



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: The LAUSD Language Other than English (LOTE) Equivalency Examination in Spanish, French, Mandarin, and Korean

NUMBER: BUL-4723.4

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

Hilda Maldonado, Executive Director
Multilingual and Multicultural Education Department

DATE: February 9, 2017

ROUTING
 Local District Superintendents
 Local District Instructional Directors
 Local District Operations Administrators
 Local District Counseling Coordinators
 Secondary Principals
 Assistant Principals, SCS
 World Languages Department Chairpersons
 College Counselors
 Counselors

POLICY: In conformance with Section 51225.3 of the California Education Code, school districts shall adopt alternative means for students to complete the prescribed course of study through various means, including “a practical demonstration of skills and competencies.” A student who has developed proficiency in a language other than English, even without documented formal instruction, may receive validation based on a district-approved examination to be administered by the school’s World Languages Department or other designated personnel.

The LAUSD Language Other than English (LOTE) Equivalency Examinations in Spanish, French, Mandarin or Korean provide students in grades 8-12, including those who may have acquired these languages without formal instruction, the opportunity to demonstrate their proficiency and establish the equivalent of two years of high school coursework in Spanish, French, Mandarin or Korean (LOTE Year 2). The results of the Language Other than English (LOTE) Equivalency Examination in these languages can be used to grant equivalency to LOTE Year 2 for LAUSD “a-g” graduation and CSU “a-g” admissions requirements. In addition, the results of this exam may be used as a placement tool to enroll students in the appropriate level of a language course sequence at the school of attendance.

MAJOR CHANGES: This bulletin replaces BUL-4723.3, *The LAUSD Language Other than English (LOTE) Equivalency Examination in Spanish*, dated January 11, 2016. Major changes include:

- The LOTE Equivalency Exam is available in four languages: Spanish, French, Mandarin, and Korean
- The LOTE Equivalency Exam results may not be accepted as LOTE Year 2 equivalent for UC admission requirements.



GUIDELINES: I. IMPLEMENTATION

Secondary schools should develop a LAUSD LOTE Equivalency Exams planning and implementation team that include administrators, counselors, and the school's World Languages and Cultures department. The school site teams are responsible for identifying students in grades 8-12 who would benefit by taking the exam, and for coordinating how and when to administer the exam. The exam may be taken only once by each student, and it may be administered at any time of year at the discretion of school site team.

II. IDENTIFICATION OF STUDENTS

- A. Students in grades 8-12 who would benefit from taking the LOTE Exam in Spanish, French, Mandarin, or Korean may be identified by LOTE teachers, counselors, administrators or the parent or the student him/herself at the school site through any one of the following:
 - 1. a student who is identified through the Home Language Survey (HLS) indicating that Spanish, French, Mandarin or Korean is spoken at home,
 - 2. a student enrolled in Spanish, French, Mandarin or Korean 1AB or 2A courses and the LOTE teacher determines by in-class assessments, observations, and other evidence that the student's language abilities exceed expectations for the respective language course in which the student is currently enrolled,
 - 3. regardless of home language, current enrollment or placement in Spanish, French, Mandarin or Korean coursework, a student/parent who would like the opportunity to take the exam because the student is able to read and write in the respective language.
- B. Parents of students who wish to take the exam must be notified of the option to use the exam to fulfill the minimum Language Other than English (LOTE) requirement "e" of "a-g" for LAUSD graduation (see sample letter on Attachment B in English, Spanish, French, Mandarin, and Korean).

III. EXAM ADMINISTRATION/SCORING

A. Accessing the Exam

Examination materials may be downloaded by school staff by following the links on this page: <http://achieve.lausd.net/Page/692> (access using LAUSD SSO).



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Schools are responsible for making their own copies and securing the exams, including electronic copies, in a safe location. It is recommended that the hard copies of the exams be numbered for control purposes prior to administration. The exams should be retained and re-administered as needed from one school year to the next.

