

**SAN LORENZO  
UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

**Instruction**

BP 6162.52(a)

**CALIFORNIA HIGH SCHOOL EXIT EXAMINATION (CAHSEE)**

The Governing Board desires to ensure that district students who graduate from high school can demonstrate grade-level competency in reading, writing and mathematics and are given the opportunity to learn the subjects covered in the high school exit examination.

The Superintendent or designee shall ensure that district programs and services, including but not limited to, instructional materials, staff development and remediation programs, are aligned with the high school exit examination.

The Superintendent or designee shall administer the statewide exit examination as required by law for high school graduation. (Education Code 60850)

*Legal Reference:*

EDUCATION CODE

51041 Evaluation of educational program

60810 Assessment of language development

60850-60856 Exit examination

CODE OF REGULATIONS, TITLE 5

1200-1216 High School Exit Examination, as proposed November 21, 2000

*Management Resources:*

CSBA ADVISORIES

0122.01 California Assessment Update

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

The Use of Tests as Part of High-Stakes Decision-Making for Students: A Resource Guide for Educators and Policy-Makers, December 2000

WEB SITES

CDE: <http://www.cde.ca.gov>

CSBA: <http://www.csba.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/offices/OCR>

**SAN LORENZO  
UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

**Instruction**

AR 6162.52 (a)

**CALIFORNIA HIGH SCHOOL EXIT EXAMINATION (CAHSEE)**

**Administration**

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

If a student does not possess sufficient English language skills to be assessed on the exit examination, the Superintendent or designee may defer the examination 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)

School personnel at the test site shall be responsible for the accurate identification of eligible students or adult students who are to be administered the high school exit exam. (5 CCR 1203, as proposed 11/21/00)

The results of the examination shall be provided to each student taking the examination within eight weeks of the administration and in time for the student to retake at the next administration any section of the examination not passed. Students shall take again only those parts of the examination not previously passed. (Education Code 60851)

Students who do not pass the examination shall be provided sufficient remediation necessary to learn the content of the exam in those areas where they are deficient.

Any student found to have cheated, assisted others in cheating, or compromised the security of the high school exit examination shall have his/her test marked "invalid" and not receive a score from that test administration. (5CCR 1215, as proposed 11/21/00)

**Accommodations for Students with Disabilities and English Language Learners**

Students with disabilities shall take the high school exit examination with those accommodations for testing delineated in the student's Individualized Education Plan (IEP) or 504 plan that do not fundamentally alter what the test measures. (5 CCR 1210, as proposed 11/21/00)

Students who are classified as English Language Learners on the California English Language Development Assessment at the time of administration of the high school exit examination may utilize the following accommodations:

1. A word-only primary language/English glossary
2. Testing in a separate room, individually, or in a small group, to the extent test security can be maintained
3. Extended testing time  
(5 CCR 1211, as proposed 11/21/00)

The Superintendent or designee shall ensure that all test responses are the independent work of the student. School personnel are prohibited from assisting any student in determining how the student will respond to each question and are prohibited from leading or directing the student to a particular response. No assistive device or technology shall be used that provides a response to a student or that, when used, alters what the test measures, assists the student in determining how to respond, or leads or directs the student to a particular response. (5 CCR 1212, as proposed 11/21/00)

### **CAHSEE Waiver Policy**

Students with an IEP or Section 504 plan are eligible to request a waiver of Education Code Section 60851(a) that indicates that “Commencing with the 2003-04 school year and each school year thereafter, each pupil completing grade 12 shall successfully pass the exit examination as a condition of receiving a diploma of graduation or a condition of graduation from high school.” In order to secure a California High School Exit Examination waiver, the following conditions must be met:

- The CAHSEE was taken with a modification as allowed by the IEP or Section 504 Plan. (For example, use of a calculator in the math section of the CAHSEE is considered a modification.)
- Student report is received with an equivalent of a passing score (350 or above) on either one or both sections of the CAHSEE but indicated as a “Modified Score” due to an IEP or Section 504 Plan modification.
- Student has sufficient high school level coursework either satisfactorily completed or in progress to have attained the skills and knowledge otherwise needed to pass the High School Exit Examination.

