



California Community Colleges Chancellor's Office
Request for Approval or Renewal of a Locally Developed/Managed Test

The minimum requirements for approval are to provide at least one type of validity evidence and address the test bias standard. Please note that it is not necessary to submit extensive documentation to support your request. Please summarize any data from technical reports or other sources indicate whether a specific standard has been met at a minimal level for your instrument.

When requested, indicate which areas have been investigated or addressed and those not yet addressed. Studies addressing all of areas indicated in the standards need not be completed in order to request approval of an instrument.

Note: The college must receive authorization from the publisher for use of any locally managed, second-party test.

College:

Address:

Contact Person:

Title:

Telephone Number:

Email:

1. Identify the test with its complete title and its MIS code (if renewal):

2. Which course(s) is this test used to assist with student placement?

3. Have there been investigations of the validity of the use of scores obtained from this test? If you cannot answer yes to one of the options below, do not submit this request until some validity evidence is available.

☒ YES, all required studies have been completed. A brief narrative is attached that summarizes the information from all such investigations.

☐ YES, but not all required studies have been completed. A brief narrative is attached that summarizes the procedures and findings from all such investigations.

Projected completion date for required studies not completed:

4. Have there been investigations of the reliability of scores obtained from this test?

☐ YES. A brief narrative is attached summarizing the procedures and findings from all such investigations.

☒ NO. Projected completion date:

6/30/2018

5. Have there been investigations of test bias? (If your response is no to this question, do not submit this request until some test bias evidence is available. Note also that the required evidence may be different depending on whether this is an initial or renewal request for an instrument.

☒ YES. A brief narrative is attached summarizing the procedures and findings from all such investigations.

6. Have there been investigations of the adequacy of the cut or placement score(s) used with this test?

☒ YES. A brief narrative is attached summarizing the procedures and findings from all such investigations.

☐ NO. Projected completion date:

7. Have there been investigations planned (for first-time submissions) or conducted (for renewal) of disproportionate impact in those courses that rely on this test to assist in placement decisions?

☐ YES. A brief narrative is attached summarizing the procedures and findings from all such investigations.

☒ NO. Projected completion date:

6/30/2018

Documented evidence maintained at the appropriate college or district office supports the suitability of this assessment instrument to provide fair and equitable student placement information, as described in the California Community College validation standards. At a minimum, evidence from at least one validity study (content, criterion-related or consequential) and a bias study supports the continued use of the instrument.

<div>David Lee</div>	<div></div>	<div></div>
College Assessment Officer	Signature	Date
<div>Myung Koh</div>	<div></div>	<div></div>
College Research Officer	Signature	Date
<div>Carla Reible</div>	<div></div>	<div></div>
College Subject Discipline Faculty/Chair	Signature	Date
<div>Wolde-Ab Isaac</div>	<div></div>	<div></div>
College Superintendent/President	Signature	Date