
State Mandated Testing – Student Demographic Pre-Identification
Services Ordering (ARE-W005)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction outlines how the Assessment, Research, and Evaluation Department orders student demographic pre-identification services 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-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.
- 4.3.2 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 – Student Demographic Pre-Identification
Services Ordering (ARE-W005)
Sacramento City Unified School District

5.0 PROCEDURE:

- 5.1 All Mandated Tests – Office Technician obtains a blanket requisition order and purchase order. (Refer to BUD-P005)
- 5.2 All Mandated Tests – Coordinator III and Accountability Coordinator receive usernames and passwords from the CDE test vendors and provide them to the application specialists.
- 5.3 STAR-ETS tests, PFT test, and CAHSEE test – Coordinator III and Accountability Coordinator notify the CDE test vendor(s) during the materials ordering process that student demographic pre-identification will be used. (Refer to ARE-W002)
- 5.4 All Mandated Tests – Coordinator III and Accountability Coordinator obtains= student demographic pre-identification file layout.
 - 5.4.1 STAR-ETS tests – Coordinator III and Application Specialist II attend the state sponsored student demographic pre-identification training and receive instructions to obtain the student demographic pre-identification file layout.
 - 5.4.2 STAR-Aprena 3 test – Coordinator III obtains the student demographic pre-identification file layout at the CDE test vendor website at www.hemweb.com.
 - 5.4.3 CAHSEE test – Accountability Coordinator obtains the student demographic pre-identification file layout at the CDE test vendor website at www.ets.org.
 - 5.4.4 CELDT test – Accountability Coordinator obtains the student demographic pre-identification file layout at the CDE website at www.cde.ca.gov.
 - 5.4.5 PFT test – Accountability Coordinator obtains the student demographic pre-identification file layout at the CDE test vendor website at <http://www.eddataonline.com/fitness/2007/>.
- 5.5 All Mandated Tests – Coordinator III and Accountability Coordinator meet with the Application Specialist I and Application Specialist II to review the student demographic pre-identification file layout specifications.
 - 5.5.1 Deadlines are established.
 - 5.5.2 Changes, deletions, and additions to the student demographic pre-identification file layout specifications are discussed.
 - 5.5.3 Outside data sources are identified and approved by the Coordinator.
 - 5.5.4 Determine the file submission protocol to the CDE test vendor.
- 5.6 All Mandated Tests – Coordinator III and Accountability Coordinator determine and communicate test material sort order.
- 5.7 All Mandated Tests – Application Specialist I and Application Specialist II create and upload student demographic pre-identification file.
 - 5.7.1 Obtain outside ARE department's data files by email.

State Mandated Testing – Student Demographic Pre-Identification
Services Ordering (ARE-W005)
Sacramento City Unified School District

- 5.7.1.1 Special education students, CAPA students, County/District code for student's residence if residence is other than district where student attends school/receives services from SCUSD's Special Education Department.
- 5.7.1.2 Indian Education students from SCUSD Indian Education clerk.
- 5.7.1.3 Migrant Education students from Migrant Education Department housed in Butte County.
- 5.7.1.4 Students receiving Title I Services from SCUSD's State and Federal Department.
- 5.7.1.5 Student's receiving National School Lunch Program (NSLP) from SCUSD's Nutrition Services Department.
- 5.7.2 Obtain student demographics from SASIxp closest to the state mandated test pre-identification file deadline.
- 5.7.3 Obtain secondary student courses file from SASIxp the same day in which the student demographics file was obtained.
- 5.7.4 Create a working pre-id table – *tblyyMandatedTest_PreID*
 - 5.7.4.1 STAR ETS tests - Reference the fields in the California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration Appendix C.
 - 5.7.4.2 CAHSEE test - Reference the CAHSEE 2006-07 Pre-identification file Description.
 - 5.7.4.3 STAR Aprenda 3 test - Reference the STAR Aprenda 3 DPLT Standardized Testing and Reporting Program 2006-2007 Pre-identification file Layout.
 - 5.7.4.4 CELDT test - Reference CELDT 2006-2007 Form F Pre-Identified File Layout
 - 5.7.4.5 PFT test - Reference Pre-Code Data File Layout Pre-coding, Scanning & Reporting Services 2007 California Physical Fitness Test.
 - 5.7.4.6 Import the outside ARE department's data files referenced in 5.1.1.
- 5.7.5 Modify "Module-Create_*tblyyMandatedTest_PreID*" with all 2006-2007 changes.
 - 5.7.5.1 STAR ETS test - Referenced the California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration.
 - 5.7.5.2 CAHSEE test - Reference the CAHSEE 2006-07 Pre-identification file Description.

State Mandated Testing – Student Demographic Pre-Identification
Services Ordering (ARE-W005)
Sacramento City Unified School District

