1.0 SCOPE:

1.1 This procedure describes the process in which the Assessment, Research and Evaluation Department administers state mandated tests for grades kindergarten through twelve in the Sacramento City Unified School District.

2.0 RESPONSIBILITY:

2.1 Assessment, Research, and

Evaluation Department staff

3.0 APPROVAL AUTHORITY:

3.1 Administrator of Assessment, Research,

and Evaluation

_____
Approved signature on file

4.0 DEFINITIONS:

4.1 NCLB – No Child Left Behind

4.2 CDE – California Department of Education

4.3 SCUSD – Sacramento City Unified School District

4.4 ARE – Assessment, Research, and Evaluation

4.5 Site Testing Coordinator – Sacramento City Unified School District designee for the coordination of testing materials and test administration at each school.

4.6 Mandated Tests

4.6.1 STAR-Aprenda 3 test – Norm-referenced test for which Harcourt is the CDE contracted test vendor. This test is administered to students in grades 5 through 11.

4.6.2 STAR-ETS tests – Criterion-referenced tests for which the Educational Testing Services is the CDE contracted test vendor that are administered to students in grades 2 through 11. These tests include the California Standards Test, California Achievement Test (6th Edition), California Alternate Performance Assessment, and Standards-based Test in Spanish.

4.6.3 CAHSEE test – California High School Exit Exam, a criterion-referenced test high school students must pass as part of the graduation requirement.

4.6.4 CELDT test – California English Language Development Test, a criterion-referenced test required to be administered to students who are not fluent in the English language.

4.6.5 PFT test – Physical Fitness Test, a criterion-referenced test that must be administered to all students in grades 5, 7, and 9.

5.0 PROCEDURE:

5.1 To meet federal guidelines of the NCLB Act and the state guidelines of the CDE, the California State Mandated Testing Program meets the need of students in California.

5.2 Specific testing windows for the STAR, CAHSEE, CELDT, and PFT assessments are given to the ARE Department from the CDE.

5.3 ARE staff orders testing materials from the CDE contracted testing vendors.

5.4 ARE staff receives and inventories testing materials from the CDE contracted testing vendors.

5.5 ARE staff forwards testing materials to each school's site testing coordinator.

5.6 ARE staff orders and receives pre-identification of student demographics services from the CDE contracted testing vendors.

5.7 ARE staff receives and processes each schools completed testing materials.

5.8 ARE staff returns testing materials to the current year's testing CDE contracted test vendor for scoring.

5.9 ARE staff receives test results from the CDE contracted test vendor via compact disks, floppy disks, and hard copy.

    5.9.1 ARE staff disseminates test results to school sites, parents, central office administrators, and contracted organizations.

6.0 ASSOCIATED DOCUMENTS:

6.1 State Mandated Testing Materials

6.2 Test Results

6.3 Current Year Test Coordinator Manuals

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Test Results	ARE Files	5 years	Discard as desired.	Secured location.

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
02/08/2005	A	Initial Release
11/30/06	B	Add/delete language to 1.0; change staff in 2.0; change member's title in 3.0; add definitions to 4.0; add/delete language to 5.0 add/change document titles to 6.0; change disposition and protection language in 8.0.
05/03/07	C	Add/delete language to 1.0; change staff in 2.0; change staff in 3.0; add/delete language to 5.3; add/delete language to 5.4, 5.5, 5.6, and 5.7; delete 5.8; add language to 6.0.

End   of   procedure