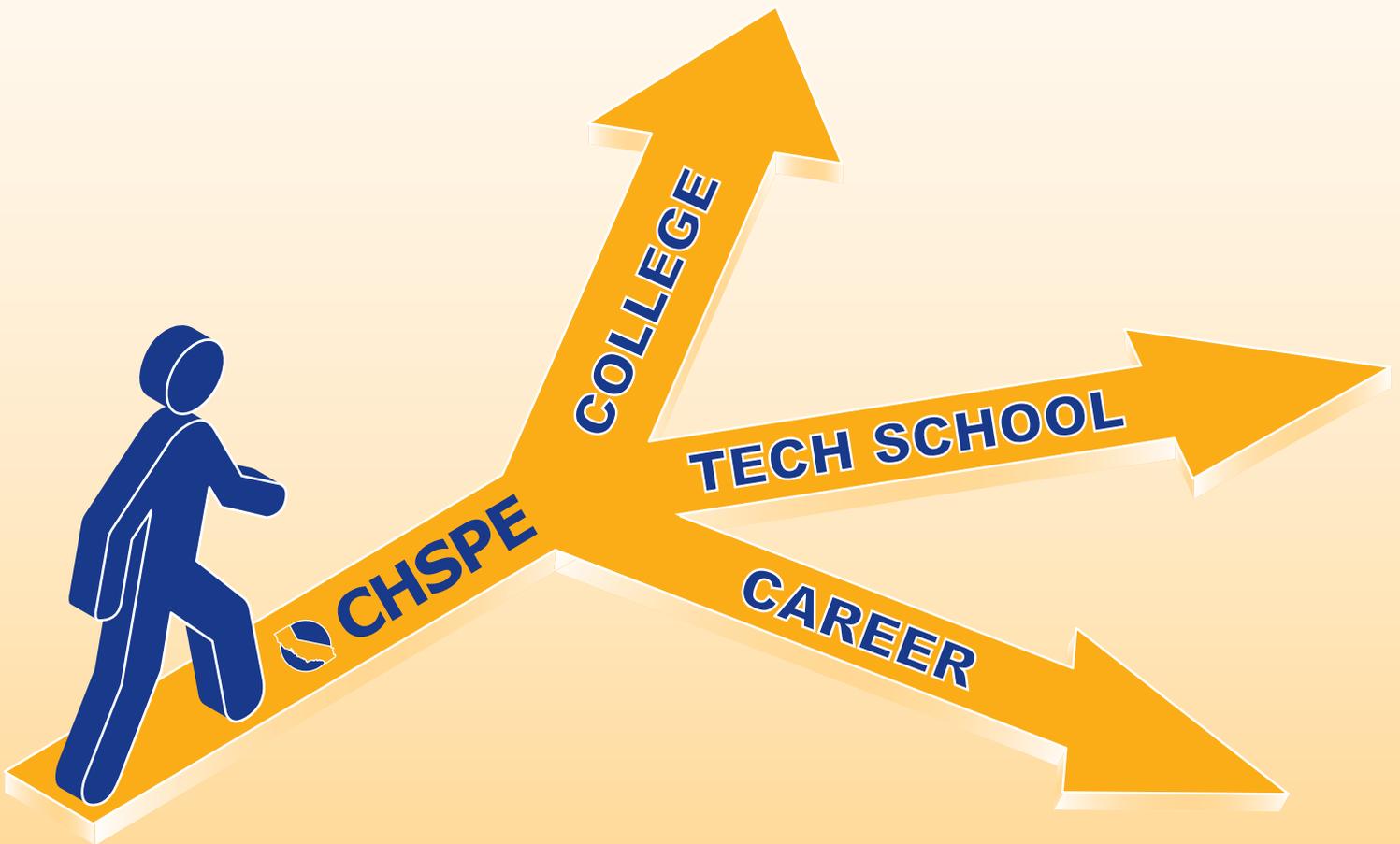




# CHSPE

California High School Proficiency Examination



## TEST DATES:

October 15, 2016 ■ March 18, 2017 ■ June 17, 2017

# Information Bulletin

Visit the CHSPE Web site at <http://www.chspe.net>

## Read This Bulletin

This bulletin contains information regarding the administration of the CHSPE. It is your responsibility to read and understand the information contained in this bulletin. Keep this bulletin after you register. It includes important information you may need later. This bulletin, additional CHSPE information, and forms are available at <http://www.chspe.net>.

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## Contact Information

The California Department of Education is responsible for the California High School Proficiency Examination (CHSPE). The Sacramento County Office of Education administers the CHSPE under a contract with the California Department of Education and has produced this Information Bulletin.

If you have questions regarding CHSPE registration, administration procedures, admission tickets, transcripts, or duplicate Certificates of Proficiency, contact the CHSPE Office at the Sacramento County Office of Education at:

### CONTACT INFORMATION

Telephone: 866-342-4773 (toll free)  
8:00 a.m.-5:00 p.m., Monday – Friday, excluding holidays  
7:00 a.m.-1:30 p.m. on Saturday test dates  
7:00 a.m.-12:00 p.m. on Sunday test dates

E-mail: [chspe@scoe.net](mailto:chspe@scoe.net)

Visit the CHSPE Web site at: <http://www.chspe.net>

### U.S. POSTAL SERVICE

CHSPE Office  
Sacramento County Office of Education  
P.O. Box 269003  
Sacramento, CA 95826-9003

If you are mailing registration materials using the U.S. Postal Service, please use the address above. If using another delivery service such as FedEx or UPS, send all registration materials to:

### OTHER DELIVERY SERVICE

CHSPE Office  
Sacramento County Office of Education  
10150 Missile Way  
Mather, CA 95655

If you hand deliver your registration materials, you must call the CHSPE Office first to arrange for personal delivery. Do not attempt hand delivery at the Missile Way address.

If you have questions regarding CHSPE laws, regulations, and policies, visit the California Department of Education Web site at <http://www.cde.ca.gov/ta/tg/sp/>.

**Future administration dates will be announced in future information bulletins and exam updates will be posted on the CHSPE Web page.  
The Web address is <http://www.chspe.net>.**

# CHSPE Administration Schedule for the 2016-17 School Year

Test Date (Saturday morning)	Regular Registration Deadline (receipt date)	Late Registration Deadline (receipt date)	Emergency Registration Deadline (receipt date)	Results Mailed
October 15, 2016	September 16, 2016	September 30, 2016	October 11, 2016	November 18, 2016
March 18, 2017	February 17, 2017	March 3, 2017	March 14, 2017	April 21, 2017
June 17, 2017	May 19, 2017	June 2, 2017	June 13, 2017	July 21, 2017

## General Information

The California High School Proficiency Examination (CHSPE) is a program established by California law (*Education Code* Section 48412). If eligible to take the test, you can earn the legal equivalent of a high school diploma by passing the CHSPE. The CHSPE consists of two sections: an English-language Arts section and a Mathematics section. If you pass both sections of the CHSPE, the California State Board of Education will award you a Certificate of Proficiency, which by state law is equivalent to a high school diploma (although not equivalent to completing all coursework required for regular graduation from high school). All persons and institutions subject to California law that require a high school diploma for any purpose must accept the certificate as satisfying the requirement. Although federal government agencies are not bound by state laws, the U.S. Office of Personnel Management has ruled that the Certificate of Proficiency shall be accepted in applications for federal civilian employment and the U.S. Department of Education, including the Federal Student Aid office, recognizes the CHSPE as the equivalent of a high school diploma in applications for federal financial aid. Military service policies vary. Check with your recruiter for details. If you are planning to attend a university or college, contact the individual institutions to verify entrance requirements.

Passing the CHSPE does *not*, by itself, exempt minors from attending school. Minors who have a Certificate of Proficiency *must also* have verified parent/guardian permission to stop attending school. Many students who pass the CHSPE continue to attend school. State law provides that, if you leave school after passing the CHSPE and are no more than 18 years old, you may reenroll in the district in which you were registered with no adverse consequences. If you do reenroll, you may be required to meet new or additional requirements established since you were previously enrolled. If you reenroll, and then leave school again, you may be denied readmittance until the beginning of the following semester. Contact your guidance counselor or school administrator for further information and details about leaving school after passing the CHSPE.

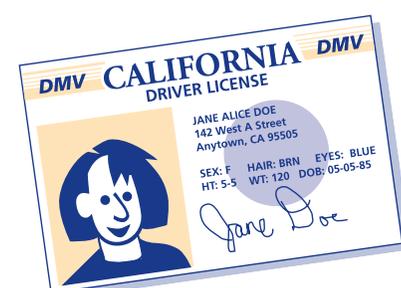
Dropping out of school after registering for the CHSPE or while awaiting results is unlawful for those under 18 years old. It may also result in failing grades for courses in which you are enrolled.

## School Attendance

A Certificate of Proficiency does not allow you to simply drop out of school. Read the information in this bulletin and talk to your counselor about the requirements.

## College Requirements

While the Certificate of Proficiency must be recognized in California as meeting any requirement for a high school diploma, it is not the equivalent of completing all the coursework required for college admission. Check with each institution to verify its college entrance requirements.



## ORIGINAL PHOTO ID

is required for admission.  
See page 13 for acceptable  
original forms of ID.

## Eligibility

### Eligibility to Take the CHSPE

You may take the CHSPE *only if*, on the test date, you:

- are at least 16 years of age or older, *or*
- have been enrolled in the tenth grade for one academic year or longer, *or*
- will complete one academic year of enrollment in the tenth grade at the end of the semester during which the next regular administration will be conducted. (Regular administrations are the fall and spring administrations each school year.)

### Description of the CHSPE

The CHSPE consists of two test sections: English-language Arts and Mathematics. You must pass both sections to receive a Certificate of Proficiency. Accommodations are available for those who qualify. Sample test questions, a sample writing task, and test specifications (which identify the skills tested) are provided on the CHSPE Web site at <http://www.chspe.net/about/>. On the Web site, the format of the questions is the same as in the actual test booklet.

