
State Mandated Testing - Testing Windows (ARE-W001)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction describes the process in which the Assessment, Research, and Evaluation Department determines the state mandated testing windows in the Sacramento City Unified School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Coordinator III
- 2.2 Accountability Coordinator
- 2.3 Research Technician
- 2.4 Office Technician

3.0 APPROVAL AUTHORITY:

- 3.1 Administrator of Assessment, Research and Evaluation Department

Approved signature on file

4.0 DEFINITIONS:

- 4.1 CDE – California Department of Education
- 4.2 CDE STAR formula – Maximum of 10 days before and maximum of 10 days after 85% of instructional days.
- 4.3 Mandated Tests
 - 4.3.1 STAR-Aprena 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 with the home language of Spanish having been in the United States school less than 12 months and all students with home language of Spanish in an immersion class.
 - 4.3.2 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.
 - 4.3.3 CAHSEE test – California High School Exit Exam, a criterion-referenced test high school students must pass as part of the graduation requirement.
 - 4.3.4 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.
 - 4.3.5 PFT test – Physical Fitness Test, a criterion-referenced test that must be administered to all students in grades 5, 7, and 9.

State Mandated Testing - Testing Windows (ARE-W001)
Sacramento City Unified School District

5.0 PROCEDURE:

5.1 STAR ETS-tests

5.1.1 Coordinator III obtains the school traditional and year-round attendance calendars from www.scusd.edu.

5.1.2 Research Technician or Office Technician contacts non-public schools to determine their testing window.

5.1.3 Coordinator III calculates the testing window using the CDE formula.

5.1.4 Skip to 5.5.

5.2 CAHSEE test – Accountability Coordinator performs the following:

5.2.1 Obtains the six available testing dates from the CDE at www.cde.ca.gov.

5.2.2 Notifies high school principals of the six available testing dates.

5.2.3 Meets with high school principals to determine the final testing dates. Note: Typically, high school principals choose four of the six dates.

5.2.4 Creates parent/guardian letter regarding information about the upcoming year's CAHSEE testing. Refer to ARE-W010.

5.2.5 Delivers parent/guardian letter to communications staff for publication in The Connection.

5.2.6 Skip to 5.5.

5.3 PFT test – Accountability Coordinator obtains the testing windows from the CDE website at www.cde.ca.gov, and selects a two month testing window beginning in February and ending in April. Skip to 5.5.

5.4 CELDT and STAR-Aprensa 3 test – Accountability Coordinator (CELDT) and Coordinator III (STAR-Aprensa 3) obtains the testing windows from the CDE website at www.cde.ca.gov.

5.5 All Mandated Tests – Coordinator III or Accountability Coordinator transfers testing window dates to the district's Mandated Assessment Calendar and distribute districtwide.

State Mandated Testing - Testing Windows (ARE-W001)
Sacramento City Unified School District

6.0 ASSOCIATED DOCUMENTS:

6.1 Mandated Assessment Calendar

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Mandated Assessment Calendar	ARE files	15 months	Discard as desired.	N/A

8.0 REVISION HISTORY:

Date: **Rev.** **Description of Revision:**

05/03/07 A Initial release.

***End of work instru c t i o n ***