
State Mandated Testing - Forwarding Materials To Schools
(ARE-W004)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction work instruction outlines how the Assessment, Research, and Evaluation Department forwards test materials to schools 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 Assessment, Research and
Evaluation Department Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Administrator of Assessment, Research
and Evaluation Department

Approved signature on file

4.0 DEFINITIONS:

- 4.1 ARE – Assessment, Research & Evaluation
- 4.2 CDE – California Department of Education
- 4.3 Mandated Tests
- 4.3.1 STAR-Aprensa 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.

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5.0 PROCEDURE:

- 5.1 STAR-ETS tests, STAR-Aprensa 3 test, and CAHSEE test - Application Specialist I or II creates student rosters and gives these to the Coordinator III or Accountability Coordinator.
 - 5.1.1 For STAR-ETS tests, refer to ARE-W015.
 - 5.1.2 For STAR-Aprensa 3 test, refer to ARE-W015.
 - 5.1.3 For CAHSEE test, refer to ARE-W016.
- 5.2 All Mandated Tests – Coordinator III and Accountability Coordinator notify warehouse supervisor and purchasing director of the impending shipment.
- 5.3 All Mandated Tests – ARE staff sorts and stages test materials by warehouse drivers' delivery routes and fills out Proof of Pickup or Delivery Form (ARE-F001).
- 5.4 All Mandated Tests – Coordinator III and Accountability Coordinator sends Proof of Pickup or Delivery Form (ARE-F001) to warehouse supervisor and retains copy.
- 5.5 All Mandated Tests – Coordinator III and Accountability Coordinator receive completed copy of Proof of Pickup or Delivery Form (ARE-F001) from the warehouse after delivery of test materials.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Proof of Pickup or Delivery Form (ARE-F001)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Proof of Pickup or Delivery Form (ARE-F001)	ARE files	15 months	Discard as desired.	N/A

8.0 REVISION HISTORY:

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

End of work instruction