### English-language Arts Section

The English-language Arts section consists of two subtests: Language and Reading. Both subtests must be passed to pass the English-language Arts section. (The two subtests do not have to be passed at the same test administration and can be taken separately.) The **Language** subtest has 48 multiple-choice questions and one writing task, both of which must be completed at the same administration. The multiple-choice questions measure language mechanics and language expression. The writing task requires an expository essay, which will be scored on the basis of writing proficiency and not on your knowledge of the subject addressed in your essay. The **Reading** subtest has 54 reading comprehension questions and 30

**Number of Test Questions by Content Cluster**

Mathematics Section		English-language Arts Section			
		Reading Subtest		Language Subtest	
Content Cluster	Number of Questions	Content Cluster	Number of Questions	Content Cluster	Number of Questions
Number Sense and Operations	9	COMPREHENSION		MECHANICS	
		Initial Understanding	10	Capitalization	8
Patterns, Relationships, and Algebra	15	Interpretation	20	Usage	8
		Critical Analysis	14	Punctuation	8
Data, Statistics, and Probability	12	Strategies	10		
		VOCABULARY		EXPRESSION	
Geometry and Measurement	14	Synonyms	12	Sentence Structure	10
		Multiple Meaning		Prewriting	5
		Words	6	Content and Organization	9
		Context Clues	12		
				TOTAL	48
TOTAL	50	TOTAL	84	WRITING	
				Writing Task	1

vocabulary questions, all of which are multiple-choice. The reading comprehension questions test initial understanding, interpretation, critical analysis, and strategies using three types of text: literary, informational, and functional. The vocabulary questions assess synonyms, multiple-meaning words, and context clues. The chart on page 2 shows the number of test questions in each content cluster assessed on the Language and Reading subtests. Note that the writing task on the Language subtest must be taken in conjunction with the multiple-choice questions on that subtest. If you only take the writing task, or you only answer the multiple-choice questions, you will not pass the Language subtest.

### **Mathematics Section**

The Mathematics section has 50 multiple-choice questions that assess content in the following areas: number sense and operations; patterns, relationships, and algebra; data, statistics, and probability; and geometry and measurement. The questions also assess the mathematical processes of communication and representation, estimation, mathematical connections, and reasoning and problem solving. A reference sheet containing necessary formulas is provided. The chart on page 2 shows the number of questions in each content cluster assessed on the Mathematics section.

### **Testing Time**

A total of 3 ½ hours of testing time will be provided to take the CHSPE. Neither test section is timed within the 3 ½ hours, and you may spend as much time as you like on either test section, and on either English-language Arts subtest, until the testing session ends. You are responsible for managing your own use of the testing time.

### **Taking and Passing the CHSPE**

On a test administration date, you can take the Mathematics section, the English-language Arts Language subtest, or the English-language Arts Reading subtest, or any combination of the three. You can make that decision on the day of the test. The test fee, however, is the same regardless of which parts of the test you take. To pass the CHSPE and receive a Certificate of Proficiency, you must pass both the Mathematics section and the English-language Arts section (which requires passing the Language subtest and the Reading subtest). You do not have to pass both sections on the same day, nor do you have to pass the two English-language Arts subtests on the same day. (Note that, for the Language subtest, both the multiple-choice questions and the writing task must be completed at the same administration.) You do not have to retake a section or subtest that you previously passed. There is no limit to the number of times you may take the CHSPE, but you must register and pay the current test fee each time.

## **Are There Study Materials for the CHSPE?**

Sample test questions, a sample writing task, and test specifications (which identify the skills tested) are provided on the CHSPE Web site at [www.chspe.net/about/](http://www.chspe.net/about/). There are commercially-available materials described as study guides for the CHSPE. None have been endorsed by the California Department of Education. Carefully review the descriptions of study guides and compare them to the CHSPE specifications to see if they align to the test. The best preparation for taking the CHSPE would be rigorous courses of study aligned to the California State Standards.

## SPACE IS LIMITED

Space is limited. Register as early as possible to maximize your chances of a test site in your first-choice area.

This bulletin provides instructions on how to complete a standard or Method B registration where payment is made by cashier's check or money order and all materials are mailed to the CHSPE Office.

Registrants who are 16 years old or older, have access to a credit card, and have a way of uploading the necessary documents may register online at <http://www.chspe.net>

## PLAN AHEAD

Be sure you have acceptable photo ID in the name under which you register. Photo IDs must be the original.

## Reregistering?

If you have taken the CHSPE since January 2003, your proof of eligibility is on file and does not need to be resubmitted.

# Registering for the CHSPE

To take the CHSPE, you must register by completing a registration form and submitting it, with proper payment and proof of eligibility, to the CHSPE Office at the Sacramento County Office of Education. ***No walk-ins will be allowed on the day of testing.*** A registration form is on pages 23-24 of this bulletin. Directions for completing the registration form are provided on pages 25-26. This bulletin provides instructions on how to complete a standard registration where payment is made by cashier's check or money order and all materials are mailed to the CHSPE Office. Registrants who are 16 years old or older, have access to a credit card, and have a way of uploading the necessary documents may register online at <http://www.chspe.net/registration/>. Refer to the schedule on page 1 for test dates and their associated registration deadlines and fees.

To complete your registration:

1. Fill out the registration form on pages 23-24 using the instructions on pages 25-26. Be sure to sign the form. Then remove it from this bulletin.
2. Obtain proof of eligibility (see page 5).
  - If using Method A, submit the appropriate documentation.
  - If using Method B, have a school official complete the "School Eligibility Verification" section and place an official school seal in the space provided in that section (may require a Private School Affidavit).
3. Complete and/or obtain documentation for any special accommodation requests (i.e., physical access, Sunday testing, testing with accommodations; see page 8).
4. Purchase a money order or bank-issued cashier's check in the appropriate amount payable to the California Department of Education.
5. Mail all of the above items to the CHSPE Office for processing.

Incomplete registration forms and forms without proper payment, proof of eligibility, or signature may be returned unprocessed. Registration materials received after the regular registration deadline and the late registration deadline will incur additional fees depending on when they are received in the CHSPE Office. The CHSPE Office will not be responsible for late, slow, or undelivered mail. All registration forms received after the emergency registration deadline, will be returned unprocessed.

## Submitting the Registration Form and Payment

**Your completed registration form, including proof of eligibility, proper payment, and signature, must be mailed together to the CHSPE Office at the address shown on the registration form.** If applicable, your completed Accommodations Request Form with the required documentation, clergy letter, and/or letter describing any physical access needs must also be included. Refer to the CHSPE Administration Schedule on page 1 for registration deadlines and to determine if you need to include the late registration fee or the emergency registration fee. Refer to "Payment Policies" on page 7 for information about the payment of fees.

## Reregistering

If you have taken the CHSPE since January 2003, you do not need to provide proof of eligibility with your registration form. On your registration form, indicate that you are a reregistrant and enter your CHSPE ID number (if known).

## Choosing a Test Area

When registering for the CHSPE, you will indicate the area in which you would like to take the test. Space is limited, so submit your completed registration materials as early as possible. You can provide both a first-choice and a second-choice test area. A list of test areas by county is on page 27. Not all test areas are available for every test date, and not all are available for emergency registration. (For Sunday testing, you must select from the list of test areas shown on page 8.)

Test areas are identified by city. A test site for an area will be in the general vicinity of the listed city, but may not be within the actual city limits. The name and address of the specific test site to which you are assigned will be included on your Admission Ticket. Register as early as possible to increase your chances of being assigned to a test site in your first-choice test area. More information about choosing a test area is provided in the directions for completing the registration form on page 25.

## Proving Your Eligibility

There are two methods for verifying eligibility to take the CHSPE. If you will be 16 years of age or older on the test date, you may use *either* Method A or Method B. If you will be under 16 years of age on the test date, you *must* use Method B. If you are reregistering and have taken the CHSPE since January 2003, your proof of eligibility is on file and does not need to be resubmitted. The CHSPE Office does not accept eligibility verification from schools outside California.

■ **Method A:** Submit one of the following documents that shows your **name** and **date of birth** or **11th or 12th grade level** with your registration form. This document will not be returned.

- a copy of your driver license or a copy of your identification card issued by the Department of Motor Vehicles
- a copy of your U.S. certified birth certificate issued by a city, county, or state (Hospital certificates are *not* acceptable documents for proof of eligibility.)
- a copy of your passport (the page with name and date of birth only)
- a copy of your identification card issued by a branch of the U.S. military, a high school (for 11th and 12th grade, or listing birth date), a post-secondary school, or the U.S. government or a foreign government
- a copy of your U.S. Permanent Resident Card
- a copy of your Consular Report of Birth Abroad or Certificate of Birth Abroad, or a copy of your foreign birth certificate
- a verified school transcript with embedded photo: In order to use a transcript with embedded photo, the transcript must include the school seal or the signature of a school official (Principal, Vice Principal, Counselor, or Registrar). Transcripts without a school seal or the signature of a school official will be considered unverified and will not be accepted.
- an original school letter of identification with photo as described on page 14
- a copy of your Certificate of U.S. Naturalization

■ **Method B:** The School Eligibility Verification section on your registration form must be completed by one of the following at a California high school: the principal, director, vice principal, counselor, registrar, or site administrator identified on a Private School Affidavit (R-4) or statement in lieu of the Affidavit filed with the California Department of Education. The school official may not be a relative

## Proof of Eligibility

Your registration form must be accompanied by:

- Copy of an official document that shows your date of birth. (See Method A, below)

**OR**

- School Eligibility Verification section of the registration form completed, signed, and marked with an official school seal. (See Method B, below)

If you are enrolled in a school outside of California, you must be at least 16 years of age to register.

## Method B Requirement

Method B requires an official school seal.



## Registration Deadlines

Note that all registration deadlines are receipt dates, based on the date received in the CHSPE Office.

