

English Literacy and Civics Education

The English Literacy and Civics Education (EL Civics) program is integrated into ESL classrooms and must follow all the ESL program requirements for the NRS and California. Please refer to the AEFLA application for additional program details and appendix B, “Web Resources,” for further details on the program requirements. In addition, local agencies funded for EL Civics may administer summative assessments.

Citizenship Preparation

Local agencies may administer the CASAS Citizenship Interview Test (CIT) or the CASAS Government and History (G & H) Test to earn additional payment points.

Civic Participation

Local agencies with Civic Participation classes may earn additional payment points when students successfully pass additional assessments. Prerequisites include conducting a Civic Participation Needs Assessment, selecting language and civic objectives, and creating or updating Additional Assessment Plans, as follows:

1. Civic Participation Needs Assessment

Each agency must complete the Civic Participation Student Needs Assessment and keep the Needs Assessment Summary form on file. Local agencies are not required to submit the results to the CDE for approval. However, the CDE regional consultant and CASAS program specialist may request a review of the form during a program review or technical assistance session or both.

Successful programs annually assess the needs, interests, and language skills of the students. Agencies may then examine the results to identify the highest-priority areas as indicated by students. The needs and interests of students enrolled in classes six months ago may be different from current needs.

2. Civic Objectives and Additional Assessment Plans

All agencies with a Civic Participation Program will use information from the Student Needs Assessments to select or create up to six measurable civic objectives. Civic objectives respond to student-identified civic issues in content areas of consumer economics, community resources, health, employment, and government and law. Agencies may select their objectives from the preapproved list or develop their own objectives and submit them for approval.

Agencies must next identify **language and literacy objectives** that correspond to the identified civic objectives, including the appropriate instructional levels. **Additional Assessment Plans** are derived from these language and literacy objectives.

Each **Additional Assessment Plan** must provide the following information:

- Identify the civic objective.
- Specify the type of assessment (oral, role play, written, portfolio, observation checklist).
- Describe the assessment process, including what students will be asked to do.
- Detail the scoring criteria and rubric.
- Provide a rating scale, based on the scoring guidelines listed in the rubric, which determines passing scores for each instructional level of the assessment.
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Each Additional Assessment Plan leads to the identification or development of an additional assessment that evaluates the mastery of each civic objective chosen. To establish a **Civic Objectives and Additional Assessment Plan (COAAP)**, local agencies have the following options:

- If the agency selects an objective from the pre-approved list of objectives, an appropriate Additional Assessment Plan is already included.
- If the agency plans to revise a pre-approved Additional Assessment Plan, the agency must submit for approval.
- If the agency develops a new objective, agency staff must develop an appropriate Additional Assessment Plan and submit it for approval.

Once the COAAP is approved, the local agency must develop instructional activities and additional assessments that match the plan. Assessments described in the Additional Assessment Plan must:

- measure student mastery of an identified civic objective that cannot be effectively measured by existing standardized multiple choice tests such as CASAS;
- document attainment of clearly identified, observable, measurable, and meaningful outcomes.

Instruction and Additional Assessment in each civic objective should demonstrate learning by participating in real or simulated interaction in the local community. Valid Additional Assessment outcome data for a specific civic objective must be preceded by a minimum of **30 hours of instruction** in each selected civic objective. Although 30 hours of instruction is the minimum for taking an Additional Assessment, the CASAS post-testing is required to be completed after a minimum of 40 hours of ESL instruction, and 70–100 hours is the recommended interval. Students who did **not** pass an Additional Assessment may be tested again with the same Additional Assessment. Reason dictates that students who have already passed an Additional Assessment may not be tested again in the same Additional Assessment in the same program year. More detailed information on the COAAP is available in video format from CASAS. To request a DVD format of the video, call CASAS at 800-255-1036. Agencies funded to offer civic participation are required to have COAAPs approved prior to utilization. Local agencies have the following options and timelines for the selection and online submission of COAAPs.

Table 1-1. Deadlines for Civic Objectives and Additional Assessment Plans

Description	Submission Deadline in Each Program Year*
Option 1, 2, or 3: Submit at least one Civic Objectives and Additional Assessment Plan.	October 31
Option 1: Select preapproved COAAPs. These COAAPs will receive automatic approval.	April 30
Option 2: Enter revised approved COAAPs. These can be either (a) revised Option 1 pre-approved COAAPs or (b) revised previously approved Option 2 or 3 COAAPs.**	April 30
Option 3: Enter new agency-created objectives and additional assessment plans created in the current program year.**	January 31
<p>* Deadlines that fall on a weekend or holiday are extended to the next business day.</p> <p>**Agencies must consult with their CASAS program specialist (see appendix C for a list) and review the COAAP criteria before submitting their plans on the Web site. This consultation must take place at least 30 days prior to the submission deadline.</p> <p>For further information, please contact a CDE regional consultant by telephone at 916-322-2175 or a CASAS program specialist at 800-255-1036.</p>	