
California High School Exit Exam Test Materials Ordering (ARE-W013)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction details the steps to order test materials for the California High School Exit Exam (CAHSEE) 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 Accountability Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Administrator of Assessment, Research, and Evaluation

Approved signature on file

4.0 DEFINITIONS:

- 4.1 CAHSEE – California High School Exit Exam
- 4.2 CDE – California Department of Education
- 4.3 ETS – Educational Testing Service
- 4.4 SCUSD-sql – Sequel server system
- 4.5 TMC – Test Materials Count Access Database
- 4.6 English Learner – Students with a primary language other than English who have are not fluent in English.

5.0 PROCEDURE:

- 5.1 Receive username and password from the CDE contracted test vendor.
- 5.2 Order test materials for the 2006-07 CAHSEE administration from the CDE contracted test vendor.
 - 5.2.1 Receive username and password from the CDE contracted test vendor.
 - 5.2.2 Create a new TMC access database for the CAHSEE administration.
 - 5.2.3 Go to SCUSD-sql and link the Schools (dbo_tblSchools) and Student Demographic tables in the TMC. Select the most current student demographic table.
 - 5.2.4 Create a Select Query of the students currently enrolled in each public high school for the specified test administration grade by performing the following steps:
 - 5.2.4.1 Add the dbo_tblSchools and Student Demographic tables to the query.
 - 5.2.4.2 Join the two tables together using the SchCode2 field (in dbo_tblSchools table) and the Schoolnum field (in the Student Demographic table).

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- 5.2.4.3 Display the SchNameDisplay field from the dbo_tblSchools table in the query.
- 5.2.4.4 Display the SchoolNum (Ascending), grade (Ascending), and Permnum fields from the Student Demographic table.
- 5.2.4.5 On the Criteria line, specify the grade(s).
- 5.2.4.6 On the Total line, change the text in the Permnum field from Group By to Count.
- 5.2.4.7 Click Query/Run to run the query.
- 5.2.4.8 Click File/Print to print the query.
- 5.2.4.9 Click File/Save to save the query. Save query as qry_TMC_[test month][test year].
- 5.2.5 Go to the Internet and access the CDE contracted test vendor's online CAHSEE materials ordering website.
- 5.2.6 Input the username and password received from the CDE contracted test vendor.
- 5.2.7 Select Yes for Pre-Id.
- 5.2.8 Using the qry_TMC printout, enter the number of CAHSEE test booklets (1 per student per subject) needed for the CAHSEE administration.
- 5.2.9 Enter Fremont Adult School counts determined by Principal via email correspondence.
- 5.2.10 The test vendor will confirm the number of materials ordered via confirmation page. Print and file confirmation page. (Note: The actual number of materials received will exceed this amount by approximately 5% of overage at the school level and 10% of overage at the district level.)
- 5.2.11 If applicable, complete a supplemental order for additional testing material.
- 5.3 Save the TMC database and order confirmations received from the CDE contracted test vendor for one year.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 qry_TMC printout.
- 6.2 Documentation for Student Demographics Tables
- 6.3 Documentation for tblSchools

State Mandated Testing Procedures (ARE-P001)
Sacramento City Unified School District

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
qry_TMC printout	Accountability Coordinator's Files	1 year	Discard as desired.	N/A
Website confirmations	Accountability Coordinator's Files	1 year	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* * ***