Emergency Registration Test Areas (County)	
Site #	Test Area
0101	Hayward (Alameda)
1001	Fresno (Fresno)
1904	Woodland Hills (Los Angeles)
1905	West Covina (Los Angeles)
3005	Los Alamitos (Orange)
3301	Riverside (Riverside)
3401	Rancho Cordova (Sacramento)
3702	San Marcos (San Diego)
4301	San Jose (Santa Clara)
4501	Redding (Shasta)
5601	Camarillo (Ventura)

Check test area availability online at <http://www.chspe.net/about/locations/>.

unless the school has a current R-4 or statement in lieu of the Affidavit. (State law does not permit school officials to require parental permission before verifying an applicant's eligibility to take the test.) The School Eligibility Verification section must include a school's official seal. Make sure that the school's county-district-school (CDS) code is provided. If the school does not have a CDS code, you must include a copy of the school's R-4 or statement in lieu of the Affidavit.

## Registration Deadlines and Fees

For each test date, there are three registration deadlines, each with its own non-refundable\* fee.

CHSPE Fees (Non-Refundable)	
Regular Registration	\$110
Late Registration	\$135
Emergency Registration	\$160

\*Withdrawals received prior to the regular registration deadline will qualify for a partial refund. See "Withdrawing Your Registration," on page 17.

### Regular Registration \$110

To be eligible for regular registration, your completed registration form, including proof of eligibility, and proper payment of \$110 must be received in the CHSPE Office by 5:00 p.m. on the regular registration deadline. Incomplete registration materials received on or before the regular registration deadline will be returned unprocessed with a letter informing you of the error and the deadline by which your corrected materials must be received for you to be registered for the administration.

### Late Registration \$135

If you miss the regular registration deadline, you may register during the late registration period. To be eligible for late registration, your completed registration form, including proof of eligibility, and proper payment of \$135 must be received by the CHSPE Office by 5:00 p.m. on the late registration deadline. If your registration materials are received during the late registration period and they are incomplete, you will be notified of how to complete your registration. If your materials do not include the full late registration fee, you will be notified and your test results will not be released until your account is paid in full.

### Emergency Registration \$160

If you miss both the regular and late registration deadlines, you may register during the emergency registration period on a space-available basis in selected test areas. (See box at left.) To be eligible for emergency registration, your completed registration form, including proof of eligibility, and proper payment of \$160 must be **received** by the CHSPE Office by 5:00 p.m. on the emergency registration deadline. If your registration materials are received during the emergency registration period and they are incomplete, you will be notified of how to complete your registration. **If your materials do not include the full emergency registration fee, you will be notified and your test results will not be released until your account is paid in full.** Emergency registration is limited to the test areas listed in the box to the left, subject to space availability. Assignments are made on a first come, first served basis.

## Payment Policies

*All CHSPE fees are non-refundable\* and, if paid by mail, must be paid by money order or bank-issued cashier's check* payable to the California Department of Education in U.S. dollars. Print the registrant's name on the front of the money order or bank-issued cashier's check. ***Cash, personal checks, and payments using credit or debit cards will not be accepted by mail.*** Registrants who are 16 years old or older and have a way of uploading the necessary eligibility documents may register online at <http://www.chspe.net/registration/> and pay by credit card.

If for any reason your payment is not honored by its issuing financial institution, you will be charged an additional \$25 fee to cover the processing necessary to clear your account. Your exam results will not be provided to you and you will not be allowed to register for future CHSPE administrations until your account, including the additional \$25 fee, is paid in full.

## Registration Confirmation

Once your completed registration materials are received, they will be processed by the CHSPE Office. If you register and provide an e-mail address on your registration form, an e-mail will be sent to you acknowledging receipt of your registration materials.

\*Withdrawals received prior to the regular registration deadline will qualify for a partial refund. See "Withdrawing Your Registration," on page 17.

## Payment Policy

CHSPE fees must be paid by **money order** or **bank-issued cashier's check**. The following are NOT accepted by mail:



Registrants who are 16 years old or older, have access to a debit or credit card, and have a way of uploading the necessary documents may register online using a credit card at <http://www.chspe.net/registration/>.

# Special Requests

## Deadlines for Requests for Sunday Testing

Sunday Test Date	Registration Deadline (receipt date)
October 16, 2016	September 30, 2016
March 19, 2017	March 3, 2017
June 18, 2017	June 2, 2017

## Sunday Testing Test Areas (County)

Site #	Test Area
0180	Hayward (Alameda)
0480	Chico (Butte)
1080	Fresno (Fresno)
1280	Eureka (Humboldt)
1980	Glendale (Los Angeles)
3380	Riverside (Riverside)
3480	Rancho Cordova (Sacramento)
3780	National City (San Diego)
4080	Atascadero (San Luis Obispo)

## Requesting Sunday Testing

If you are unable to take the test on a Saturday due to religious convictions, you can take the test on the Sunday immediately following the Saturday test date. Sunday testing is limited to the test areas listed in the box to the left. To request Sunday testing for religious reasons, you must submit all of the following by the late registration deadline:

1. Completed registration form (Respond to section 22)
2. Money order or bank-issued cashier's check in the appropriate amount
3. Proof of eligibility (See page 5)
4. A letter from a clergy member that
  - is on the clergy member's professional letterhead,
  - states that your religious convictions prohibit Saturday testing, and
  - is dated and signed by that clergy member.

Sunday Testing is not available during emergency registration.

If you have previously taken the CHSPE on an alternate date since January 2003, you do not need to include another letter from a clergy member. Your letter will be on file at the CHSPE Office. Please note this on your registration form.

*Your registration materials and clergy letter must be received by the late registration deadline.*

## Physical Needs (e.g., Access, Monitoring Blood Sugar)

Most test sites and testing rooms are physically accessible to all examinees. To help ensure that your needs are met, if you are impacted by one or more of the situations listed below or have other needs related to test site access, be sure to submit a letter that states your need along with your other registration materials.

- use a wheelchair or crutches
- temporary cast
- special seating or access needs
- need to maintain your blood sugar

## Testing with Accommodations

An accommodation is a change in how a test is presented, how a test is administered, or how an examinee responds that is necessary to allow the examinee to participate in the test but does not fundamentally alter what the test measures or affect the comparability of examinee scores. Accommodations are possible only if (a) you have a disability, are regularly provided accommodations in the classroom, or are a designated English learner (defined on page 11), and (b) you provide specified documentation (see "Required Supporting Documentation" on pages 10-11).

Because all accommodations may not be available in all test areas, if you are approved for testing with accommodations, you may be assigned to an alternate test area.

## Available Accommodations

Several types of accommodations, listed below, are available. To be eligible for an accommodation, you must submit supporting documentation as described beginning on the next page.

### Setting

- Testing in a small group.
- Testing in a hospital or other institutional setting.\*
- Use of noise buffers or headphones (brought by the examinee) to minimize distraction.
- Frequent supervised breaks. (Testing time does not stop during breaks.)

### Presentation

- Braille or large print (18-point font) test materials.
- Sign language interpreter to present directions. (Does not apply to test questions.)\*
- Use of audio amplification or visual magnification equipment (brought by the examinee).
- Use of colored overlay, mask, or other means (brought by the examinee) to maintain visual attention.
- Test questions and answer choices read aloud to the examinee (available for the Mathematics section and the Language subtest only).\*

### Response

- Mark responses in the test booklet. (Responses are transferred to a scorable answer document by the test contractor.)
- Use of a scribe for multiple-choice questions. (Examinee indicates answers to the scribe, who marks them on the scorable answer document.)\*
- Use of a scribe for the writing task. (Examinee dictates response to the writing task, providing all spelling and language conventions.)\*
- Use of a computer (provided at the test site) to type essay. All spelling and grammar tools will be disabled.

### Timing

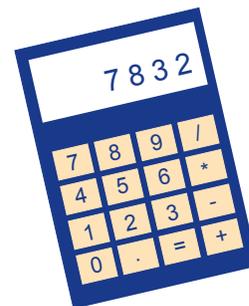
- The standard testing session is 3 ½ hours. You may request extended time (up to 5 hours and 15 minutes) or double time (up to 7 hours). The documentation you submit must support the amount of time, extended or double, you are requesting. If your documentation does not specify double time, you will be awarded time and a half.

### For Designated English Learners Only

- Use of an English-to-primary language and/or primary language-to-English translation glossary or word list (brought by the examinee) that does not include definitions or formulas.

Other accommodations may be available. If you need an accommodation other than the ones listed above and have documentation to support your need (other than a school accommodation letter), submit your request and documentation with your registration materials.

\* Examinees who are provided certain accommodations are not allowed to change their test date after the emergency registration deadline.



### CALCULATOR

All examinees may bring and use a basic calculator. You need not request it as an accommodation. See pages 15 for more information about calculators.

### Deadlines for Requests for Accommodations

Test Date	Registration Deadline (Received Date)
October 15, 2016	September 16, 2016
March 18, 2017	February 17, 2017
June 17, 2017	May 19, 2017

## Proper Documentation

Be sure to provide proper documentation for accommodations. Requests for accommodations that are not supported by specific documentation will be denied. If possible, highlight the sections of your documentation that support your request.

Note that the CHSPE does not utilize embedded and non-embedded supports. Those supports are features of the California Assessment of Student Performance and Progress (CAASPP) testing program. Supporting documentation must specify, separately, any accommodations requested for the CHSPE.

**Documentation must be dated within 36 months prior to testing.**

## Requesting Accommodations

To request accommodations, you must submit all of the following by the regular registration deadline:

1. Completed registration form (Respond to section 18.)
2. Money order or bank-issued cashier's check in the appropriate amount
3. Proof of eligibility (See page 5.)
4. Accommodations Request Form (page 28)
5. Supporting documentation (described below.)

Candidates initially granted accommodations for a CHSPE testing session may use the same accommodations during subsequent CHSPE administrations without supplying supporting documentation each time as long as the documentation originally provided is within 36 months of the upcoming test date. You will still need to complete and submit the Accommodations Request Form along with your registration form and payment, prior to the regular registration deadline. On your Accommodations Request Form, indicate the accommodations you are requesting and note on the form that these have been previously approved.