B. Administering and Scoring the Exam

1. Schools are responsible for the administration and scoring of the LOTE Exams. Instructions, answer keys, writing rubrics and sample essays are included with the LOTE Exam.
2. Each of the LOTE Exams consists of two sections: 1) reading comprehension, and 2) writing. Each section is designed to be delivered in 45-minute sessions. Only students who pass the reading comprehension section take the writing section.
3. The reading comprehension section consists of 30 multiple choice questions and can be scored using the included answer key by any appropriate school staff including middle and high school teachers of the specific language. Scantron machines and sheets may be used, when available at the school.
4. The writing section is to be scored using the included rubric by secondary school teachers of Spanish, French, Mandarin, or Korean, preferably of Spanish for Spanish Speakers courses for scoring Spanish. Schools (including Options schools) without the specific language teachers to score the writing portion of the exam should coordinate with the Local District support personnel to seek nearby high schools with specific LOTE teachers for assistance.
5. The LOTE Exam is intended to be administered only once for each student. Students may not retake this exam.
6. The Spanish exam has two versions; Version A and Version B. The latter is recommended to 8th grade students as the content theme is more suitable for middle school students.

NOTE: Passage of this exam does not grant numerical credit or a mark because students are earning equivalency by examination and not through in-seat coursework.



IV. DESIGNATED SUPPORTS AND ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students with disabilities with an Individualized Education Program (IEP) or Section 504 plan may be eligible to receive certain designated supports and/or accommodations for the LOTE Equivalent Exam if they are listed in the student’s plan. This information can be found in Section K of the IEP or on Form 8 of the LAUSD Section 504 Plan.

The chart below should be used to determine which supports and accommodations are allowable on the LOTE Equivalency Exam, provided the need is documented in advance of the test:

Allowable Designated Supports	Allowable Accommodations
<ul style="list-style-type: none"> • Amplification equipment • Breaks • Color overlays • Enlarged text/print • Extended time (not to exceed one school day) • Masking • Noise buffers • Note taking • Separate or smaller setting • Specialized lighting or furniture • Translated test directions (i.e. into English and/or Spanish). No test items or reading passages may be translated into either English or Spanish. 	<ul style="list-style-type: none"> • Braille version of test • Scribe for recording answers or for writing task* • Test directions provided in American Sign Language • Use of alternate response/assistive devices for accessing either the printed text or computer • Use of Braille for coding answers to multiple-choice items and for responding to the writing task • Use of computer/word processor for completing the writing task, with spell check and grammar check disabled. The student should not have access to a dictionary, thesaurus, or the internet. The student must be monitored at all times by District staff to ensure prohibited supports are not accessed.

A. Scribe for recording answers or for writing task

Students who require a scribe as the accommodation must be tested in a separate, individualized setting. The student must provide the scribe with all capitalization, punctuation (including accent marks), spelling, paragraphing, and any other text that demonstrates writing proficiency in respective language. The scribe must have A-level fluency in respective language as measured by District exams or a BCLAD/BCC or specific foreign language credential. Text-to-speech software may not be used in lieu of a scribe.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

B. Accommodations or modification that are not allowed

Accommodations or modifications that would alter the construct of the LOTE Equivalent Exam are not allowed. These include, but are not limited to, reading aloud of test items or reading passages (or text-to-speech software), speech-to-text software for writing task, translations of test items or reading passages, or use of bilingual, English, or language specific dictionary or thesaurus. Since an English dictionary/thesaurus often includes translations for some languages, these supports are not allowed on the LOTE Equivalent Exams.

NOTE: Some students with disabilities will be eligible for a waiver from the second year of LOTE. See BUL-6257.0, “*High School A-G Requirements and Students with Disabilities*,” dated May 19, 2014.

V. USING SPANISH EQUIVALENCY EXAM RESULTS FOR PLACEMENT OF STUDENTS

A. Students are placed into the appropriate level of Spanish for Spanish Speakers or other Spanish courses based on the performance demonstrated through the LOTE Equivalency Exam in Spanish (see Attachment A-Spanish).

1. Students who pass **both** the reading **and** the writing sections of the exam: Receive equivalency for LOTE Year 2 (Spanish for Spanish Speakers 1AB) and demonstrated the readiness for the *Spanish for Spanish Speakers 2A* or *Spanish 3A* if the student wishes to continue study of Spanish.

2. Students who pass **only** the reading section of the exam: Should be placed in *Spanish for Spanish Speakers 1A* or *Spanish 1B*

NOTE: Passage of reading section only will **not** have satisfied the minimum “e” (language other than English) requirement for LAUSD graduation.

3. Students who do not pass the reading section of the exam: Should be placed in *Spanish 1AB* and, if needed, provided with differentiated instruction.

