
State Mandated Testing – Dissemination of Test Results
(ARE-W008)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction outlines how the Assessment, Research, and Evaluation Department disseminates test results 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 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 (CST), California Achievement Test (6th Edition) (CAT/6), California Alternate Performance Assessment (CAPA), and Standards-based Test in Spanish (STS).
- 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 For all mandated tests, the Coordinator III or Accountability Coordinator receives paper and electronic test results from the CDE contracted test vendor.
- 5.2 Electronic results for all mandated assessments - The Coordinator III or Accountability delivers electronic results to the Application Specialist.
 - 5.2.1 The Application Specialist I or II inventories the electronic reports.
 - 5.2.2 The Application Specialist I or II processes the electronic reports, checking for invalid and duplicate student identification numbers.
 - 5.2.3 The Application Specialist II uploads the information to the sequel server system, student information system.
 - 5.2.4 Except for the PFT, the Application Specialist II forwards a copy of the results to Data Director via the Information Services Department.
- 5.3 STAR-ETS tests paper results
 - 5.3.1 School reports
 - 5.3.1.1 ARE staff makes and disseminates copies of each summary report to the ARE file (entire district), Superintendent (entire district), each LSU Associate Superintendent (their LSU schools only).
 - 5.3.1.2 ARE staff sends original copy of each summary, student master list, and student record label to each school's principal with a copy of the Proof of Pick Up or Delivery Form (ARE-F001).
 - 5.3.2 Student reports – School copy (Black and White) packages
 - 5.3.2.1 Upon receipt, ARE staff fills out a Proof of Pick Up or Delivery Form (ARE-F001), indicating the number of packages received per school. (Each school should receive at least one package.)
 - 5.3.2.2 Schools are sorted by delivery route and staged for pick up.
 - 5.3.2.3 The warehouse supervisor and purchasing director are notified of the impending shipment, and are provided with a copy of the Proof of Pick Up or Delivery Form (ARE-F001).
 - 5.3.3 Student reports – Parent/Guardian copy (Color) packages
 - 5.3.3.1 The Office Technician sets up a purchase order with the Central Printing Department for pre-stamped envelopes, duplication, and mailing services based on the number of reports received. Refer to procedure BUD-P005.
 - 5.3.3.2 ARE staff downloads English, Spanish, Vietnamese, Chinese, and Hmong translations of the YOUR GUIDE TO YOUR STUDENT'S STAR

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REPORT from www.startest.org/archive.html website that will accompany the student report.

5.3.3.3 The Coordinator III creates a parent/guardian letter for the LSU C Associate Superintendent that will accompany the STAR Student Report. Refer to ARE-W010.

5.3.3.4 The Application Specialist II creates address labels for students who were not included in the pre-identification file.

5.3.3.5 ARE staff sends the following to parents/guardians: parent/guardian letter, YOUR GUIDE TO YOUR STUDENT'S STAR REPORT, and student report.

5.4 STAR-Aprenda 3 paper results

5.4.1 School reports – ARE staff sends original copies of these reports to each school's principal with a copy of the Proof of Pickup or Delivery Form (ARE-F001).

5.4.2 Student reports –

5.4.2.1 The Office Technician sets up a purchase order with the Central Printing Department for pre-stamped envelopes based on the number of reports received. Refer to procedure BUD-P005.

5.4.2.2 The Coordinator III creates a parent/guardian letter for the LSU C Associate Superintendent that will accompany the STAR Student Report. Refer to ARE-W010.

5.4.2.3 The Application Specialist II creates address labels for students who were not included in the pre-identification file.

5.4.2.4 ARE staff sends the following to parents/guardians: parent/guardian letter and student report.

5.5 CAHSEE paper results –

5.5.1 Student reports

5.5.1.1 The Office Technician sets up a purchase order with the Central Printing Department for pre-stamped envelopes, and, if applicable, duplication and mailing services, based on the number of reports received. Refer to procedure BUD-P005.

5.5.1.2 The Accountability Coordinator creates a parent/guardian letter for the LSU C Associate Superintendent that will accompany the CAHSEE Student Report. Refer to ARE-W010.

5.5.1.3 The Application Specialist II creates the address labels file for students who were not included in the pre-identification file. The Office Technician creates address labels.

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5.5.1.4 The Accountability Coordinator requests the parent/guardian letter to be translated based on current enrollment figures.

5.5.1.5 ARE staff sends the following to parents/guardians: parent/guardian letter, student report, and, if applicable, translated parent/guardian letter.

5.6 CELDT paper results – ARE staff sends school reports and student reports to each school with a copy of the Proof of Pick Up or Delivery Form (ARE-F001).

5.7 PFT paper results – ARE staff sends school reports and student reports to each school with a copy of the Proof of Pick Up or Delivery Form (ARE-F001).

6.0 ASSOCIATED DOCUMENTS:

6.1 Electronic test results

6.2 Paper test results

6.3 Proof of Pickup or Delivery Form

6.4 Purchase Order

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Electronic test results	ARE files	Life	N/A	Access limited to ARE staff.
Paper test results	ARE files	15 months	Discard as desired.	Access limited to ARE staff.
Proof of Pickup or Delivery Form	ARE files	15 months	Discard as desired.	Access limited to ARE staff.
Purchase Order	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