



CSAP STUDENT/PARENT INFORMATION

March begins with LHS 9th and 10th grade students participating in the Colorado State Assessment Program (CSAP). CSAP is a series of tests mandated by the State legislature designated to assess the Colorado Model Content Standards for Reading, Writing, Math and Science.

The office of Standards and Assessments has developed an updated CSAP Parent Brochure. This brochure is designed to give parents general information regarding CSAP, assessment accommodations, the Colorado Growth Model, and the current assessment revision process. It can be found on the CSAP website at:

http://www.cde.state.co.us/cdeassess/parents_guide.html

In addition, the CSAP-A Parent Brochure is also attached and can be found on the CSAP-A website at:

http://www.cde.state.co.us/cdeassess/documents/csapa/2010/CSAP_Aparentbrochure%20final.pdf

LHS 2010 CSAP Testing Days - March 1st, 2nd, 3rd, and 4th. All students report to your Advisement testing room at the start of each school day.

- All testing sessions are scheduled from 7:30-11:40 a.m.

March 1, 2010 Announcement regarding CSAP:

- 9th grade students are on a late start schedule.
- 9th grade students report time for March 1, 2010 is 11: 45 a.m.
- Any 9th grade student arriving before 11:45 a.m. on March 1, 2010 must report to their Advisement testing room.
- 10th grade students will be the only students testing on March 1, 2010.

Go to the LHS website for the CSAP Daily Schedule

Makeup dates are provided for students who suddenly become ill or have family emergencies. Please do not schedule doctor, dentist, or similar appointments during the above testing times unless it is an emergency. We thank you in advance for understanding and supporting us on these testing days.

CSAP Testing Tips

General test-taking strategies

- Read and follow all directions
- Do all the examples
- Attempt each question in order. If you decide to skip it, be sure to come back at the end. **DO NOT LEAVE ANY QUESTIONS BLANK.**
- Use pictures, charts, tables, graphs and diagrams to find answers

Selected Response Questions (Multiple Choice, Matching, True-False)

- Use the process of elimination to rule out answers that are obviously incorrect
- Answer all questions; do not leave any blank
- Don't let the answer choices fool you. Whenever possible, get an idea of what you think the correct answer would be and then match it with an answer choice. Many times, the answers are all designed to sound correct.

Constructed Response Questions (Short Answer, Essay)

- Respond to the specific task (follow directions)
 - Circle key words in the directions

- Look closely at the question words. For example, if the directions say “inform.” Use expository writing skills; support ideas with reasons, details or facts from the passage.
- Use strong verbs and vivid, precise language
- Pick topics with which you are familiar when writing.

Other tips

- Use best handwriting skills so that the scorer can read your ideas
- Remain within the margins of the text, don't write through the bar codes
- Use only #2 pencils (bring them to school daily)
- Do not leave anything blank. There is no penalty for guessing.
- Budget your time and be aware of the time left for the test
- Get plenty of rest each night before the test
- Eat a nutritional breakfast each morning
- Parents: build your child's confidence with your continued positive support and encouragement each day.

Security and Electronic Devices

During testing, no one (including test proctors and test examiners) is allowed to have electronic communication devices in the testing room. This includes cell phones, or any technology capable of transmitting information either by picture, text or voice. If a test proctor/examiner is required to have a cell phone in the classroom for security reasons, it must be **turned off** and **out of sight** during testing. It may not be used during testing. ***POSSESSION/use of electronic communication devices by anyone in a testing environment during state assessment administration will result in MISADMINISTRATION and test invalidation.***

Guidelines for Students During Assessments

Students are not allowed to use scratch paper or ‘Post-its’. All work must be done in the designated area of the test booklet as long as it does not interfere with the scoring. Writing in the margins outside of the borders of the pages is NOT allowed. If a student covers the **tracking bars** in any way, this will cause a problem with scoring. **Students must NOT use highlighters, markers, colored pencils or mechanical pencils.** (If students use highlighters as an approved accommodation as outlined in their official plan, then the scan able test book must be transcribed). With the exception of certain sessions in grades 9 and 10 CSAP mathematics, **students must NOT use calculators for the assessments. Writing**

prompts or test items on the blackboard is NOT allowed. The directions for the grades 4-10 writing assessment allows a student to review the prompt, his/her plan, and their initial draft prior to writing their final draft in the test booklet. **Students may NOT receive feedback or coaching during any part of the writing process or on any constructed response items.** This includes the work in the PLAN and DRAFT booklets before the FINAL COPY is written in the CSAP test booklet. An optional **PLANNING area** for each short constructed writing prompt is provided on the last page of the DRAFT booklet. Students may NOT receive feedback or coaching during any draft writing exercise.

Guidelines for Students After Completing a Test Session

After completing a group administered test session as part of the CSAP students have only two options; they may either READ or SIT QUIETLY until the test session is over. Students are **NOT allowed** to write when finished with a testing session. If the student is sure he/she is completely done with the test before the time expires, the proctor should remove test booklet from the desk/working area. Once the test booklet is removed, the student may sit quietly or read.

- Students **may NOT** write. **No scratch paper or written class assignments** are permitted on a student's desk at any time during a test session.
- Students may not engage in any other activities (e.g., listening to head phones, using cell phones, playing hand-held video games). If there is inappropriate behavior that is bothering other students, then the proctor should follow the school's discipline procedures, i.e. removal of the student from the testing area or other agreed upon established procedure.

Food or drink are NOT permitted on desks or near the test materials.