B. Schools should consider the implications of adding sufficient sections of Spanish course sequence on their master schedule in order to accommodate student placement resulting from performance on the LOTE Exam in Spanish.

Examples of study pathways for students who pass both parts of the LOTE Exam in Spanish include, but are not limited to:



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- Enrollment in *Spanish for Spanish Speakers 2AB* or *Spanish 3AB* then in subsequent appropriate advanced-level courses such as *Spanish for Spanish Speakers 3AB*, *AP Spanish Language and Culture*, *AP Spanish Literature and Culture*
 - Enrollment in courses in another subject to earn credit towards LAUSD graduation.
- C. While passing the LOTE Equivalent Exam Spanish provides validation of the minimum two-year LOTE requirement, it is strongly encouraged that students take one additional year of Spanish to improve their standing on admission to the universities and develop higher levels of linguistic proficiency.

D. Course Equivalencies

For reference, the following section summarizes the equivalency between Spanish for Spanish Speakers courses and Spanish (as a world language) courses:

*Spanish for Spanish Speakers 1AB** equivalent to *Spanish 1AB & 2AB** (LOTE Year 2)
Spanish for Spanish Speakers 2AB equivalent to *Spanish 3AB* (LOTE Year 3)
Spanish for Spanish Speakers 3AB equivalent to *Spanish 4AB* (LOTE Year 4)

* Completion of any of above course satisfies the minimum requirement for language other than English for LAUSD graduation and CSU admissions “a-g”.

VI. USING FRENCH, MANDARIN OR KOREAN EQUIVALENCY EXAM RESULTS FOR PLACEMENT OF STUDENTS

- A. Students are placed into the appropriate level of French, Mandarin, or Korean courses based on the performance demonstrated through the LOTE Equivalency Exam in target language (see Attachment A-French, Mandarin, Korean).
1. Students who pass **both** the reading **and** the writing sections of the exam: Receive equivalency for LOTE Year 2. Student should be placed in French, Mandarin, or Korean 3A if the student wishes to continue study of that language.
 2. Students who pass **only** the reading section of the exam: Should be placed in French, Mandarin, or Korean 1B or 2A. Consult with the LOTE teacher of the specific language to determine appropriate placement

NOTE: Passage of reading section only will **not** have satisfied the minimum “E” (language other than English) requirement for LAUSD graduation.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

3. Students who do not pass the reading section of the exam:
Should be placed in French, Mandarin, or Korean 1AB with consultation with the LOTE teacher of the specific language

B. While passing the LOTE Equivalent Exam in French, Mandarin, or Korean provides validation of the minimum two-year LOTE requirement, it is strongly encouraged that students take one additional year of the same language to improve their standing on admission to the universities and develop higher levels of linguistic proficiency.

VII. DOCUMENTING STUDENTS' LANGUAGE PROFICIENCY, CREDIT INFORMATION, AND CERTIFYING EQUIVALENCY IN MISIS

Use the following procedure to accurately document proficiency by the LOTE Equivalency Examination for those students who passed both reading and writing sections. The exam must be recorded on **both** test screen and transcript screen.

- A. To add the test score onto the test screen for Language Other than English Equivalency Exam, please refer to MiSiS Job Aid "Entering LOTE (Language Other Than English) Scores."

Note: Only the Counselor, Categorical Program Coordinator and Principal roles are able to create/update/delete LOTE Equivalency Exam scores.

- B. To add the course equivalents of the exam to the transcript screen:

Note: Only the Counselor Plus, Scheduling Administrator and Principal roles are able to add and update the transcript screen.

1. To add the transcript record, click on Academics>Transcripts>Transcript Detail.
 - a) Click on 'Add New Record'. By default, the 'Out of District' indicator is selected. Enter all of the required fields noted with an asterisk. 'School Number' and 'Start Date' are optional.
 - b) For the School Name field, enter "Cred by LOTE Equiv Exam *Spanish, French, Mandarin, or Korean,*" depending on the language.
 - c) In School Year field, select the current School Year when Exam was taken.
 - d) In Grade Level field, select student's current grade level.
 - e) The School Term field will auto populate later based on the course End Date. Please enter the exam given date as the End Date.
 - f) Then use the drop down course menu as follows for '1st course,' '2nd course,' '3rd course,' and '4th course':
 - g) Select courses 250201, 250202, 250203 and 250204.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- h) For each of the 4 course titles, please add the specific language to the “LOTE 1,2,3, and 4 TEST: *Spanish, French, Mandarin, or Korean*”
- i) In the ‘Grade’ field dropdown, select a grade of ‘P’ for each course entered.
- j) The ‘Attempted Credits’ and ‘Earned Credits’ fields are by default **0.0** credits. Please do not modify these credit fields.

