



**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Academic Senate Presidents  
Institutional Research, Planning and Effectiveness Professionals  
Articulation Officers

**FROM:** James Todd, Vice Chancellor of Academic Affairs

**RE:** Application Submission Process and Timeline for the Approval of a Locally Managed or Locally Developed English as a Second Language (ESL) Assessment Test or Instrument (2026–27 Review Cycle)

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## Purpose and Applicability

This memorandum applies to California Community College districts and colleges that use, or intend to use, an English as a Second Language (ESL) assessment test or instrument as part of their assessment and placement process for credit ESL coursework.

Submission to the Chancellor's Office is required only when a district or college:

- Uses a locally developed or locally managed ESL assessment instrument that is not currently included on the [Board of Governors Approved ESL Assessment Instruments List](#);
- Seeks renewal or continued approval of a previously approved locally developed or locally managed ESL assessment instrument;
- Is submitting a new ESL assessment instrument for Board of Governors review and approval.

Districts and colleges that do not use an ESL assessment instrument as part of their placement process are not required to submit materials under this memorandum. Districts and colleges using a Board of Governors-approved ESL assessment instrument within its approved use parameters are not required to submit a new application unless otherwise directed by the Chancellor's Office.

## Background

Each academic year the [Chancellor's Office Assessment Advisory Committee \(AAC\)](#), in partnership with expert psychometric consultants, reviews English as a Second Language (ESL) assessment instruments submitted to the Chancellor's Office, by colleges, districts, or second-party test

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publishers, for Board of Governors approval. This review process applies only to ESL assessment instruments used for placement into ESL coursework and that require Board of Governors approval or renewal for approval.

The purpose of the memorandum is to provide guidance on the process and requirements to submit an English as a Second Language (ESL) assessment instrument to the Chancellor's Office for Board of Governors approval.

A locally developed and/or managed ESL assessment instrument that is **not** presently approved for use on the [List of Board of Governors \(BOG\) Approved ESL Assessment Instruments](#) (updated June 2025), or an ESL assessment that requires resubmission for full approval, must be submitted to the Chancellor's Office for review and approval prior to use.

The deadline to submit an ESL assessment instrument application to the Chancellor's Office for approval, for the 2026–27 application review cycle is **August 17, 2026**.

### Guidelines

Colleges that use ESL assessment instruments as one component of their multiple measures' placement process for credit ESL coursework must have the assessment instrument approved for use. Title 5, section [55522](#) (d) assigns responsibility for approving assessment tests and instruments used for placing students in English, mathematics, or English as a Second Language (ESL) courses to the California Community Colleges Chancellor's Office. Any locally developed or locally managed ESL assessment instrument for placement purposes must submit the instrument for review and approval prior to use. When used for placement purposes, ESL assessment instruments must be used in conjunction with one or more additional measures as part of a multiple measures placement process.

The Chancellor's Office is required to establish and update a list of the [approved assessment instruments](#) for use in placing students in credit English as a Second Language courses and guidelines for their use by community college districts (CCR §55522.5(c)).

When using an ESL assessment instrument for placement into credit ESL coursework, the assessment must be used with one or more other measures to comprise multiple measures. Districts and colleges are required to follow the [2022 Standards for Assessment Instrument Review: English as a Second Language](#), for the validation of all assessment instruments used for placement to ensure that they minimize or eliminate cultural or linguistic bias and that they are being used in a valid manner.

Table 1 below lists key dates for the 2026–27 review cycle of ESL assessment instruments.

**Table 1: ESL Assessment Instrument Review and Approval Timeline (2026–27 Review Cycle)**

<b>Activity</b>	<b>Timeline (Fall 2026)</b>
Applicants Reviewed	Local & Second-party Assessments
Applications Reviewed	ESL Assessments
Applications Due (Applicant)	Aug. 17, 2026
Preliminary Psychometric Response Shared with Applicants	Sept. 14, 2026
Applicant Response to Preliminary Psychometric Response Due (Applicant)	Sept. 28, 2026
Assessment Advisory Committee Member Training on Assessment Review	Oct. 20, 2026
Preliminary Psychometric Reports Shared with AAC Members	Oct. 20, 2026
AAC Review of Assessment Instruments	Nov. 17–18, 2026
AAC Committee Recommendations Submitted to the CCCCO Board of Governors (BOG)	January 2027

### **Next Steps**

Colleges and districts that meet the applicability criteria described above and are seeking approval or renewal of a locally developed and/or managed ESL assessment instructions should complete the following steps.

