State Mandated Testing – Processing Completed Test Materials (ARE-W006)

Sacramento City Unified School District

1.0 SCOPE:

    1.1 This work instruction work instruction outlines how the Assessment, Research, and Evaluation Department processes completed test materials 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 Department

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Approved signature on file

4.0 DEFINITIONS:

    4.1 ARE – Assessment, Research & Evaluation

    4.2 Mandated Tests

        4.2.1 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 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.

        4.2.2 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.

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

        4.2.4 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.

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

    4.3 School cover sheet – Sheet that summarizes the amount of scorable testing materials for each school.

    4.4 SGID – School and Grade Identification sheet that summarizes the amount of scorable testing materials for each grade.

    4.5 Warehouse File – Database which includes student demographic data.

5.0 PROCEDURE:

5.1 Coordinator III or Accountability Coordinator requests the Warehouse File from the Application Specialist I or II for the mandated assessment.

5.2 Application Specialist I or II creates and delivers the Warehouse File to the Coordinator III or Accountability Coordinator. Refer to ARE-W014.

5.3 The Coordinator III or Accountability Coordinator receives copies of completed Proof of Pick Up or Delivery Form (ARE-F001) from the warehouse drivers.

5.4 ARE staff checks in completed testing materials using the Mandated Assessment Test Materials Check-In List Form (ARE-F001).

    5.4.1 Separate each school's packages of scorable test materials from their packages of non-scorable test materials.

    5.4.2 Count the packages of scorable test materials for each school.

    5.4.3 Verify the calculated number of scorable test materials and SGIDs indicated on each school's cover sheet, and copy school cover sheet.

    5.4.4 Verify that student demographic fields on the scorable test materials are bubbled; use Warehouse File to bubble in key demographic fields which are not bubbled.

    5.4.5 Count the packages of non-scorable test materials for each school.

        5.4.5.1 CAHSEE test only – Also, count the number of non-scorable test material-test books for each school and verify against the freight kit.

    5.4.6 Comment on the overall condition of the school's test materials if appropriate (i.e. few or excessive errors observed).

    5.4.7 Repackage school's testing materials and place initials by the school name to indicate the test materials are ready to be returned to the CDE contracted test vendor.

6.0 ASSOCIATED DOCUMENTS:

6.1 Mandated Assessment Test Materials Check-In List Form (ARE-F002)

6.2 Proof of Pick Up or Delivery Form (ARE-F001)

6.3 Warehouse File

6.4 Scorable test materials

6.5 Non-scorable test materials

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Mandated Assessment Test Materials Check-In List Form (ARE-F00X)	ARE files	15 months	Discard as desired.	Access limited to ARE staff.
Proof of Pick Up or Delivery Form (ARE-F00X)	ARE files	15 months	Discard as desired.	Access limited to ARE staff.

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
05/03/07	A	Initial release.

End   of work   instruction