NOTE: These multiple course entries are necessary in order for the Individualized Graduation Plan (IGP) to collect accurate information when ‘P’ is used as the grades received. After documenting in MiSiS, please place the original exam copy with its rating in students’ cumulative record folders.

VIII. SCHOOL REPRESENTATIVE LETTER TO CSU ADMISSIONS

For students applying to CSU admissions with the passage of LAUSD LOTE Exam, a school representative may issue a letter of validation utilizing the Attachment C.

AUTHORITY: This is a policy of the Los Angeles Unified School District, Division of Instruction in alignment with the California Education Code.

RELATED

RESOURCES: BUL-6566.2, *Graduation Requirements for Classes of 2016 - 2019*, September 15, 2015

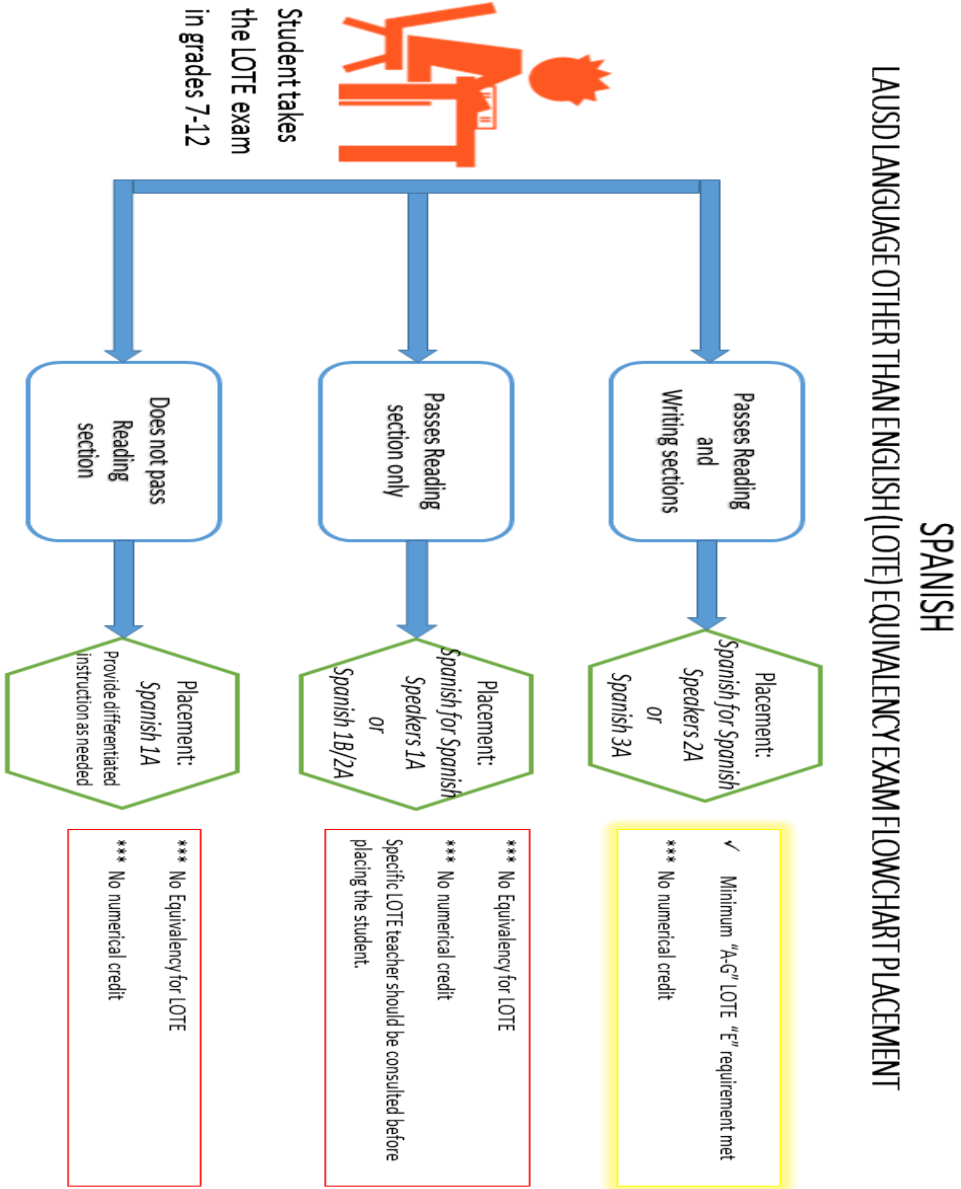
BUL-6257.0, *High School A-G Requirements and Students with Disabilities*, dated May 19, 2014