To submit a locally developed and/or managed ESL assessment instrument application to the Chancellor’s Office for review, please:

- 1. Submit a written report**, organized into one document in PDF format, by the submission deadline of **Aug. 17, 2026**, and email it to the Chancellor’s Office Assessment Advisory Committee at [AssessmentAdvisory@CCCCO.edu](mailto:AssessmentAdvisory@CCCCO.edu).
- 2. Affix a cover sheet**. Please fill out and affix a cover sheet (see attachment) to your ESL assessment application submission materials.

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**Resources**

To assist colleges with the development of the ESL assessment instrument application components the Chancellor's Office has partnered with Buros Center for Testing (expert assessment instrument consultants) to curate technical assistance training videos. The updated training videos will be made available on the [Chancellor's Office Assessment Advisory Committee webpage](#).

For additional detailed information on the ESL assessment instrument approval process and application components please refer to the [2022 Standards for Assessment Instrument Review: English as a Second Language](#).

**Contact**

Please direct inquiries to the Chancellor's Office Assessment Advisory Team at [AssessmentAdvisory@CCCCO.edu](mailto:AssessmentAdvisory@CCCCO.edu).

**Attachment:** Cover Sheet to Request Approval or Renewal of a Locally Developed/Managed ESL Assessment

cc: Sonya Christian, Chancellor  
Rowena Tomaneng, Deputy Chancellor  
John Hetts, Executive Vice Chancellor, Research Analytics and Data Office  
Chancellor's Office Assessment Advisory Committee (AAC)



## California Community Colleges Chancellor's Office

### Request for Approval or Renewal of a Locally Developed/Managed ESL Placement Instrument

#### Instructions

Please attach pages two, three, and four as a **cover page** to accompany the application submission to request approval or renewal of a locally developed or managed assessment test.

#### Background

A locally developed or locally managed test is externally developed, adopted, and managed by a California Community College or district for making local placement decisions. Both types of tests may be approved for use at a single college or within a multiple college district (Section 3 of the [2022 CCC Standards for Assessment Instrument Review: English as a Second Language](#) outlines the evaluation criteria for reviewing the tests).

Summarize data from technical reports or other sources that indicate whether a specific standard has been met at a minimal level for your assessment instrument. Extensive documentation is not required to support an approval request.

When requested, indicate which areas have been investigated or addressed and those not yet addressed. Studies addressing all areas indicated in the [2022 CCC Standards for Assessment Instrument Review: English as a Second Language](#) need not be completed to request approval of an instrument. However, applications may not receive **Full Approval** if any required studies are missing.

Within the [2022 CCC Standards for Assessment Instrument Review: English as a Second Language](#), please refer to Appendix I: Applications for Locally Developed/Managed Tests to determine the evidence that is needed for each level of approval and as a resource to guide the components of the application (see Table 1: New Application for Locally Developed/Managed Tests, or Table 2: Renewal Application for Locally Developed/Managed Tests).

Continued next page.

## APPLICATION COVER PAGE

### District/College Information

<b>District Name</b> Do not abbreviate	
<b>College Name</b> Do not abbreviate. If district submission, list the colleges using this placement test	
<b>Address</b> If district submission, specify the district address	
<b>Name of Contact Person</b>	
<b>Position Title</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	

Continued next page.

## APPLICATION COVER PAGE

### Locally Developed/Managed Test Information

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

2. For which English as a Second Language (ESL) course(s) and transfer level composition course is this test used to assist with student placement?

Continued next page.

## APPLICATION COVER PAGE

### Signature and Certification

By signing below, I agree the 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 [2022 CCC Standards for Assessment Instrument Review: English as a Second Language](#).

<b>College Assessment Officer</b> (Printed Name)	<b>Signature</b>	<b>Date</b> (MM/DD/YYYY)
<b>College Research Officer</b> (Printed Name)	<b>Signature</b>	<b>Date</b> (MM/DD/YYYY)
<b>College Subject Discipline Faculty/Chair</b> (Printed Name)	<b>Signature</b>	<b>Date</b> (MM/DD/YYYY)
<b>College Superintendent/President</b> (Printed Name)	<b>Signature</b>	<b>Date</b> (MM/DD/YYYY)