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GUIDANCE MEMORANDUM #18-01

TO: School District Superintendents
School District Area Superintendents and Assistant Superintendents
School Improvement Coordinators
State Public Charter School Authority

FROM: Steve Canavero, Superintendent of Public Instruction 

SUBJECT: Guidance on Written Portion of the ELA Final

The 2017 legislative session transitioned “state” administered End of Course (EOC) examinations to “district/school” administered EOC finals. Administration of the End of Course Final during the 2017-18 school year will serve as an opportunity for teachers and students to become familiar with the test in a locally administered and scored setting. Participation in the exam and passing the course are required for students to receive course credit.

The mode of administration will be paper and pencil for all EOCs except the written portion of the ELA final. The written portion will be administered online and scored by an external vendor, Data Recognition Corporation (DRC) to ensure consistency in scoring. The writing final will be administered earlier in the semester to allow DRC to report scores and for districts to include that score as part of the students’ final course grades.

The following are key dates related to the written portion of the ELA final.

- Test setup and submissions for the written portion of the ELA final begin on February 1, 2018.
- April 13, 2018 is the deadline for the written portion of the ELA final to be submitted in order to receive ELA Writing scores in the district by May 1.

Districts are responsible for compiling scores for all math and ELA student EOC finals, including the incorporation of the online written portion of the ELA final once it is returned from the vendor. Districts will decide how scores are provided to students and parents.

In [Guidance Memo #17-22](#) the Department articulated the phased implementation adopted by the State Board for the for the minimum percentage of the grade in the associated course the End-of-Course finals would count for over the next three years. The following are the minimum percentages the EOC finals will count for between now and full implementation in school year 2020-21:

- 2017-18 School Year –No percentage requirement, district discretion to set a percentage of the student’s final grade if it chooses to.
- 2018-19 School Year - 10% of course grade
- 2019-20 School Year - 15% of course grade
- 2020-21 School Year and beyond - 20% of course grade