
State Mandated Testing - Material Ordering (ARE-W002)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction describes the process in which the Assessment, Research, and Evaluation Department orders mandated assessment test materials 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 Application Specialist
- 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 Mandated Tests
 - 4.2.1 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.
 - 4.2.2 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.

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5.0 PROCEDURE:

- 5.1 All Mandated Tests – Coordinator III and Accountability Coordinator receives username and password from the CDE contracted test vendor and provides this information to the Application Specialist.
 - 5.1.1 PFT test – skip to 5.3.
 - 5.1.2 STAR-Aprenda 3 test, CAHSEE test, and CELDT test – skip to 5.4.
- 5.2 STAR-ETS tests – Coordinator III and Application Specialist attend the state sponsored Materials Ordering training and receive training materials.
- 5.3 STAR-ETS tests and PFT test – Office Technician submits a blanket requisition order and purchase order request. (BUD-P005)
 - 5.3.1 Upon approval from Budget Services, Office Technician receives a copy of the blanket purchase order from the Purchasing department.
- 5.4 All Mandated Tests – ARE staff determines the number of students to be tested and orders the appropriate number of test materials from the CDE contracted test vendor.
 - 5.4.1 For STAR-ETS tests, refer to ARE-W012.
 - 5.4.2 For STAR-Aprenda 3 test, refer to ARE-W017.
 - 5.4.3 For CAHSEE test, refer to ARE-W013.
 - 5.4.4 For CELDT test, refer to ARE-W009.
 - 5.4.5 For PFT test, refer to ARE-W011.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Requisition Order
- 6.2 Purchase Order

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Requisition Order	ARE files	5 years	Discard as desired.	Access limited to ARE staff.
Purchase Order	ARE files	5 years	Discard as desired.	Access limited to ARE staff.

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8.0 REVISION HISTORY:

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

05/03/07 A Initial release.

*****End of w o r k instruction* * ***