BUL-2533.1, *Procedures for Granting Equivalency and Achievement Marks for Language Other Than English (LOTE) for the Graduating Classes of 2016 and Beyond*, January 2016

CSU Admission Handbook

ASSISTANCE: For assistance, please contact your Local District PreK-12 Counseling Coordinator, or Kate Sohn, Coordinator, World Languages and Cultures at (213) 241-4517 or via e-mail at ksohn@lausd.net.

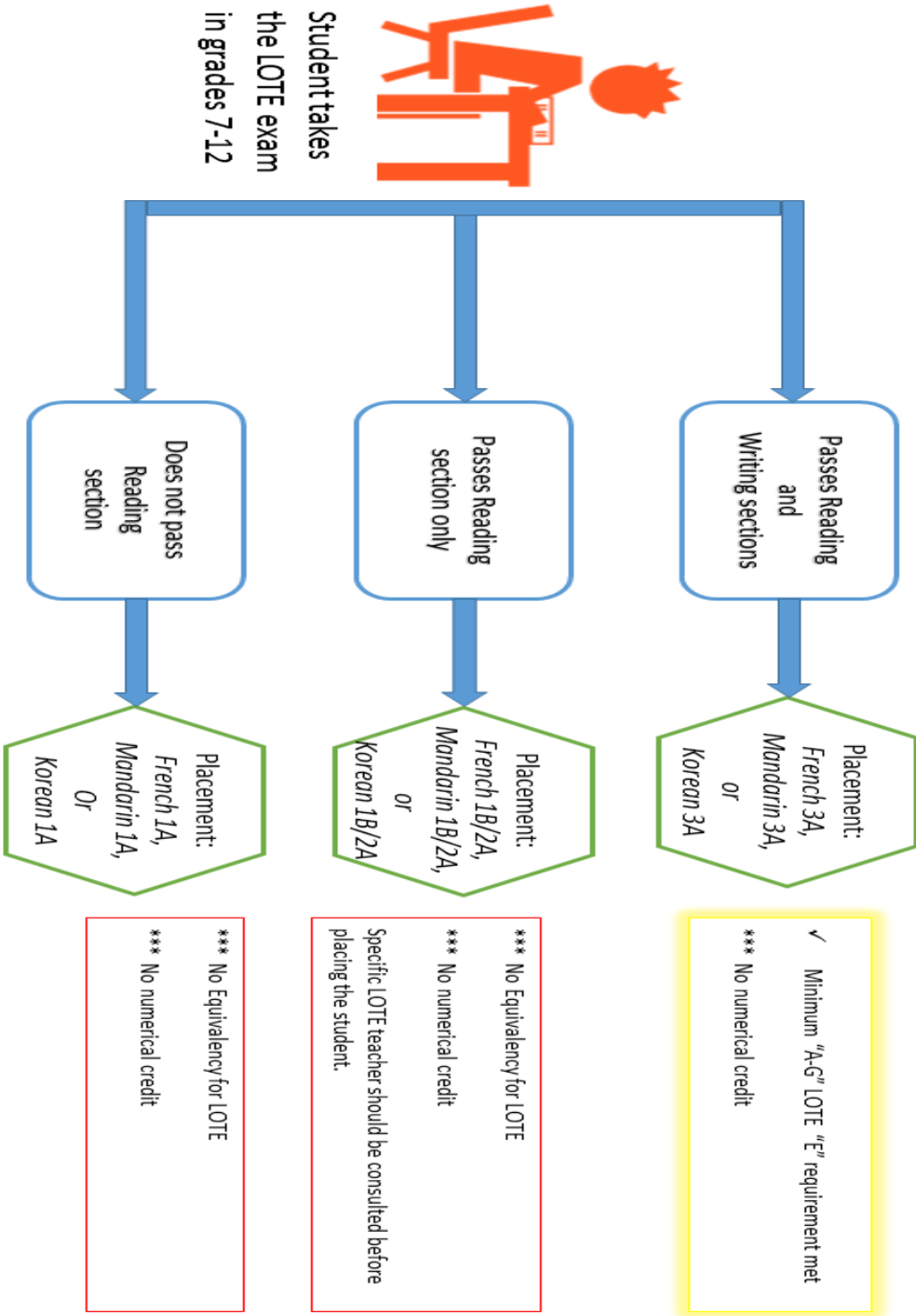
To discuss a support or accommodation for students with disabilities on the LOTE Equivalent Exams, please contact Dr. Lisa Deross, K-12 Instruction Coordinator, at (213) 241-6701 or via email at lisa.deross@lausd.net.