- 5.7.5.3 STAR Aprenda 3 test - Reference the STAR Aprenda 3 DPLT Standardized Testing and Reporting Program 2006-2007 Pre-identification file Layout.
- 5.7.5.4 CELDT test - Reference the CELDT 2006-2007 Form F Pre-Identified File Layout.
- 5.7.5.5 PFT testing - Reference Pre-Code Data File Layout Pre-coding, Scanning & Reporting Services 2007 California Physical Fitness Test.
- 5.7.6 Create an *tblyyMandatedTest_PrelD_export* table by running "Module-Create_*tblyyMandatedTest_PrelD*".
- 5.7.7 Validate all data fields.
 - 5.7.7.1 STAR ETS tests - Reference the California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration Appendix C.
 - 5.7.7.2 CAHSEE test - Reference the CAHSEE 2006-07 Pre-identification file Description.
 - 5.7.7.3 STAR Aprenda 3 test - Reference the STAR Aprenda 3 DPLT Standardized Testing and Reporting Program 2006-2007 Pre-identification file Layout.
 - 5.7.7.4 CELDT test - Reference the CELDT 2006-2007 Form F Pre-Identified File Layout.
 - 5.7.7.5 PFT test - Reference the Pre-Code Data File Layout Pre-coding, Scanning & Reporting Services 2007 California Physical Fitness Test.
- 5.7.8 Create a fixed length text export file.
 - 5.7.8.1 STAR ETS tests - Reference the California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration Appendix C.
 - 5.7.8.2 CAHSEE test - Reference the CAHSEE 2006-07 Pre-identification file Description.
 - 5.7.8.3 STAR Aprenda 3 test - Reference the STAR Aprenda 3 DPLT Standardized Testing and Reporting Program 2006-2007 Pre-identification file Layout.
 - 5.7.8.4 CELDT test - Reference CELDT 2006-2007 Form F Pre-Identified File Layout.
 - 5.7.8.5 PFT test - Reference Pre-Code Data File Layout Pre-coding, Scanning & Reporting Services 2007 California Physical Fitness Test.
- 5.7.9 Upload the fixed length export file onto the State Mandated Test Website.
- 5.7.10 Validate Upload was successful.

State Mandated Testing – Student Demographic Pre-Identification
Services Ordering (ARE-W005)
Sacramento City Unified School District

5.7.10.1 STAR ETS tests - Application Specialist II will email the Coordinator III after the pre-identification file has been uploaded.

5.7.10.1.1 Coordinator III will receive an email from the STARTest.org website regarding the success or failure due to data errors.

5.7.10.1.2 Coordinator III will email the Application Specialist of the success or failure, due to errors.

5.7.10.1.3 Application Specialist II will correct any data errors from the STARTest.org website.

5.7.10.2 CAHSEE test - Application Specialist I or II will upload the pre-identification file to the CAHSEE website.

5.7.10.2.1 The website will indicate if there are errors or warnings.

5.7.10.2.2 Application Specialist I or II will correct any data errors from the CAHSEE website.

5.7.10.2.3 Application Specialist I or II will inform Accountability Coordinator of any warnings.

5.7.10.2.4 Application Specialist I or II will email the Accountability Coordinator after the pre-identification file has been successfully uploaded without errors.

5.7.10.3 CELDT test - Application Specialist I or II will upload the pre-identification file to the CELDT website.

5.7.10.3.1 The website will indicate if there are errors or warnings.

5.7.10.3.2 Application Specialist I or II will correct any data errors from the CELDT website.

5.7.10.3.3 Application Specialist I or II will inform Accountability Coordinator of any warnings.

5.7.10.3.4 Application Specialist I or II will email the Accountability Coordinator after the pre-identification file has been successfully uploaded without errors.

5.7.10.3.5 Accountability Coordinator will receive an email from the CTB website that the file has been marked as complete.

State Mandated Testing – Student Demographic Pre-Identification
Services Ordering (ARE-W005)
Sacramento City Unified School District

5.7.10.4 STAR Aprenda 3 test - Application Specialist I or II will upload the pre-identification file to the Aprenda 3 website.

5.7.10.4.1 The website will indicate if there are errors or warnings.

5.7.10.4.2 Application Specialist I or II will correct any data errors from the Aprenda 3 website.

5.7.10.4.3 Application Specialist I or II will email the Coordinator III after the pre-identification file has been successfully uploaded without errors.

5.7.10.5 Physical Fitness testing Application Specialist will upload the pre-identification file to the Physical Fitness website.

5.7.10.5.1 The website will indicate if there are errors or warnings.

5.7.10.5.2 Application Specialist I or II will correct any data errors from the Physical Fitness website.

5.7.10.5.3 Application Specialist I or II will email the Physical Fitness coordinator after the pre-identification file has been successfully upload without errors.

5.8 All Mandated Tests - ARE staff receives student demographic pre-identification service materials.

5.8.1 STAR-ETS tests – Student demographic pre-identification data is barcoded on the answer document or printed on labels that will be affixed to the answer document.

5.8.2 CELDT test – Student demographic pre-identification data is printed on labels that will be affixed to the answer document.

5.8.3 STAR-Aprenda 3 test, CAHSEE test, and PFT test – Student demographic pre-identification data is barcoded on the answer document.

6.0 ASSOCIATED DOCUMENTS:

6.1 Requisition order

6.2 Purchase order

6.3 Answer documents

6.4 Student demographic pre-identification labels

6.5 California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration

6.6 CAHSEE 2006-2007 Pre-identification file Description

State Mandated Testing – Student Demographic Pre-Identification
Services Ordering (ARE-W005)
Sacramento City Unified School District

6.7 CELDT 2006-2007 Form F Pre-Identification File Layout

6.8 STAR Aprenda 3 DPLT Standardized Testing an Reporting Program 2006-07 Pre-Identification File Layout

6.9 Pre-code Data File Layout Pre-coding, Scanning, & Reporting Services 2007 California Physical Physical Fitness Test

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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.
California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration	ARE files	5 years	Discard as desired.	Access limited to ARE staff.
CAHSEE 2006-2007 Pre-identification file Description	ARE files	5 years	Discard as desired.	Access limited to ARE staff.
CELDT 2006-2007 Form F Pre-Identification File Layout	ARE files	5 years	Discard as desired.	Access limited to ARE staff.
STAR Aprenda 3 DPLT Standardized Testing an Reporting Program 2006-07 Pre-Identification File Layout	ARE files	5 years	Discard as desired.	Access limited to ARE staff.
Pre-code Data File Layout Pre-coding, Scanning, & Reporting Services 2007 California Physical Physical Fitness Test	ARE files	5 years	Discard as desired.	Access limited to ARE staff.

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