# State Mandated Testing - Materials Receiving and Inventory (ARE-W003)

Sacramento City Unified School District

## 1.0 SCOPE:

1.1  This work instruction work instruction outlines how the Assessment, Research, and Evaluation Department receives and inventories test materials to schools 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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## 4.0 DEFINITIONS:

4.1  ARE – Assessment, Research & Evaluation

4.2  CDE – California Department of Education

## 5.0 PROCEDURE:

5.1  The ARE department is notified by the Warehouse staff when a shipment of test materials is received from a CDE contracted test vendor.

5.2  ARE staff goes to the physical location of the shipment and locates the shipment's freight kit.

5.3  ARE staff identifies test materials used for district overage and stores these materials in the ARE storage room.

5.4  ARE staff verifies the number of packages of test materials against the freight kit.

  5.4.1  If the number of packages received does not agree to the freight kit, ARE staff notifies the CDE contracted vendor and, in cases where the testing schedule may be affected, individual school sites as well.

5.5  ARE staff prepares to forward test materials to schools.

## 6.0 ASSOCIATED DOCUMENTS:

6.1  Freight Kit

**7.0 RECORD RETENTION TABLE:**

| Identification | Storage | Retention | Disposition | Protection |
|---|---|---|---|---|
| Freight Kit | 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\*\*\***