All requests and documentation must be received by the regular registration deadline. Candidates who request accommodations may not register during the late and emergency registration periods. The CHSPE Office will review your request and documentation. Though the review process rarely takes more than three weeks, you are strongly encouraged to submit your registration and request for accommodations as early as possible. You will be notified by mail of the accommodations that have been approved. If you have not been notified two weeks prior to the test administration date, contact the CHSPE Office.

*You must provide proper documentation for accommodations as described below. Requests for accommodations that are not supported by the required documentation will be denied.*

## Required Supporting Documentation

To support your request for accommodations, you must complete the Accommodations Request Form on page 28 and attach the required documentation. Five acceptable types of supporting documentation are described below. Any of the five types are acceptable for any accommodation except the school accommodation letter, which is only acceptable for certain accommodations as shown on the Accommodations Request Form. Only one type of document is needed to support a requested accommodation, and one document may be used to support more than one accommodation. *Any documentation you submit must be dated within 36 months prior to the testing date for which you wish to register.*

### Type 1 – School Accommodation Letter

A letter from your school that meets *all* of the following criteria:

- Is on school letterhead or an official school computer-generated printout that shows the school's name, address, and phone number.
- Includes your name.
- Lists the relevant, requested accommodations and states that each of these accommodations is regularly provided to you in the classroom during instruction and/or testing.

- Is signed by one of the following officials at your school: principal, director, vice principal, counselor, school psychologist, or site administrator identified on your school's Private School Affidavit (R-4) or statement in lieu of the Affidavit filed with the California Department of Education. The school official may not be a relative unless your school has a current R-4 or statement in lieu of the Affidavit.
- Has the school's official seal affixed.
- States that you are a designated English Learner. This applies only if you are requesting frequent breaks due to your status as a designated English learner (defined below). All other break requests must be supported by an individualized education program (IEP) or Section 504 plan.

***A school accommodation letter is acceptable documentation for only some accommodations.*** See the Accommodations Request Form on page 28. In the table on that form, accommodations for which the School Accommodation Letter cell is blacked out require supporting documentation other than a school accommodation letter.

**Type 2 – Individualized Education Program (IEP) or Section 504 Plan**

A copy of your current IEP or Section 504 plan that documents your need for the accommodation(s) being requested. The IEP or Section 504 plan must include the required signatures. Submit the complete document.

**Type 3 – Community College Educational Plan**

A current and properly completed copy of an educational plan developed for you by a community college that documents your need for the accommodation(s) being requested.

**Type 4 – College Board Eligibility Letter**

A copy of a letter from the College Board granting you the accommodation(s) on a College Board test (e.g., SAT, PSAT) that you are requesting on the CHSPE.

**Type 5 – Professional Letter**

A letter from a qualified professional whose license or credentials are appropriate to diagnose your disability or to make appropriate recommendations for accommodations based on a qualified professional's previous diagnosis. The letter may not be written by a family member. The letter must be on the writer's professional letterhead, and must clearly specify:

- the disability(ies) for which an accommodation is being requested;

- the accommodation(s) requested; and
- the professional's current profession and type of license or certification, including the state of issuance, license or certification number, and expiration date.

Attach any supporting documentation that will substantiate your request. The chart below shows types of licensed or certified professionals who can write your letter. This is not an exhaustive list, but rather a list of the most commonly encountered professionals. If you have questions about who can write your letter, please call the CHSPE Office.

Who can write my letter?	
Disability Type	Licensed or Certified Professional
Learning Disability	Psychologist, educational specialist with advanced training
Attention Deficit or Hyperactivity Disorder	Psychiatrist, psychologist, physician
Physical or Chronic Health Disability	Physician, specialist in a particular appropriate area such as audiologist, ophthalmologist
Emotional or Mental Disability	Psychiatrist, psychologist, school psychologist, licensed professional counselor, marriage and family therapist, licensed clinical social worker

**Designated English Learner**

As indicated above, only designated English learners can (a) use a school accommodation letter to support a request for frequent supervised breaks and (b) request the use of an English-to-primary language and/or primary language-to-English translation glossary or word list. According to the California Department of Education, an English learner (sometimes referred to as a limited English proficient, or LEP, student) is a K-12 student who, based on objective assessment, has not developed listening, speaking, reading, and writing proficiencies in English sufficient for participation in the regular school program. Students are initially identified as English learners based on their performance on the California English Language Development Test (CELDT). For more information about the CELDT, please call the California Department of Education at 916-319-0784.

## PLAN AHEAD

You will need acceptable photo ID that matches the name on your registration form in order to be admitted to the test site.

### No Ticket?

If you have not received your Admission Ticket seven days prior to the test date, or if you lose your Admission Ticket, contact the CHSPE Office at 866-342-4773.

### Electronic Admission Ticket

If you set up a user portal on the CHSPE Web site you will be able to print an Admission Ticket from your user portal on the CHSPE Web site.

### Emergency Registration

If you register during the emergency registration period, once your materials are processed, an Admission Ticket will be mailed and e-mailed to you. You may also be notified by phone or fax. Be sure to provide a phone number, e-mail address, and fax number, so we can reach you during the week prior to testing.

## Preparation Steps

Once your complete registration materials are received, they will be processed by the CHSPE Office. If you register and provide an email address, an e-mail will be sent to you acknowledging receipt of your registration materials and providing you with your e-mail address login and password that are on file for this administration. If you do not provide an e-mail address, you will be mailed a letter. However, it is your responsibility to confirm that your registration materials have been received and accepted. If you do not receive confirmation within one week of submitting your registration materials, or an Admission Ticket by seven days prior to the test date, contact the CHSPE Office.

### Admission Ticket

Once your registration materials have been processed, you will be mailed an Admission Ticket approximately three weeks before the test date. If you registered during the emergency registration period, an Admission Ticket will be mailed and e-mailed to you, or you will be contacted by telephone. If you set up a user portal on the CHSPE Web site, you will be able to print an Admission Ticket from your user portal. The Admission Ticket will show your name and address, the portions of the test you have previously passed (if any) and, if you are enrolled in grade 12 or below, your school and district. This information will be taken from your registration form.

*Verify the spelling of your name*, because the name on your Admission Ticket:

- (a) must match the name on your photo identification required for admission to the test site,
- (b) is the name that will appear on the Certificate of Proficiency if you pass, and
- (c) must exactly match the name you give at all other administrations or you may not receive credit for portions of the test you have already passed.

If you are currently enrolled in a public school, verify that your school and district are accurate, because these are the school and district that will be notified if you pass. If there are any errors in this information, see “Correcting Registration Information” on page 13.

The Admission Ticket will also indicate your CHSPE identification number and specify your test date, reporting time, and the name and address of your assigned test site. Read your Admission Ticket carefully. Keep a record of your CHSPE identification number. It will be useful in communicating with the CHSPE Office or if you reregister.

If you have not received an Admission Ticket seven days prior to the exam date or you lose your Admission Ticket, contact the CHSPE Office. Alternatively, if you set up a user portal on the CHSPE Web site, go to the CHSPE Web site to print your Admission Ticket.

Bring your Admission Ticket to the test site on the day of the exam. You must report to the test site printed on the ticket. If you go to a test site other than the one designated on your Admission Ticket, you will not be admitted.

## Correcting Registration Information

If there are errors on your Admission Ticket or you need to correct information that you provided on your registration form, complete and submit a Registration Information Correction Form. The form is on page 29 of this bulletin; it can be mailed or faxed to the CHSPE Office. Alternatively, you can complete and submit the form online from the user portal on the CHSPE Web site. Registration Information Correction Forms will also be available at the test site on the day of the test. The information that you provide on the Registration Information Correction Form will become part of your registration record and will completely replace any information you provided previously.

Because the name on your Admission Ticket must match the name on your photo identification required for admission to the test site, notify the CHSPE Office immediately if the name on the Admission Ticket is incorrect.

## What to Bring

Bring the following with you to the test site:

- Original identification documentation bearing your photograph and the name on your Admission Ticket as described below. ***You will not be admitted to the test without proper identification.***
- Your Admission Ticket. The ticket confirms a) that you are registered at the location specified, and b) the section(s) or subtest(s) of the examination you still need to pass in order to earn a Certificate of Proficiency. The ticket is not required for admission, but it is recommended that you bring it to the test site.
- Several sharpened No. 2 pencils with erasers. Pencils must be used for the entire test, including the writing task. Pencils will not be supplied at the test site.
- Calculator (optional). All problems on the Mathematics section can be solved without the use of a calculator. If you wish, however, you may bring a ***battery- or solar-powered, basic non-statistical, non-scientific, non-programmable calculator*** for use on the Mathematics section. Acceptable and unacceptable calculators are described further on page 15.

## Acceptable Forms of Photo Identification

Acceptable identification must be presented at the time of check-in or you will ***not*** be admitted to the test. ***Plan ahead*** to be certain that you will have acceptable identification with you at check-in on the test date. The name on your identification must match the name on your Admission Ticket and on the roster at the test site. The photograph must be clearly recognizable as you. The identification must be an original document, not a copy or a picture on your phone. You must present one of the following exactly as described:

■ ***Official Photo Identification:*** Must be issued by your school, employer, or city/ state/federal government. Both your name and current, recognizable photograph must appear. Acceptable examples include:

- driver license
- passport (or passport card)
- photo identification card issued by the Department of Motor Vehicles
- computer generated driver permit with photo, issued by the Department of Motor Vehicles

## Stolen Identification

If your official photo identification has been stolen, you may ***not*** use a police report in its place at test site check-in. You must bring one of the other forms of acceptable identification listed on this page.



**ORIGINAL PHOTO ID** is required for admission. See this page for acceptable original forms of ID

All transcripts must be verified either by a school official signature or have an impression/stamp of the school seal. Unverified transcripts will not be accepted.

