

ACTION, REQUIRES RESPONSE

LOS ANGELES UNIFIED SCHOOL DISTRICT Planning, Assessment and Research

DISTRIBUTION:	All Title I Schools, Local District Offices	<u>ROUTING</u> Local District Superintendents Local District Directors of Instruction Local District School Support Directors Categorical Program Advisors Principals Testing Coordinators
SUBJECT:	REFERENCE GUIDE NO. 271 BASIC ELEMENTARY-SECONDARY TEST (BEST) ADMINISTRATION	
DATE:	July 28, 2003 <u>Due November 21, 2003</u>	
DIVISION:	Planning, Assessment and Research	
APPROVED:	ESTHER WONG, Assistant Superintendent	

For assistance with BEST administration or Title I Identification, call (213) 229-2001. For assistance with the BEST Test, call the Student Testing Unit, at (213) 241-4104.

I. BACKGROUND

For students in grades 3-12 who do not have standardized norm-referenced test results, BEST can be used as one of the assessment measures to identify Title I eligible students at the beginning of the year and as new students enroll throughout the school year. The BEST may only be used when no other norm-referenced test results (i.e., CAT/6, Aprenda, or SABE) are available. For complete instructions on identifying Title I eligible students, including at-risk students, refer to Specially Funded and Parent/ Community Programs Division, Reference Guide titled "Guidelines and Procedures for Identifying Title I Eligible Students." (To be issued late summer, 2003)

II. ADMINISTRATION PROCEDURES

Refer to the BEST "Manual of Instructions" for administration procedures. The tests are available in Armenian, English, Chinese (Cantonese/Mandarin), Korean, Spanish, Pilipino (Tagalog), and Vietnamese. The BEST should be administered in the language deemed most appropriate for the student. The reading and mathematics tests are not timed, but each test takes approximately 30 minutes to administer.

Use Attachment B to request BEST materials from the Student Testing Unit. After each test administration, secure test booklets and materials for future use.

III. SCORING PROCEDURES

BEST may be scored at the school, or they may be scored at the District level by the Planning, Assessment and Research Division if they are submitted to the Student Testing Unit by November 21, 2003.

District Scoring

Prepare the CTSS (see Attachment A) answer sheets by following these guidelines:

1. Use No. 2 pencil ONLY.
2. Print or stamp school name at the top of the answer sheet on TEACHER line.
3. Write "BEST" in TEST section.
4. Print and bubble in student's name. Use official name that is entered in the Student Information System.
5. Use the same CTSS answer sheet for both reading (numbers 1-32) and mathematics (numbers 33-74).
6. Bubble the appropriate number listed below in the PERIOD section to indicate the language in which the pupil was tested. (DO NOT FOLLOW THE CODING INSTRUCTIONS IN THE MANUAL OF INSTRUCTIONS.)

0 Armenian	1 Cantonese	2 Mandarin
3 English	4 Korean	5 NO TEST
6 Spanish	7 Filipino (Tagalog)	8 Vietnamese
9 Any language other than 0 through 8		

7. Bubble the grade level in the VERSION section (e.g., for grade 6 bubble #6).

For Grade 10, bubble 4 and 6

For Grade 11, bubble 5 and 6

For Grade 12, bubble 5 and 7

8. TEACHER NUMBER is optional. If this section is left blank, the results will be sorted by grade level. If each teacher is given a number, the results will be sorted by grade and by teacher.

Submit the answer sheets to the Student Testing Unit, anytime on or before November 21, 2003. Answer sheets that are not prepared according to the instructions cannot be machine scored and will be returned to the school for corrections and resubmission.

- Printouts of the BEST results will be sent to schools.

- Scores of elementary school students whose names can be matched in the Student Information System (SIS) will be automatically entered into the SIS. A “No Match” report will be sent to schools listing students whose names could not be matched in SIS. For the students on the “No Match” report, the schools must enter the following into SIS on screen 19:
 - reading scores into field 201;
 - mathematics scores in field 202; and
 - BEST test date into field 200;
- Secondary schools will receive a printout of the reading and mathematics test results. Reading and mathematics scores should be entered in ID01 fields 412-416.

School Scoring

- After November 21, 2003, schools are responsible for hand-scoring the BEST.
- Hand-score the answer sheets by using the answer key in the “Manual of Instructions” for the grade level. Total the number of correct items for reading and the number of correct items for mathematics.
- Determine if each student’s scores fall at or below the 49th percentile equivalent by using the norm tables in the appropriate grade level manual for the week in which the tests were administered. A score equivalent to the 49th percentile or below is considered to be below grade level performance.
- Elementary schools should enter the following into SIS on screen 19:
 - reading scores into field 201;
 - mathematics scores in field 202; and
 - BEST test date into field 200;
- Secondary schools may use ID01 to enter:
 - the BEST test date into field 412;
 - the reading score into field 414; and
 - the math score in field 416.

IV. IDENTIFICATION OF TITLE I ELIGIBLE STUDENTS

The BEST is one of the measures that can be used to identify Title 1 eligible students. In order for students to be included in this year’s Title 1 count, every effort should be made to submit scores to the Student Testing Unit by November 21, 2003. After this date, the school must score and input the scores into SIS. The BEST may, however, continued to be used throughout the school year to aid in the identification of Title 1 students.