The parent/guardian must be notified of the waiver process by the school district. Once notified, it is the responsibility of the parent/guardian to submit a waiver request to the school principal.

Upon receipt of the waiver request, the school principal must collect all pertinent information (IEP, Transcript), complete the waiver form and submit it to the Governing Board.

It is the responsibility of the Governing Board to review the documents and make a determination as to whether to grant the waiver. Once the decision is made, it is communicated to the parent/guardian in writing. A copy of the letter is filed in the student’s cumulative folder.

If the Governing Board’s decision is to grant the waiver, then the student will have met the requirement for passing the CAHSEE thereby enabling the student to progress toward obtaining a high school diploma.

### **District and Test Site Coordinators**

On or before December 15, 2000 and July 1 of each subsequent year, the Superintendent or designee shall designate a district high school exit exam coordinator from among district employees. The district coordinator shall be available throughout the year and shall serve as the liaison between the district and the California Department of Education for all matters related to the exit exam. (5 CCR 1208, as proposed 11/21/00)

Annually, at each test site, the Superintendent or designee shall designate a test site coordinator from among district employees. (5 CCR 1209, as proposed 11/21/00)

Within three working days of completion of site testing, the principal and test site coordinator shall certify to the district coordinator that:

The test site has maintained the security and integrity of the exam

1. The site coordinator has collected all data and information, as required
2. The site coordinator has returned all test materials, answer documents and other materials included as part of the test in the manner required by the publisher

(5 CCR 1209, as proposed 11/21/00)

All coordinators shall sign the Test Security Agreement and Affidavit pursuant to 5 CCR 1213. (5 CCR 1213, as proposed 11/21/00)

### **Records**

School personnel at the test site shall be responsible for the accurate identification of eligible students or adult students to whom the high school exit examination shall be administered. (5 CCR 1203, as proposed 11/21/00)

The Superintendent or designee shall maintain a record of all students who participate in each administration of the high school exit examination. This record shall include the following information separately for the English language arts section and the mathematics section:

1. The date on which each examination was offered
2. The names of each student who took each section of the examination
3. The grade level of each student who took each section of the examination
4. Whether each student passed or did not pass the section or sections of the examination taken.

(5 CCR 1203, as proposed 11/21/00)

The Superintendent or designee shall maintain the following information in each student's permanent record:

1. The date on which the student took each section of the examination
2. Whether the student passed or did not pass each section of the examination

(5 CCR 1205, as proposed 11/21/00)

For the purposes of the analyses required pursuant to Education Code 60855, the Superintendent shall provide the publisher of the high school exit examination information as specified in 5 CCR 1206. (5 CCR 1206, as proposed 11/21/00)

Within 10 days of the completion of each test cycle, the Superintendent shall report and certify the number of exams administered to the California Department of Education. (5 CCR 1216, as proposed 11/21/00)

### **Notifications**

At the beginning of each school year, the Board shall provide written notification to all students in grades 9 through 12 and to their parents/guardians that, starting in the 2003-04 school year and each year thereafter, each student completing the 12<sup>th</sup> grade shall be required to successfully pass the state high school exit examination as a condition of graduation. Such notification shall also be provided to a 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 examination, the requirements for passing the examination, and the consequences of not passing the examination. (Education Code 48980, 60850)

Prior to the administration of the high school exit examination, the Superintendent or designee shall notify each eligible student of the provisions of 5 CCR 1215 relative to cheating. (5 CCR 1215, as proposed 11/21/00)

The Superintendent or designee shall maintain documentation that the parent/guardian of each student has received written notification as specified above. (5 CCR 1207, as proposed 11/21/00)

Board Adopted: August 21, 2001; revised: February 21, 2006