- U.S. military photo ID card
- high school photo ID card
- post-secondary school photo ID card
- bus pass or employer ID card with photo
- U.S. government or a foreign government photo ID card

■ **Verified Transcript with Photo:** Many schools now have the ability to print a transcript with an embedded photograph from their student database. In order to use a transcript with embedded photo, *the transcript must include either an impression or stamp of the school seal or the signature of a school official* (Principal, Vice Principal, Counselor, or Registrar). Transcripts without a school seal or the signature of a school official will be considered unverified and will not be accepted.

■ **School Letter of Identification with Photo:** An official letter of identification that meets *all* the following criteria:

- *Has attached a recent, recognizable, individual photograph of you with the school seal or the school official's signature across a portion of the photograph.*
- Is on school letterhead or an official school computer-generated printout that shows the school's name, address, and phone number.
- Is signed by one of the following officials at your school: the principal, director, vice principal, counselor, registrar, or site administrator identified on your school's Private School Affidavit (R-4) or statement in lieu of the Affidavit filed with the California Department of Education. The school official may not be a relative unless your school has a current R-4 or statement in lieu of the Affidavit.
- Shows your printed name and date of birth.
- Has been signed by you in ink in the presence of the school official.
- Has been signed by the school official in ink. *Printed, stamped, or photocopied signatures are not acceptable.*

You will be required to sign the letter again on the test day in the presence of the testing staff. A template for a school identification letter may be found on the CHSPE Web site at <http://www.chspe.net/preparation/id/>.

*If you do not have one of the acceptable forms of identification described above with you when you arrive at the test site, you will not be admitted to the testing session. You will be counted as an absentee, and you will not receive a refund or credit of any kind.*

#### Unacceptable Forms of Identification

Only the forms of identification described previously are acceptable. Examples of *unacceptable forms* of identification include the following, whether or not they include your photo:

- amusement park pass
- ski pass
- membership card (e.g., health club, club store)
- birth certificate
- Social Security card

- credit card
- traffic ticket
- police report documenting a stolen wallet
- yearbook
- notarized statement
- photocopied identification

Your parents, guardians, siblings, or friends may not present identification on your behalf.

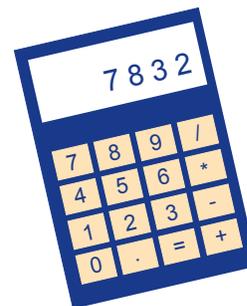
### Acceptable Calculators

A basic calculator has 25 or fewer buttons and can perform no more than the four standard mathematical functions of addition (+), subtraction (-), multiplication ( $\times$ ), and division ( $\div$ ) and, possibly, percentage (%), square root ( $\sqrt{\quad}$ ), and sign change (+/-). The calculator may have a simple memory (M+, M-, MC, MR).

### Unacceptable Calculators include:

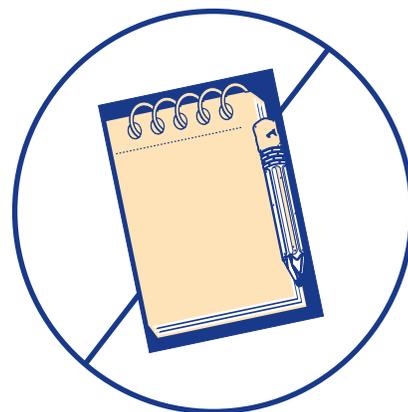
- Statistical calculators. Statistical calculators typically have buttons with “ $\Sigma$ ” on them or buttons for statistical computation menus usually labeled “STAT” or “STO.” Statistical calculators also commonly have statistical buttons such as “ $S_x$ ,” “ $S_y$ ,” or “ $S_x^2$ .”
- Scientific calculators. These are easily identified because of their “sin,” “cos,” and “tan” buttons. Other buttons unique to scientific calculators are “log” and “ $\pi$ .”
- Programmable calculators. These have menus and blank buttons that can be used for varying functions. They often also have an alphabetic (QWERTY) keypad. Any calculator that has the capability of entering letters along with numbers is unacceptable.
- Calculators that are able to print.
- Calculators that make noise that cannot be silenced.
- Calculators that must be plugged into an outlet.
- Calculators that are part of other devices (e.g., watches, PDAs, cellular phones).
- Calculators that have raised screens that may be seen by other examinees.

Test administration staff will **not** provide calculators or batteries and will make sure that your calculator is acceptable before admitting you to the testing room. You may bring a backup calculator. You may only use one calculator at a time. If you bring a backup calculator or extra batteries, they must be put away. If you need to use any of your backup equipment, raise your hand. The calculator must not be in a case or sleeve of any kind, and you may not bring a calculator manual. You may not share your calculator with any other examinee. You may not use your calculator to share information during the test or to remove test questions or answers from the test room. If you leave the test room before you have completed testing (e.g., to use the restroom), your calculator(s) must remain on your desk in plain sight.



### CALCULATOR

You may bring a battery- or solar-powered, basic non-statistical, non-scientific, and non-programmable calculator.



**CELL PHONES**  
must be off and  
put away during testing.



Arrive  
before  
8:00 a.m.

### Change of Date Request

Your test date will not be changed unless your payment is received before the regular registration deadline for the test date you are requesting.

### Note

See the CHSPE Web site at <http://www.chspe.net> for the most up to date information.

## What NOT to Bring

The following items are prohibited at the test site:

- personal digital assistants or any other types of electronic information, music, recording or photographic devices
- unacceptable calculators
- electronic pagers
- hats/hoods, except religious headwear
- weapons of any kind
- spell checkers, dictionaries, slide rules
- backpacks, tote bags, purses, briefcases, packages, or other items that will not fit easily under your chair
- notebooks, textbooks, scratch paper, highlighters, or any other unauthorized aids or materials (Notes can be made in the test booklet.)

If you bring or use any prohibited materials, you will be dismissed and your test results will be voided. While you are taking the test, only pencils, erasers, your approved calculator, and the test materials provided to you will be allowed on your desk or table. Eating, drinking, smoking, and using smokeless tobacco are not permitted at the test site, with the following exception. Bottled water is allowed if it has a cap, and the label has been removed.

You are discouraged from bringing a cell phone or other electronic communication devices. If you must bring one, however, it must be turned off and placed under your chair during the test administration. If you have such a device and it is found to be on at any time during the test administration (including restroom breaks), you will be dismissed and your test results will be voided.

## Test Day Schedule

You must report to your assigned test site before 8:00 a.m., regardless of which part(s) of the test you plan to take. If you arrive after 8:00 a.m. and the test administration staff have begun reading the test directions to examinees, you will not be admitted to the test session. Depending on the length of time required for check-in, the test administration is expected to end between noon and 1:30 p.m. The actual testing time is 3 ½ hours. During that testing time, you may take the Mathematics section, the English-language Arts Language subtest, or the English-language Arts Reading subtest, or any combination of the three.

## Change of Test Date Requests

If you have already registered but need to change your test date, take the following steps before the regular registration deadline:

1. Complete and submit the Change of Test Date Request Form, which is available in your user portal on the CHSPE Web site, and submit it to the CHSPE Office.
2. If the CHSPE Office receives the form by the regular registration deadline of your currently assigned test date, there is no fee to make the change.

Test Date	Deadline to Transfer Free (Received Date)	Deadlines to Transfer with Fee		
		Form Deadline (12:00 noon)	Fee Deadline (Received Date)	Transfer Fee
<b>Oct. 15, 2016</b>	Sept. 16, 2016	Oct. 15, 2016	Regular registration deadline for your new test date	\$50
<b>Mar. 18, 2017</b>	Feb. 17, 2017	Mar. 18, 2017	Regular registration deadline for your new test date	\$50
<b>June 17, 2017</b>	May 19, 2017	June 17, 2017	Regular registration deadline for your new test date	\$50

If you need to change your test date after the regular registration deadline and before noon on test day:

1. Complete and submit the Change of Test Date Request Form, which is available in your user portal on the CHSPE Web site, and submit it to the CHSPE Office.
2. If the CHSPE Office receives the form between the regular registration deadline and noon of your currently assigned test date, you must pay a \$50 transfer fee.
  - The CHSPE Office must receive the \$50 transfer fee by the regular registration deadline for the new test date. If the CHSPE Office does not receive the fee by the regular registration deadline for the new test date, your test date will not be changed, and you will not receive a refund or credit of any kind.
3. The form and fee may be submitted separately.

### Withdrawing Your Registration

If you wish to withdraw your registration, complete and submit to the CHSPE Office the Withdrawal Form located in the user portal on the CHSPE Web site at <http://www.chspe.net/changes/>. If your completed Withdrawal Form is received by the regular registration deadline for the test date for which you are registered, you will be issued a refund of \$55 by the California Department of Education approximately eight weeks following the test date. No refund will be issued if the CHSPE Office does not receive your completed Withdrawal Form by the regular registration deadline. You may not withdraw your registration by telephone or e-mail.

### If You Are Absent on the Test Day

If *for any reason* you are absent from the CHSPE administration for which you registered and you did not submit a Withdrawal Form by the regular registration deadline or a Change of Test Date Form by noon on the test date, you will not receive a refund or credit of any kind. You will be required to complete a new registration form and pay the full test fee if you choose to take the CHSPE in the future.

### Test Rules

At the test site and during the test administration, you must follow all instructions indicated in this bulletin and given to you either orally or in writing by testing personnel. During test administration (including restroom breaks), you may not communicate with other examinees or anyone other than testing staff in any way. If you communicate with another person taking the test, receive assistance from anyone other than testing staff during the test administration, take the test for someone else, have someone take the test for you,

use prohibited items, have a cell phone on, or do not follow instructions, you will be dismissed, and your test results will be voided.

### Late Arrivals

It is very important that you arrive at the test site before 8:00 a.m. You must be sitting in the test room when the test administration staff begin reading the test directions to examinees. To avoid disruption and out of respect for examinees who are on time, if you arrive after 8:00 a.m., and staff have begun reading the test directions, you will not be admitted to the test session, you will be counted as an absentee, and you will not receive a refund or credit of any kind. Be aware that other examinees may be signing in and there may be a line.

