

LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION

GUIDELINE NO. 022.00
October 20, 2022

SUBJECT: EL CIVICS TASK ASSESSMENT PROCTORING AND SCORING

- I. Background
- II. Implementation
- III. Allocations
- IV. Accountability

I. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) Title II: Adult Education and Family Literacy Act (AEFLA), Section 203(2), defines Adult Education and Literacy Activities to include “integrated English literacy and civics education.” Accordingly, DACE’s Civic Objectives and Additional Assessment Plans (COAAPs) teach adult students the key life skills that promote civic participation. To align EL Civics instruction with the Division’s instructional practice of feedback for growth mindset, all ESL teachers are encouraged to score their own students’ task assessments. Knowledge of student outcomes helps teachers plan instruction according to student needs and provide feedback that promotes student persistence. Therefore, teacher participation in EL Civics task assessment proctoring and scoring is highly recommended and supported with training and funding.

II. IMPLEMENTATION

A. Civic Objective Rubric Training

Program Performance Teacher Advisors and English as a Second Language Pathway Advisors will provide training on civic objective scoring rubrics and best practices in scoring paper-based and Schoology-based EL Civics task assessments. For ESL teachers to participate in paid scoring sessions, they will need to take the relevant rubric training before the scoring session.

B. Task Assessment Scoring Sessions

The DACE CASAS Assessment Calendar designates six testing periods throughout the school year. At the end of each testing period, Program Performance Teacher Advisors and English as a Second Language Pathway Advisors will host scoring sessions at the school site, where ESL teachers will meet to score their own students’ EL Civics task assessments. All ESL teachers should be invited to the rubric trainings

and scoring sessions. The *CASAS/EL Civics Proctoring and Scoring Certification* (Attachment A, Guideline No. 006.02), signed by all ESL teachers each school year, ensures the integrity of all EL Civics proctoring and scoring activities.

III. ALLOCATIONS

WIOA funds will be provided to support this work. Total funds to each school will be based on adult literacy gains outcomes from the previous school year. Allocations will be distributed via *Notification of Budget Allocation*, whose *Allowable Usage* and *Expenditure Review Process* will describe teacher compensation as X-Time for training and scoring activities outside of assigned teaching hours.

IV. ACCOUNTABILITY

The Program Performance Teacher Advisor (PPTA) will schedule rubric trainings and scoring sessions with the approval of school administration. The PPTA will keep the EL Civics Meeting Log (Attachment A) for each rubric training and scoring session on file at school for five years.

Attachment A: *EL Civics Meeting Log*

For assistance, please contact Megan Carroll, Specialist at (213) 241-3781 or by email at mmc78271@lausd.net.


APPROVED: Rowena Lagrosa, Interim Executive Director

DISTRIBUTION: All Schools and Offices, Division of Adult and Career Education



EL Civics Meeting Log

Date: _____

Time: _____

Name of School: _____

Program Performance Teacher Advisor(s): _____

ESL Pathway Advisor(s): _____

Check Session(s): Rubric Training _____ Task Assessment Scoring _____

Description of Planned Activities: _____

Signature: _____
Program Performance Teacher Advisor (PPTA)

Date: _____

