days or make up days. (Education Code 60851)~~

~~The high school exit exam shall be administered as follows: (Education Code 60851, 60852.3; 5 CCR 1204, 1204.5)~~

~~1.—— Students in grade 10, including students with disabilities who are otherwise exempt from the requirements of the exam, shall take each section of the exit exam once during the school year, either during the grade 10 census administration or the district designated grade 10 make up administration.~~

~~2.—— Students in grade 11 who have not yet passed one or both sections of the exit exam shall have up to two opportunities during the school year to take the section(s) of the exam not yet passed and may elect to take the exam during these opportunities. These students may be tested in successive administrations within a school year. Students should be offered appropriate remediation or supplemental instruction before being retested.~~

~~3.—— Students in grade 12 shall have at least three opportunities to take the section(s) of the exit exam not yet passed. Students in grade 12 may elect to take the exam up to five times during the school year and may take the exam in successive administrations. Students should be offered appropriate remediation or supplemental instruction before being retested.~~

~~4.—— Adult education students shall have up to three opportunities per year to take the section(s) of the exit exam not yet passed and may elect to take the exam during these opportunities. Students should be offered appropriate remediation or supplemental instruction before being retested.~~

~~(cf. 6200—Adult Education)~~

~~If a student does not possess sufficient English language skills to be assessed on the exit exam, the Superintendent or designee may defer the exam requirement for a period of up to 24 calendar months of enrollment in the California public school system until the student has completed six months of instruction in~~

~~reading, writing, and comprehension in the English language. (Education Code 60852)~~

~~(cf. 6174—Education for English Learners)~~

~~Test administrators at the test sites shall be responsible for the accurate identification of eligible students to whom the exit exam is to be administered. This identification shall be made through the use of photo identification or positive recognition by an employee of the district. (5 CCR 1203)~~

~~Any student found to have cheated, assisted others in cheating, or compromised the security of the exit exam shall not receive a score from that test administration. (5 CCR 1220)~~

~~(cf. 5131.9—Academic Honesty)~~

~~(cf. 6162.54—Test Integrity/Test Preparation)~~

~~Testing Variations for All Students~~

~~The Superintendent or designee may provide any student taking the exit exam with extra time within a testing day, simplified or clarified test directions (but not test questions), student marks (other than responses) including highlighting in test booklets, and/or testing in a small group setting. (5 CCR 1215)~~

~~A student may also be provided the following testing variations if they are regularly used in the classroom: (5 CCR 1215)~~

- ~~1.——Special lighting, special acoustics, or special or adaptive furniture~~
- ~~2.——Visual magnifying or audio amplification equipment~~
- ~~3.——Noise buffers (e.g., an individual carrel or study enclosure)~~
- ~~4.——Testing of individual students in a separate room provided that the student is directly supervised by an employee who has signed the test security affidavit~~
- ~~5.——Colored overlay, mask, or other means to maintain visual attention to the exam or test items~~
- ~~6.——Manually Coded English or American Sign Language to present test administration directions~~

~~At least 30 working days before the proposed administration of the exit exam, the Superintendent or designee shall submit a request to the CDE for a case by-~~

~~case review of a proposed variation that is not specified in law. The request shall include a description of the requested variation(s) and, if applicable, a certification that the student's individualized education program (IEP) or Section 504 plan specifies that the requested variation is appropriate and necessary to access the exam due to the student's identified disability(ies) and that such variation is currently listed in his/her IEP or Section 504 plan. (5 CCR 1218)~~

~~Testing Variations for English Language Learners~~

~~In addition to testing variations allowed for all students, identified English language learners may be allowed the following testing variations if regularly used in the classroom or for assessments: (5 CCR 1217)~~

- ~~1. Flexible setting: English language learners may have the opportunity to be tested in a separate room with other English language learners provided that the students are directly supervised by an employee who has signed the test security affidavit.~~
- ~~2. Flexible schedule: English learners may have additional supervised breaks within a testing day.~~
- ~~3. Flexible time: English learners may have extra time on the exam within a testing day.~~
- ~~4. Translated directions: English learners may have the opportunity to hear the test directions printed in the test contractor's manual translated into their primary language. English learners may have the opportunity to ask clarifying questions about the test directions in their primary language.~~
- ~~5. Glossaries: English learners may have access to translation glossaries (English to primary language and/or primary language to English). The glossaries are to include only the English words or phrases with the corresponding primary language words or phrases. The glossaries shall include no definitions, formulas, or parts of speech.~~

~~Accommodations/Modifications for Students with Disabilities~~

~~A student with disabilities shall be permitted to take the exit exam with accommodations or modifications when the student's IEP or his/her Section 504 plan specifies their use on the exit exam, for standardized testing, or during classroom instruction and assessments. (Education Code 60850; 5 CCR 1215.5, 1216)~~

~~(cf. 6146.4—Differential Graduation and Competency Standards for Students with Disabilities)~~

~~(cf. 6159—Individualized Education Program)~~

~~(cf. 6164.6—Identification and Education Under Section 504)~~

~~The use of accommodations shall not invalidate a student's test score(s).~~

~~Accommodations may include: (5 CCR 1215.5)~~

~~1.—Presentation accommodations, including large print versions in 20 point font, exam items enlarged if larger than 20 point font is required, Braille transcriptions provided by the test contractor, audio or oral presentation of the mathematics section of the exam, or use of Manually Coded English or American Sign Language to present test questions on the mathematics section of the exam or any prompts or passages present in the writing task~~