### Visitors

Visitors are not permitted in the testing area. Friends and relatives must remain outside of the testing area. If at any time during the exam you have contact with anyone other than testing site staff without permission, you will be dismissed and your test results will be voided.

### Upon Completion of the Exam

Once you have completed the parts of the test you wish to take (Mathematics section, English-language Arts Language subtest, and/or English-language Arts Reading subtest), you will be excused from the test session. Before you are excused, all of your test materials will be collected and checked. You may not reenter the test site once you have been dismissed. At the end of the test session, all test materials will be collected and checked, and all remaining examinees will be excused.

If you have any questions or need information on the day of the test (Saturday), you may call the CHSPE Office toll-free at 866-342-4773 from 7:00 a.m. to 1:30 p.m. If you test on a Sunday, the CHSPE Office will be available by phone from 7:00 a.m. to 12:00 p.m.

### How To Get There

<http://www.chspe.net/about/locations/>

You can find test site addresses and Internet links to driving directions at this Web site. If you will use a map or directions provided on the Internet to get to the test site, you should verify their accuracy in advance.

## Test Results

Test Date	Results Mailed
October 15, 2016	November 18, 2016
March 18, 2017	April 21, 2017
June 17, 2017	July 21, 2017

- Official results cannot be provided earlier, but unofficial results will be available online prior to the mailing date. (See page 20.)
- No test results will be given over the phone, in person, or via e-mail or fax.
- If you still owe money, your results will not be mailed or posted online until your account is paid in full.

## Scoring and Reporting of Results

The CHSPE Mathematics section consists entirely of multiple-choice questions. Your score is based on the number of questions you answer correctly. There is no penalty for guessing. Therefore, if you are uncertain about the answer to a question, you should select the one option you think is most likely to be correct.

The CHSPE English-language Arts section includes the Language subtest and the Reading subtest. The Language subtest consists of multiple-choice questions and a writing task, both of which must be completed at the same administration. Your score for the multiple-choice questions is based on the number of questions you answer correctly, and there is no penalty for guessing. Your essay in response to the writing task is scored on a 5-point scale, with 1 being the lowest score and 5 the highest. The Essay Scoring Scale is available on the CHSPE Web site. The essay is scored independently by at least two trained scorers, resulting in two scores. Your writing task score is the average of the two scores.

For the Reading subtest, which consists entirely of multiple-choice questions, your score is based on the number of questions you answer correctly. There is no penalty for guessing.

Multiple-choice results on both CHSPE sections are reported using scale scores that typically range from 250 to 450. Raw scores (i.e., the number of questions answered correctly) are converted to scale scores to correct for any differences in difficulty across test forms. Regardless of the particular test form taken, or the particular test date on which the test is taken, equal scale scores represent essentially the same level of performance.

To pass the Mathematics section, you must earn a scale score of at least 350. To pass the English-language Arts section, you must pass the Language subtest and the Reading subtest. To pass the Reading subtest, you must earn a scale score of at least 350. The passing standard for the Language subtest is based on the combination of your multiple-choice and writing task scores, as shown below.

Score Combinations to Pass the Language Subtest	
If your writing task score is:	Your multiple-choice score must be at least:
2 or lower	You cannot pass.
2.5	365
3	350
3.5 or higher	342

Approximately five weeks after the test date, a score report will be mailed to you. Additionally, if you have passed both sections of the test, a Certificate of Proficiency will be mailed to you. If your official results do not arrive in the mail, you must contact the CHSPE Office to correct any incorrect information. You must then submit a request in writing stating that your results did not arrive and you require a replacement set of results. This request must be received within three months of your test date, or you will be required to pay the price of a new certificate for them. Only one replacement set of results will be sent.



# Score Report

Test Date: 6/18/2016  
 CHSPE Status: Not Yet Passed

Jane Alice Doe  
 142 West A Street  
 Anytown, CA 95505

CHSPE ID #: 1324432  
 School: Sunny Lane High  
 District: North County Unified

This report shows your current status on the California High School Proficiency Exam (CHSPE). It shows the most recent scores you have received on the CHSPE, including those earned on the test date noted at the top of the page. The report also indicates your status as either passed or not yet passed, and provides information about your performance on each section of the test. Your performance on content clusters is shown for any tests taken in 2007 or later. This information may assist you in identifying areas in which you need improvement.

The CHSPE consists of two sections: English-language Arts and Mathematics. The English-language Arts section consists of both the Language subtest and the Reading subtest. Both subtests must be passed to receive a passing score on the English-language Arts section. If you have passed both sections, this report will be accompanied by a Certificate of Proficiency.

## Mathematics Section

Status: **Not Yet Passed** Test Date: 6/18/2016  
 Minimum Passing Score: 350 Your Score: 331

Content Cluster	Number of Questions	Number Correct	Far Below Adequate	Below Adequate	Adequate or Better
Number Sense and Operations	9	4			
Patterns, Relationships, and Algebra	15	8			✓
Data, Statistics and Probability	12	3		✓	
Geometry and Measurement	14	7			✓
<b>TOTAL</b>	<b>50</b>	<b>22</b>		✓	

## English-language Arts Section

Status: **PASSED** Test Date: 3/19/2016  
 Minimum Passing Score: 350 Your Score: 360

### Reading Subtest

Content Cluster	Number of Questions	Number Correct	Far Below Adequate	Below Adequate	Adequate or Better
<b>Comprehension</b>					
Initial Understanding	10	8			
Interpretation	20	17			✓
Critical Analysis	14	8			✓
Strategies	10	9			✓
<b>Vocabulary</b>					
Synonyms	12	8			✓
Multiple Meaning Words	6	4			✓
Context Clues	12	7			✓
<b>TOTAL</b>	<b>84</b>	<b>61</b>			✓

Status: **PASSED** Test Date: 3/19/2016  
 Passing Score: See Back Your Multiple Choice Score: 369

### Language Subtest

Content Cluster	Number of Questions	Number Correct	Far Below Adequate	Below Adequate	Adequate or Better
<b>Mechanics</b>					
Capitalization	8	5			✓
Usage	8	6			✓
Punctuation	8	5			✓
<b>Expression</b>					
Sentence Structure	10	7			✓
Prewriting	5	4			✓
Content and Organization	9	7			✓
<b>TOTAL</b>	<b>48</b>	<b>34</b>			✓

A sample score report is shown above. Your score report will show your current status on the CHSPE (i.e., whether you have passed or not yet passed the CHSPE) and your most recent performance on the part(s) of the test you have taken through the test date. For the Mathematics section, the English-language Arts Reading subtest, and the multiple-choice questions on the English-language Arts Language subtest, your most recent performance on each of the content clusters of the test is shown. The number of questions in the cluster and the number you answered correctly are shown, and your performance is rated in one of three categories: "Adequate or Better," "Below Adequate," or "Far Below Adequate." This information identifies areas in which you may need improvement. (Cluster information is not provided for administrations prior to 2007.)

If you do not pass the Mathematics section, the English-language Arts Language subtest, and/or the English-language Arts Reading subtest, you may retake the section/subtest(s) you have not passed. You do not need to retake the section/subtest(s) you have passed. (Note, however, that on the Language subtest both the multiple-choice questions and the writing task must be completed at the same administration.) There is no limit to the number of times you may take the test, but you must register and pay each time.

If you passed the CHSPE English-language Arts section in 2004, 2005, or 2006, you do not need to take the current English-language Arts section. Results on the CHSPE taken prior to January 2004 cannot be combined with results on the CHSPE taken after January 2004.

Please note the following:

- Your results will be mailed to the address indicated on your registration form unless you changed that information on the day you took the test or notified the CHSPE Office in writing of a change of address. Be sure to include your CHSPE identification number on all correspondence.
- If your CHSPE account is not paid in full, your test results will not be provided to you until your account has been paid in full.
- If you attend a public school in grade 12 or below and you provided your school's name on your registration form, when you have passed both sections of the CHSPE, your passing scores will be available to the designated contact at your school or district. The CHSPE Office reserves the right to report passers to private schools and charter schools who request information regarding their students who take the CHSPE.
- CHSPE data for all examinees (passers and non-passers) at each administration will be provided to the California Department of Education.

Your CHSPE results will not be provided to anyone else, unless you request to have a transcript sent as described on page 22.

### Internet Posting of Unofficial Test Results

Unofficial results will be available for online access according to the schedule below. Results will be posted by 5:00 p.m. on the first date indicated. The results for some examinees may take longer to post if there are problems with registration information, payment, etc.

Test Date	Posting of Unofficial Test Results
October 15, 2016	November 16 2016
March 18, 2017	April 19, 2017
June 17, 2017	July 19, 2017

To access your unofficial results online, go to <http://www.chspe.net/results/online/>.

Unofficial results cannot be substituted for an official CHSPE score report or Certificate of Proficiency.

### Challenging Results

The CHSPE multiple-choice questions are machine-scored in a process that is virtually error free if you follow the directions and mark the answer document properly. The essay is scored by trained readers using the Writing Task Rubric following strict scoring procedures. At least two readers independently score the essay. If you do not pass the CHSPE, however, and you believe that your results do not accurately reflect your performance, you may request that your results be verified.

To do so, call the CHSPE Office to request a Results Verification Request Form or fill out and print the form from your user portal on the CHSPE Web site at <http://www.chspe.net/results/challenging/>. The fee is \$25 for either the Mathematics section only or the Reading subtest only, or \$35 for the Language subtest only. The fee(s) must be paid by money order or bank-issued cashier's check payable

### Keep Your Receipt

Be sure to keep your receipt for the bank-issued cashier's check or money order you send with your Results Verification Request Form. If your CHSPE results change from "not pass" to "pass," your money order or bank-issued cashier's check will be returned to you, and you may need your receipt to receive a refund.

to the California Department of Education. Requests must be received by the CHSPE Office within three months after the test date, and you may only request verification for a specific test section or subtest and date once. Telephoned, faxed, or e-mailed requests will not be accepted. If the request form is not signed by the examinee, if proper payment is not included, or if the form is received after the deadline, the form will be returned unprocessed.