ATTACHMENT A-FRENCH, MANDARIN, KOREAN

FRENCH, MANDARIN, OR KOREAN
LAUSD LANGUAGE OTHER THAN ENGLISH (LOTE) EQUIVALENCY EXAM PLACEMENT FLOWCHART





LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT B (Home Language-English) Sample Letter

Date:

Dear Parent/Guardian:

Did you know that students in grades 8-12 can take the LAUSD Language Other than English Equivalency Examination in Spanish, French, Mandarin or Korean to establish equivalency of two years in one of these languages and consequently meet the minimum LAUSD graduation and CSU admissions requirements in languages other than English?

This exam may be administered to students in grades 8-12 at any time of year at the student's or the teacher's request. The exam may only be taken once and is not meant for students who have already attempted, but failed the course.

While students are able to meet the requirement, they do not receive numerical credits toward graduation. Students who pass both the reading comprehension and writing sections of the exam will be offered the option to enroll in *Spanish for Spanish Speakers 2AB, Spanish 3AB, French 3AB, Mandarin 3AB, or Korean 3AB* and will have met the minimum (two years) requirement in languages other than English for LAUSD graduation and CSU admissions. It is strongly recommended that the student continue with at least one additional year of respective coursework to increase their competitiveness in the college admissions process. Additionally, students will have the choice to augment their credits by taking additional courses in subjects of their choice.

For more information, please contact your child's counselor at your child's school.

Sincerely,

[School Principal]



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT B (Home Language-Spanish) Sample Letter

Fecha:

Estimado padre de familia o tutor:

¿Sabía Ud. que los alumnos de 8o. a 12o. grado pueden tomar el Examen de Equivalencia de Español para establecer su aptitud en el idioma español equivalente dos años de cursos de lenguas modernas y por ende cumplir con los requisitos mínimos en idiomas aparte del inglés para graduación de la secundaria e ingreso a la Universidad de California y Universidad Estatal de California? ("CSU", por sus siglas en inglés).

Dicho examen se puede administrar a los estudiantes del 8o. al 12o. grado, ya sea por petición del alumno o recomendación del profesorado. Los alumnos pueden dar el Examen de Equivalencia de Español solamente una vez. Este examen no se administra a los alumnos quienes hayan reprobado un curso de español.

Los alumnos no recibirán créditos numericos hacia la graduación sin embargo alumnos quienes aprueben ambas partes (comprensión de lectura y composición) del examen tendrán la opción de matricularse en el curso *Español para hispanohablantes 2AB o Español 3AB*, y por tanto habrán cumplido con los requisitos mínimos en idiomas aparte del inglés para graduación de la secundaria e ingreso a la Universidad Estatal de California. Al mismo tiempo si es necesario tendrán la opción de clases adicionales según su interés. Sin embargo, recomendamos especialmente que el alumno continúe, por lo mínimo, con un curso adicional de español para aumentar su competitividad en el proceso de admisión universitaria.

Para mayor información, consulte con el consejero académico de su hijo/a.

Atentamente,

[Director de la escuela]



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT B (Home Language-French) Sample Letter

Date:

Chers Parents/Tuteurs:

Veillez noter que les élèves en classe de Quatrième, Troisième, Seconde, Première et Terminale ont la possibilité de passer l'examen de langue LAUSD équivalent à deux années de Français et de ce fait avoir le niveau requis par le système LAUSD en langues étrangères. Cet examen permet également de remplir les critères d'admissions des établissements CSU.