~~2.—Response accommodations, including responses marked in the test booklet and transferred to the answer document by an employee who has signed the test security affidavit; responses dictated orally, in Manually Coded English, or in American Sign Language to a scribe for selected response items (e.g., multiple choice test questions); responses dictated orally or in Manually Coded English to a scribe, audio recorder, or speech to text converter on the writing portion of the exam and the student indicates all spelling and language conventions; word processing software with spell and grammar check tools turned off on the writing portion of the exam; or an assistive device that does not interfere with the independent work of the student on the multiple choice or writing portion of the exit exam~~

~~3.—Scheduling/timing accommodations, including testing over more than one day after consultation with the test contractor, supervised breaks within a section of the exam, and administration of the exam at the most beneficial time of day to the student after consultation with the test contractor~~

~~4.—Setting accommodations, including tests administered by a test examiner to a student at home or in the hospital~~

~~For purposes of receiving a high school diploma, the use of modifications shall invalidate a student's test score for the section of the exam for which the modification(s) were used. If the score is equivalent to a passing score, the student may be eligible for a waiver, as detailed below. Modifications may include: (5 CCR 1216)~~

~~1.—Arithmetic table or formulas, calculators, or math manipulatives on the mathematics section of the exit exam~~

- ~~2.—— Audio or oral presentation of the multiple choice portion of the English language arts section of the exit exam~~
- ~~3.—— Manually Coded English or American Sign Language to present the multiple choice portion on the English language arts section of the exit exam~~
- ~~4.—— Spell checkers, grammar checkers, or word processing software programs that check or correct spelling and/or grammar on the writing portion of the exit exam~~
- ~~5.—— Mechanical or electronic devices or other assistive devices that are not used solely to record the student's responses, including, but not limited to, transcribers, scribes, voice recognition or voice to text software, and that identify a potential error in the student's response or that correct spelling, grammar, or conventions on the writing portion of the exit exam~~
- ~~6.—— Responses dictated orally, in Manually Coded English, or in American Sign Language to provide an essay response to a scribe and the scribe provides spelling, grammar, and language conventions~~
- ~~7.—— Dictionary on any section of the exam~~

~~Exemption for Students with Disabilities Beginning in 2009-10~~

~~The district shall grant a diploma to a student with a disability who has not passed the exit exam if all of the following criteria are satisfied: (Education Code 60852.3)~~

- ~~1.—— The student has an IEP or Section 504 plan.~~
- ~~2.—— The IEP or 504 plan states that the student is scheduled to receive a high school diploma.~~
- ~~3.—— The student has satisfied or will satisfy all other state and district requirements for the receipt of a high school diploma on or after July 1, 2009.~~

~~Waiver for Students with Disabilities~~

~~When a student with disabilities has taken any section of the exit exam with one or more modifications and has received the equivalent of a passing score, his/her parent/guardian may request that the student receive a waiver of the requirement to successfully pass the exam. Upon receipt of such request, the principal shall submit a request for a waiver to the Board of Education. The Board may waive the requirement to successfully pass the exit exam if the~~

principal certifies that the student has all of the following: (Education Code 60851)

- 1.—— An IEP or Section 504 plan in place that requires the accommodations or modifications to be provided to the student when taking the exit exam
- 2.—— Sufficient high school level coursework either satisfactorily completed or in progress in the high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the exit exam
- 3.—— An individual score report showing that the student has received the equivalent of a passing score on the exit exam while using a modification that fundamentally alters what the exam measures as determined by the State Board of Education

In order to protect the student's privacy rights, the waiver request shall be considered in closed session. Final Board action on the waiver request shall be taken in open session and shall be a matter of public record. The student's name shall not be disclosed in open session.

(cf. 9321—Closed Session Purposes and Agendas)

(cf. 9321.1—Closed Session Actions and Reports)

The principal or designee shall notify parents/guardians of students with disabilities about the criteria and process for applying for a waiver of the requirement to successfully pass the exit exam.

Each year, the Superintendent or designee shall provide the CDE with data regarding students with disabilities and the district's waiver process as specified in 5 CCR 1207.1.

Records

The Superintendent or designee shall maintain a summary data file of all students who participate in each test administration. This summary data file shall include the following information for the English language arts section and the mathematics section for each administration: (5 CCR 1205)

- 1.—— The date on which each section of the exam was taken
- 2.—— The full name of each student who took each section of the exam
- 3.—— The grade level of each student at the time each section of the exam was taken

~~4. Whether each student has satisfied the requirement to successfully pass each section of the exam~~

~~In addition, the Superintendent or designee shall provide the test contractor with the student demographic information specified in 5 CCR 1207.~~

~~Within 60 days of receiving electronic data files from the test contractor, the Superintendent or designee shall enter the following information in each student's permanent record: (5 CCR 1206)~~

~~1. The date on which the student took each section of the exam~~

~~2. Whether the student has satisfied the requirement to successfully pass each section of the exam~~

~~(cf. 5125 Student Records)~~

~~Notifications~~

~~At the beginning of each school year, the Superintendent or designee shall provide written notification of the exit exam requirement to all students in grades 9-12 and to their parents/guardians. Such notification shall also be provided to any student who transfers into the district after the beginning of the school year at the time of the student's transfer. The notification shall include, at a minimum, the date of the exam, the requirements for passing the exam, and the consequences of not passing the exam, and shall inform the parent/guardian that passing the exam is a condition of graduation. The Superintendent or designee shall maintain documentation that the parent/guardian of each student has been sent this written notification. (Education Code 48980, 60850; 5 CCR 1208)~~

~~(cf. 5145.6 Parental Notifications)~~

~~(cf. 6146.1 High School Graduation Requirements)~~

~~Prior to each administration of the exit exam, the Superintendent or designee shall notify students of the provisions of 5 CCR 1220 related to the consequences of cheating. (5 CCR 1220)~~

~~Policy NOVATO UNIFIED SCHOOL DISTRICT
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