Following are general guidelines for the identification of Title 1 eligible students:

- Supplement the BEST scores with achievement information from at least one additional reading and mathematics achievement measure that has grade-level performance criteria.
- Analyze the achievement data collected for each student.
- Make a judgment about each student's achievement level. If the student is judged to be performing below grade level in either reading and/or mathematics, identify the student as Title I eligible.
- For each elementary student identified as Title I eligible, enter a "Y" into the Elementary SIS Title I status field 116.
- For each secondary student identified as Title I eligible, enter an "S" identifier in one of the school program fields (221-225).

V. PROCEDURE FOR ORDERING MATERIALS

To order BEST materials, complete the attached order form (Attachment B) and mail to the Student Testing Unit, 333 South Beaudry, 23rd Floor, Los Angeles, CA 90017, or fax to (213) 241-8461. Telephone orders will not be accepted.

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LOS ANGELES UNIFIED SCHOOL DISTRICT
Planning, Assessment and Research

REFERENCE GUILDE NO. 271
July 28, 2003

ATTACHMENT A

LOS ANGELES UNIFIED SCHOOL DISTRICT C. T. S. S. STUDENT ANSWER SHEET

1. Use No. 2 pencil ONLY.

2. Stamp or print school name at top. → TEACHER _____

TEST _____ 3. Write name of test.

5. Bubble responses for reading questions on numbers 1-32.
Bubble responses for mathematics questions in numbers 33-74

MARK YOUR ANSWER WITH A NO. 2 PENCIL.

1 A B C D	16 A B C D	31 A B C D	46 A B C D	61 A B C D
2 A B C D	17 A B C D	32 A B C D	47 A B C D	62 A B C D
3 A B C D	18 A B C D	33 A B C D	48 A B C D	63 A B C D
4 A B C D	19 A B C D	34 A B C D	49 A B C D	64 A B C D
5 A B C D	20 A B C D	35 A B C D	50 A B C D	65 A B C D
6 A B C D	21 A B C D	36 A B C D	51 A B C D	66 A B C D
7 A B C D	22 A B C D	37 A B C D	52 A B C D	67 A B C D
8 A B C D	23 A B C D	38 A B C D	53 A B C D	68 A B C D
9 A B C D	24 A B C D	39 A B C D	54 A B C D	69 A B C D
10 A B C D	25 A B C D	40 A B C D	55 A B C D	70 A B C D
11 A B C D	26 A B C D	41 A B C D	56 A B C D	71 A B C D
12 A B C D	27 A B C D	42 A B C D	57 A B C D	72 A B C D
13 A B C D	28 A B C D	43 A B C D	58 A B C D	73 A B C D
14 A B C D	29 A B C D	44 A B C D	59 A B C D	74 A B C D
15 A B C D	30 A B C D	45 A B C D	60 A B C D	75 A B C D

8. Optional Print and bubble in a teacher number.

TEACHER NUMBER

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

PERIOD

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

VERSION

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

PROPER MARK: ●
IMPROPER MARKS: ✗

4. Print and bubble in pupil's official name.

6. Bubble in the code for the language used to administer the BEST.

7. Bubble in the code for grade level administered.

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ATTACHMENT B

ORDER FORM FOR THE BASIC ELEMENTARY-SECONDARY TEST (BEST) MATERIALS

PLEASE COMPLETE THE FOLLOWING:

NAME: _____ POSITION: _____ SCHOOL: _____ PHONE: (____) _____

Please indicate below the quantity of materials needed in each language.

TEST BOOKLETS AND INSTRUCTION MANUALS

	Armenian	Cantonese	Mandarin	English	Korean	Spanish	Tagalog	Vietnamese
Grades 3-4 Reading/Mathematics Test	_____	_____	_____	_____	_____	_____	_____	_____
Grades 5-6 Reading/Mathematics Test	_____	_____	_____	_____	_____	_____	_____	_____
Grades 7-8 Reading/Mathematics Test	_____	_____	_____	_____	_____	_____	_____	_____
Grades 9-12 Reading/Mathematics Test	_____	_____	_____	_____	_____	_____	_____	_____
Grades 3-4 Manual of Instructions	_____	_____	_____	_____	_____	_____	_____	_____
Grades 5-6 Manual of Instructions	_____	_____	_____	_____	_____	_____	_____	_____
Grades 7-8 Manual of Instructions	_____	_____	_____	_____	_____	_____	_____	_____
Grades 9-12 Manual of Instructions	_____	_____	_____	_____	_____	_____	_____	_____

CTSS ANSWER SHEETS _____

FOLD, STAPLE, AND MAIL THIS ORDER FORM TO: Student Testing Unit, Beaudry Building, 23rd Floor, or fax to (213) 241-8461.

Due to the expense involved, schools are requested to order conservatively, and be sure to secure and maintain non-consumable materials for future use.

Office Use Only

Date Filled _____

School Mail
of Boxes _____

Trucking
of Boxes _____

Truck Date _____