Les élèves en classe de Quatrième, Troisième, Seconde, Première et Terminale peuvent passer l'examen à tout moment de l'année en formulant une requête personnelle ou à la demande d'un professeur. L'examen ne peut être passé qu'une seule fois et ne concerne pas les élèves ayant déjà pris et échoué un cours de Français.

L'examen permet de satisfaire les exigences concernant l'admission mais ne permet pas à l'élève d'obtenir des « credits » en vue de valider la matière. Les élèves ayant validé les sections « rédaction » et « compréhension de la lecture » se verront offrir la possibilité de s'inscrire au cours de Français 3AB et auront atteint le niveau requis par le système LAUSD et les établissements CSU (Correspondant à deux années de langues étrangères). Il est fortement recommandé à l'élève de prendre un cours de Français supplémentaire de manière à accroître sa compétitivité dans le processus d'admission.

Veillez contacter le conseiller d'éducation de votre enfant pour plus d'informations.

Cordialement,

Mr le Proviseur.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT B (Home Language-Mandarin) Sample Letter

亲爱的家长/监护人，

凡就读于 本学区八到十二年级的学生均可参加学区内以中文作答的同等测验。符合标准的测验结果将视同两年的中文修业学分。该同等测验结果除了符合学区最低的毕业标准以外，同时还符合加州州立大学的入学标准。在学年任何期间，教师和学生均可提出实施该同等测验的申请。该同等测验 每年限报考施测一次。报考过该项测验但测验成绩未达标准或选修中文课然而学年成绩未达学科标准的学生不可申请报考。即使符合该同等测验的标准却不能因此获得毕业学分。只要通过阅读理解和写作两个项目即可直修中文 3AB 课程，以及获得洛杉矶联合学区两年非英语 语文学科的毕业修业学分认可，并且符合加州州立大学的入学申请标准。尽管该同等测验结果对申请大学有诸多好处，我们仍郑重建议学生继续修习 至少一年的中文课程以提升申请大学的竞争力。此外，学生还可以选修个人喜爱的科目提高毕业学分。

欲知详情，请洽询贵子弟校内生涯规划的辅导老师。

洛杉矶联合学区

_____ 校长
(Principal's name)
谨上



친애하는 학부모/보호자께:

8-12학년 학생들이 LAUSD에서 졸업 및 CSU의 입학 조건을 충족시키기 위해 2년동안 외국어를 선택하여 듣는 대신 LAUSD의 한국어 시험을 볼수 있다는 것을 알고 계십니까?

이시험은 8학년부터 12학년 학생들이나 선생님의 요청에 의해 일년중 언제라도 치룰수 있습니다. 이 시험은 단 한 번만 볼수 있으며 한국어 과목을 수강했지만 낙제 점수를 받아 학점을 취득하지 못한 학생들에게는 해당사항이 없습니다. 학생들이 이시험을 통과하면 LAUSD 졸업조건 및 CSU 입학 조건은 충족시키지만 졸업에 필요한 학점은 받지 못합니다.

학생들이 독해력과 쓰기 시험을 통과하는경우 한국어 구사자들을 위한 한국어 3AB 반에 등록할수 있으며 LAUSD 졸업조건과 CSU 입학을 위한 외국어 2년 과정과 동등한 자격을 갖추 수 있습니다. 하지만, 대학 입학 사정에서 경쟁력을 높이기위해 추가로 한국어 과목을 최소 일 년 과정을 이수할 것을 강력히 추천합니다. 더불어, 학생들이 추가 선택 과목을 택하여 학점을 보장 할 수 있는 기회를 갖게 됩니다.

추가 정보가 필요하시면 자녀의 학교 카운슬러에게 연락하시기 바랍니다.

교장 드림



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C Sample Letter to CSU

Date:

RE: _____
Student Name

Student Birthdate

To CSU Admissions:

This letter verifies that the above named student has successfully passed the LAUSD Language Other than English Equivalency Examination in _____ (Spanish, French, Mandarin or Korean) to establish equivalency of two years of the world languages graduation requirement and consequently meets the minimum CSU admissions requirements in languages other than English.

Sincerely,

[School Principal or School Counselor]