
State Mandated Testing – Processing Completed Test Materials (ARE-W006)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction outlines how the Assessment, Research, and Evaluation Department processes completed test materials 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, California Achievement Test (6th Edition), California Alternate Performance Assessment, and Standards-based Test in Spanish.
 - 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.
- 4.3 School cover sheet – Sheet that summarizes the amount of scorable testing materials for each school.
- 4.4 SGID – School and Grade Identification sheet that summarizes the amount of scorable testing materials for each grade.
- 4.5 Warehouse File – Database which includes student demographic data.

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5.0 PROCEDURE:

- 5.1 Coordinator III or Accountability Coordinator requests the Warehouse File from the Application Specialist

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Mandated Assessment Test Materials Check-In List Form (ARE-F00X)	ARE files	15 months	Discard as desired.	Access limited to ARE staff.
Proof of Pick Up or Delivery Form (ARE-F00X)	ARE files	15 months	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