Test Date	Deadlines for Challenging Results
October 15, 2016	January 20, 2017
March 18, 2017	June 16, 2017
June 17, 2017	September 15, 2017

Upon receipt of the Results Verification Request Form and payment, your CHSPE performance will be reviewed. Your responses to the multiple-choice questions on the Mathematics and/or English-language Arts section will be scored by hand. For the English-language Arts Language subtest, trained and experienced readers will review your essay and review the original scores to determine if the scores are consistent with the Writing Task Rubric. The CHSPE Office cannot provide feedback on your essay. A result verification will only determine if the original score was correct.

Notification of the outcome of the review will be mailed to you within three weeks of receipt of your request. Results will not be provided by telephone. Following the review, if your results on a section (or subtest) change from “not pass” to “pass,” you will be sent a revised score report and your money order or bank-issued cashier’s check will be returned to you. (Keep the receipt for your money order or cashier’s check; you may need it to get your money back in the event you need to return your money order or cashier’s check.) As a result of the review, if you have passed both CHSPE sections, you will be issued a Certificate of Proficiency. If you attend public school in grade 12 or below and provided your school’s name on your registration form, your passing scores will be available to the designated contact at your school or district. If the review does not result in a change from “not pass” to “pass,” you will be so notified, and your money order or cashier’s check will be retained as payment.

### Voiding of Results

Reasonable security precautions are taken in the development, administration, and scoring of the CHSPE. The California Department of Education and the CHSPE Office reserve the right to void any CHSPE score if, in their opinion, there is adequate reason to question the validity or legitimacy of the registration or score. If doubts are raised about your registration or score, the CHSPE Office will notify the California Department of Education and other parties as deemed appropriate by the department.

## Obtaining a Transcript or Duplicate Certificate

To obtain a transcript or a duplicate Certificate of Proficiency, you must submit:

1. Certificate/Transcript Order Form on the CHSPE Web site at <http://www.chspe.net/cert-trans/>
2. Money order or bank-issued cashier's check payable to the California Department of Education in the appropriate amount. Personal checks are not accepted.

## Requests for Transcripts and Duplicate Certificates

If you have passed the CHSPE, you may order an official transcript or a duplicate Certificate of Proficiency. A transcript is an official document that certifies that you have passed the test. Examinees who began testing after January 1, 2007 also receive a score report as part of their transcript. Some employers and schools require these transcripts. Transcripts and duplicate Certificates of Proficiency will be available after score reports for the test administration date at which you pass the test have been mailed.

To order a duplicate Certificate of Proficiency or one or more transcripts, you must complete and submit to the CHSPE Office a Certificate/Transcript Order Form. The form is available on the CHSPE Web site at <http://www.chspe.net/cert-trans/>. If you are already paying to have a certificate or transcript sent to a recipient, you may have a copy sent by fax to that same recipient without cost. Additional fees are required if documents are to be faxed to recipients other than those receiving printed copies of certificates or transcripts. You must sign the form (or if you are under 18 years of age, a parent or guardian must sign the form), and include the appropriate fee. A transcript or duplicate Certificate of Proficiency will not be provided if your CHSPE account is not paid in full.

The items you request will be mailed via first-class mail within ten business days of receipt of your request. For an additional fee, the items you request will be sent via overnight mail to any location within the continental United States within three business days following receipt of your request (rush service). If you wish to have a document sent internationally you must enclose an addressed, postage paid envelope with your order form and payment. The fees for these services are listed below and must be paid by money order or bank-issued cashier's check payable to the California Department of Education.

Fees for Transcripts and Duplicate Certificates	
Transcript	\$15 each
Duplicate Certificate	\$25 each
Rush service	\$15 additional per mailing address

Incomplete order forms and forms accompanied by incorrect payment will be returned unprocessed.





# Directions for Completing the Registration Form

## 1. Legal Name

Print your last name, first name, and middle initial in the boxes provided. You must use your legal name. Please be sure to print clearly. The name you use to register must match both (a) the name on your proof of eligibility and (b) the name on your photo identification required for admission to the test site.

## 2. Date of Birth

Enter the month, day, and year of your birth (MM/DD/YYYY). For example, if you were born on August 15, 1989, write 08 for month, 15 for day, and 1989 for year.

## 3. Daytime Phone

Enter your daytime phone number, beginning with the area code, in the boxes provided.

## 4. Fax

Enter your fax number, if available, beginning with the area code, in the boxes provided.

## 5. E-mail

Print your e-mail address, if available, on the line provided. Your e-mail address will only be used for official CHSPE correspondence. Many of the systems set up for communication between you and the CHSPE are set up through e-mail. When your registration materials are received by mail and processed, a confirmation will be sent to this address. If you want the ability to print an admission ticket or view your unofficial results online, you need to set up a user account on the CHSPE Web site.

## 6. Mailing Address

Print your mailing address in the boxes provided. Your Admission Ticket, test results and, if you pass, Certificate of Proficiency will be sent to this address. Be sure that it is entered clearly and correctly.

## 7. Gender

Enter your gender by placing an X in the appropriate box.

## 8. Test Date

Place an X in the box indicating your choice of test date. The registration form in this bulletin may be used only for the test dates listed. New registration forms will be available for future tests.

## 9. Test Area

Indicate the area in which you would like to take the test. A list of test areas by county is on page 27. As indicated on the list, not all test areas may be available for every test date, and not all areas may be available for emergency registration. (For Sunday testing, you must select from the list of test areas shown on page 8.) Enter the four-digit site number for *both* your first and second choices in the boxes provided and print the name of each selected area. The name and address of the specific test site to which you are assigned will be included on your Admission Ticket. Assignment to your first-choice area will be based on availability. If you do not want to test if your first-choice test area is not available, please indicate this in the check box on the registration form. If you check this box and your first-choice test area is not available, your registration materials will be returned to you unprocessed. Otherwise, if your first choice has already been filled, you will be assigned to your second choice. If your first and second choices are unavailable, or you have not identified a second choice, you may be assigned to the next closest test area.

## 10. Fees and Payment.

Place an X in the appropriate box to indicate the test fee you are enclosing. See the back cover for the registration deadline dates associated with the fees described in this part of the registration form.

## 11. Eligibility

### New Registrant

Check the box if you have not previously taken the CHSPE. You may take the CHSPE *only if* you meet at least one of the following requirements on the test date:

- You are at least 16 years of age or older, *or*
- You have been enrolled in the tenth grade for one academic year or longer, *or*
- You will complete one academic year of enrollment in the tenth grade at the end of the semester during which the next regular administration will be conducted. (Regular administrations are the fall and spring administrations each school year.)

There are two methods for verifying eligibility. If you will be 16 years of age or older on the test date, you may use *either* Method A or Method B. If you will be under 16 years of age on the test date, you *must* use Method B. Indicate which method you are using by marking an X in the appropriate box. Note: CHSPE does not accept eligibility verification from schools outside California.

**Method A:** Submit with your registration form one of the following documents that shows your name and *date of birth* or, if enrolled in grade 11 or higher, *grade level:*

- a copy of your driver license or a copy of your identification card issued by the Department of Motor Vehicles
- a copy of your U.S. certified birth certificate issued by a city, county, or state (Hospital certificates are *not* acceptable documents for proof of eligibility.)
- a copy of your passport (the page with name and date of birth only)
- a copy of your identification card issued by the U.S. military, a high school, a post-secondary school, or the U.S. government or a foreign government
- a copy of your U.S. Permanent Resident Card
- a copy of your Consular Report of Birth Abroad or Certificate of Birth Abroad, or a copy of your foreign birth certificate
- a school transcript with embedded photo and school seal or school official signature
- an original school letter of identification with photo as described on page 14

**Method B:** Have your most recent high school principal, director, vice principal, counselor, registrar, or site administrator identified on your school's Private School Affidavit (R-4) or statement in lieu of the Affidavit complete the School Eligibility Verification section. The school official may not be a relative unless the school has a current R-4 or statement in lieu of the Affidavit. (State law does not permit school officials to require parental permission before verifying an applicant's eligibility to take the test.) The School Eligibility Verification section must include a school's official seal. Make sure that the school's CDS code is provided. If the school does not have a CDS code, include a copy of the school's R-4 or statement in lieu of the Affidavit.

### Reregistering

If you have taken the CHSPE since January 2003, you do not need to provide proof of eligibility. Place an X in this box and write your CHSPE ID number in the boxes provided. Your CHSPE ID number can be found on your previous Admission Ticket and score report.

### 12. School Enrollment

Place an X in the appropriate box. If you are not enrolled in grade 12 or below, skip to item 18.

### 13. School Type

If you are enrolled, please indicate the type of school by placing an X in the appropriate box.

### 14. School County Code

Refer to the list of counties on page 27. Enter the 2-digit numeric code of the county in which your school is located. If your school is located outside of California, enter 00.

### 15. District

If you are enrolled in a California public school, enter the full district name in the boxes provided. Do not use abbreviations. This is the district that will be notified if you pass the CHSPE.

### 16. Name of School

In the boxes provided, enter the full name of the school you are currently attending. Do not use abbreviations. This is the school

that will be notified if you pass the CHSPE. Public schools and districts are notified of examinees who pass the CHSPE; however, the CHSPE Office reserves the right to report passers to private schools and charter schools who request information regarding their students who take the CHSPE.

### 17. Student ID Number

If you are enrolled in a public school, enter the ID number assigned to you by your district.

**Background Information:** Items 18 through 21 are optional. Any information that you provide will be kept confidential. It will not be used in any way to make a determination about any individual.

### 18. Ethnicity

In Part 1, indicate whether or not you are Hispanic or Latino. In Part 2, regardless of how you responded to Part 1, mark one or more boxes to indicate what you consider your race to be.

### 19. Home Language

Place an X in the box that indicates the language most often spoken by adults at home.

### 20. First Language(s)

Place an X in the box that indicates which language(s) you first learned as a child.

### 21. Parent/Guardian Education Level

Place an X in the box that best describes the education level of your most educated parent or guardian.

