

## **Civic Objective and Additional Assessment Plan Selection Process for Program Year 2013-14**

**I.** When an agency first logs onto the selection page of the EL Civics Web site on or after July 1, 2013, all the COAAPS the agency selected in 2012-13 will be displayed on the “Select 2013-14 COAAPS” page. Agencies will then need to make decisions whether to select or remove these COAAPS:

### ***A. Pre-Approved COAAPS—Option 1***

1. Before selecting or removing Pre-approved COAAPS, agencies should read all the versions of the Pre-approved COAAPS to note any changes. Links on the “Select 2013-14 COAAPS” page will list revisions made to COAAPS and new COAAPS that may be selected.

### ***B. Revised or New COAAPS—Options 2 and 3***

1. Agencies that previously received approval on COAAPS submitted into Option 2 or Option 3 may use those approved COAAPS in 2013-14. If agencies are not sure whether they want to use these COAAPS in 2013-14, it is better to select them to keep them available for future use.

**II.** If agencies cannot decide whether to select or remove COAAPS, they should click on “Cancel This Process”. This will cancel any selections they have made and allow agencies to return to the selection process at a future time.

**III.** When agencies complete the select and remove process they should click on “Continue the Selection process”. They will then be able to Add Pre-Approved COAAPS, Enter Revised or New COAAPS and or Go to Checkout.

A. Agencies may add Pre-Approved COAAPS using Option 1.

B. Agencies may enter revised COAAPS using Option 2. These may be Pre-Approved COAAPS or previously approved Option 2 or 3 COAAPS. Agencies must discuss revisions to COAAPS with their Program Specialists before entering them into Option 2. Tasks and rubrics used in revisions should usually be drawn from the 2013-14 versions of the COAAPS or the Written and Oral Sample Rubrics on the EL Civics website.

C. Agencies may enter new COAAPS using Option 3. Agencies must discuss new COAAPS with their Program Specialists before entering them into Option 3.

**IV.** Once agencies have gone to checkout, they can print all of their selected COAAPS from the “Full Details” page of the Web site.

**V.** All agencies must make at least one selection and go to checkout by October 31, 2013.

Important dates:

- July 1, 2013 - Begin selecting COAAPS for 2013-14
- Oct. 31, 2013 - Deadline to select at least one COAAP
- Jan. 31, 2014 – Deadline to submit Option 3 (new) COAAPS
- April 30, 2014 – Last date to add, edit or delete Option 1 and 2 COAAPS

For further information on EL Civics go to the CDE EL Civics Guidelines for 2013-14 at [www.casas.org](http://www.casas.org)