### 22. Special Requests (if applicable)

If applying for special requests, place an X in the appropriate box(es).

#### a. Sunday Testing

If you are applying to test on Sunday due to religious convictions, you must submit a letter from your clergy unless you have taken the CHSPE on an alternate date since January 2003. See page 8.

#### b. Physical Needs

Indicate whether or not you have needs regarding physical access or monitoring blood sugar. If so, attach a letter to your registration form that describes your need(s). See page 8.

#### c. Accommodations

Indicate whether or not you are requesting accommodations. If so, you must include the following:

- a completed Accommodations Request Form (page 28), and
- required documentation. See page 10.

### 23. Signature of Registrant

Read the statement, sign your name, and write the date. The form must be signed by the person registering to take the exam, or the application will be returned.

## Mailing Information

If using the U.S. Postal Service, mail your completed registration form, including proof of eligibility, money order or bank-issued cashier's check, and all appropriate documentation to:

U.S.  
POSTAL  
SERVICE

CHSPE Office  
Sacramento County Office of Education  
P.O. Box 269003  
Sacramento, CA 95826-9003

If using another delivery service such as FedEx, UPS, etc., send your completed registration form, including proof of eligibility, money order or bank-issued cashier's check, and all appropriate documentation to:

OTHER  
DELIVERY  
SERVICE

CHSPE Office  
Sacramento County Office of Education  
10150 Missile Way  
Mather, CA 95655

### Your registration will be returned if you do not include:

- A properly completed and signed CHSPE registration form
- Money order or bank-issued cashier's check for the appropriate amount
- Proof of eligibility (unless reregistering):
  - School Eligibility Verification section completed and signed, or
  - A copy of official document that shows your name and date of birth, or if enrolled in grade 11 or higher, grade level.

# List of Test Areas by County

(For *Sunday testing*, you must select from the list of test areas shown on page 8.)

A county code will be used in item 14 on the registration form. Site numbers will be used in item 9 on the registration form.

County	Code	Test Area	Site #	Oct. 16	Mar. 17	Jun. 17
Alameda	01	Hayward	0101	E	E	E
Alpine	02	Placerville	0901	•	•	•
Amador	03	Rancho Cordova Central Stockton	3401 3902	E •	E •	E •
Butte	04	Chico	0401	•	•	•
Calaveras	05	Sonora	5501	•	•	•
Colusa	06	Chico	0401	•	•	•
Contra Costa	07	Concord	0701	•	•	•
Del Norte	08	Eureka	1201	•	•	•
El Dorado	09	Placerville	0901	•	•	•
Fresno	10	Fresno	1001	E	E	E
Glenn	11	Chico	0401	•	•	•
Humboldt	12	Eureka	1201	•	•	•
Imperial	13	El Centro	1301	•	•	•
Inyo	14	Mammoth Lakes	2601	•	•	•
Kern	15	Bakersfield	1501	•	•	•
Kings	16	Visalia	5401	•	•	•
Lake	17	Lakeport	1701	•	•	•
Lassen	18	Susanville	1801	•	•	•
Los Angeles	19	Santa Monica Lancaster Burbank Woodland Hills West Covina Wilmington Pomona Glendale	1901 1902 1903 1904 1905 1906 1907 1908	• • • E E • • •	• • • E E • • •	• • • E E • • •
Madera	20	Madera	2001	•	•	•
Marin	21	San Rafael	2101	•	•	•
Mariposa	22	Merced	2401	•	•	—
Mendocino	23	Ukiah	2301	•	•	•
Merced	24	Merced	2401	•	•	—
Modoc	25	Susanville Yreka	1801 4701	• •	• •	• •
Mono	26	Mammoth Lakes	2601	•	•	•
Monterey	27	Salinas	2701	•	•	•
Napa	28	Napa	2801	•	•	•
Nevada	29	Grass Valley	2901	•	•	•
Orange	30	Costa Mesa Los Alamitos	3004 3005	• E	• E	• E
Placer	31	Auburn	3101	•	•	•
Plumas	32	Susanville	1801	•	•	•
Riverside	33	Riverside Palm Springs Hemet	3301 3302 3303	E • •	E • •	E • •
Sacramento	34	Rancho Cordova Elk Grove	3401 3402	E •	E •	E •

County	Code	Test Area	Site #	Oct. 16	Mar. 17	Jun. 17
San Benito	35	Hollister	3501	•	•	•
San Bernardino	36	San Bernardino	3601	•	•	•
San Diego	37	La Mesa San Marcos Chula Vista San Diego	3701 3702 3703 3704	• E • •	• E • •	• E • •
San Francisco	38	San Francisco	3801	•	•	•
San Joaquin	39	South Stockton Central Stockton	3901 3902	• •	• •	• •
San Luis Obispo	40	Atascadero	4001	•	•	•
San Mateo	41	Redwood City	4101	•	•	•
Santa Barbara	42	Santa Barbara	4201	•	•	•
Santa Clara	43	Santa Clara San Jose	4301 4302	E •	E •	E •
Santa Cruz	44	Santa Cruz	4401	•	•	•
Shasta	45	Redding	4501	E	E	E
Sierra	46	Grass Valley	2901	•	•	•
Siskiyou	47	Yreka	4701	•	•	•
Solano	48	Fairfield	4801	•	•	•
Sonoma	49	Santa Rosa	4901	•	•	•
Stanislaus	50	Modesto	5001	•	•	•
Sutter	51	Chico Woodland	0401 5701	• •	• •	• •
Tehama	52	Redding	4501	E	E	E
Trinity	53	Redding	4501	E	E	E
Tulare	54	Visalia	5401	•	•	•
Tuolumne	55	Sonora	5501	•	•	•
Ventura	56	Camarillo	5601	E	E	E
Yolo	57	Woodland	5701	•	•	•
Yuba	58	Chico Woodland	0401 5701	• •	• •	• •

NOTE: Test areas are identified by city. A specific test site for an area will be in the general vicinity of the listed city, but may not be within the actual city limits. Visit the CHSPE Web site for specific test site locations.

For the most current list of test areas, visit our Web site at <http://www.chspe.net/about/locations/>.

### Legend:

- Test area open for regular and late registration, but not available for emergency registration.
- E Test area open for regular, late, and emergency registration.
- Testing not available.



## ACCOMMODATIONS REQUEST FORM

(2016-17 School Year)

The deadline for submission of this form and all necessary documentation is the regular registration deadline. You will be notified by mail of the accommodations that have been approved.

Legal Name: Last Name	First Name	Middle Initial	CHSPE Test Date
-----------------------	------------	----------------	-----------------

(check) I have previously taken the CHSPE with accommodations for which my supporting documentation is on file and dated within 36 months prior to the testing date for which I am registering, and I want the same accommodations previously provided (checked below).

**PERSONAL CONTACT INFORMATION:** It may be necessary to contact you (registrant) for further information. Please include any information that will expedite communications with either you or a parent/guardian.

Contact Name and Relationship	Preferred Method of Contact: Daytime Phone Number(s) OR E-mail (If available)
-------------------------------	---

Place a check mark (☑) in the row for each accommodation you are requesting under the type of supporting documentation you are submitting. See pages 8-11. Note that a school accommodation letter cannot be used to support some accommodations.

		<b>Required Supporting Documentation (must be dated within 36 months)</b>	
		School Accommodation Letter	<ul style="list-style-type: none"> <li>• Individualized Education Plan</li> <li>• Section 504 Plan</li> <li>• Community College Educational Plan</li> <li>• College Board Eligibility Letter</li> <li>• Professional Letter</li> </ul>
<b>NOTE:</b> CHSPE does not utilize IEP embedded and non-embedded supports. Those supports are not universally available and are features only of the California Assessment of Student Performance and Progress (CAASPP) tests. Supporting IEP documentation must specify, separately, any accommodations requested for the CHSPE.			
<b>Accommodation</b>			
Setting	Testing in a small group		
	Testing in a hospital or other institutional setting*		
	Use of noise buffers or headphones (brought by the examinee) to minimize distraction		
	Frequent supervised breaks (Testing time does not stop.)	(English learner only)	
Presentation	Braille or large print (18-point font) test materials		
	Sign language interpreter to present directions (Does not apply to test questions.)*		
	Use of audio amplification or visual magnification equipment (brought by the examinee)*		
	Use of colored overlay, mask, or other means (brought by the examinee) to maintain visual attention		
	Test questions and answer choices read aloud to the examinee (available for the Mathematics section and the Language subtest only)*		
Response	Mark responses in the test booklet		
	Use of a scribe for multiple-choice questions*		
	Use of a scribe for the writing task*		
	Use of a computer (provided at the test site) to type essay		
Timing	Extended time (up to 5 hours and 15 minutes)		
	Double time (up to 7 hours)		
Other	Use of an English-to-primary language and/or primary language-to-English translation glossary or word list (brought by the examinee) that does not include definitions or formulas	(English learner only)	(English learner only)
	An accommodation not listed above, but supported by documentation. Specify in the column to the right.		

\* Examinees who are provided certain accommodations are not allowed to change their test date after the emergency registration deadline.



## CHSPE Administration Schedule for 2016–17 School Year

Test Date (Saturday morning)	Regular Registration Deadline (receipt date)	Late Registration Deadline (receipt date)	Emergency Registration Deadline (receipt date)	Results Posted on Internet by 5:00 p.m.	Results Mailed
<i>October 15, 2016</i>	September 16, 2016	September 30, 2016	October 11, 2016	November 16, 2016	November 18, 2016
<i>March 18, 2017</i>	February 17, 2017	March 3, 2017	March 14, 2017	April 19, 2017	April 21, 2017
<i>June 17, 2017</i>	May 19, 2017	June 2, 2017	June 13, 2017	July 19, 2017	July 21, 2017

*This bulletin applies only to the test dates listed above.  
Tentative test dates for 2017-18 are October 21, 2017 and March 17, 2018.*

**CHSPE Office**  
 Sacramento County Office of Education  
 P.O. Box 269003  
 Sacramento, CA 95826-9003