State Mandated Testing (ARE-P001)

Sacramento City Unified School District

1.0 SCOPE:

1.1 This procedure describes the process in which the Assessment, Research and Evaluation Department administers state mandated tests for grades kindergarten through twelve 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

Approved signature on file

4.0 DEFINITIONS:

- 4.1 NCLB No Child Left Behind
- 4.2 CDE California Department of Education
- 4.3 SCUSD Sacramento City Unified School District
- 4.4 ARE Assessment, Research, and Evaluation
- 4.5 Site Testing Coordinator Sacramento City Unified School District designee for the coordination of testing materials and test administration at each school.
- 4.6 Mandated Tests
 - 4.6.1 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.
 - 4.6.2 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.
 - 4.6.3 CAHSEE test California High School Exit Exam, a criterion-referenced test high school students must pass as part of the graduation requirement.
 - 4.6.4 CELDT test California English Language Development Test, a criterionreferenced test required to be administered to students who are not fluent in the English language.
 - 4.6.5 PFT test Physical Fitness Test, a criterion-referenced test that must be administered to all students in grades 5, 7, and 9.

5.0 PROCEDURE:

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- 5.1 To meet federal guidelines of the NCLB Act and the state guidelines of the CDE, the California State Mandated Testing Program meets the need of students in California.
- 5.2 Specific testing windows for the STAR, CAHSEE, CELDT, and PFT assessments are given to the ARE Department from the CDE.
- 5.3 ARE staff orders testing materials from the CDE contracted testing vendors.
- 5.4 ARE staff receives and inventories testing materials from the CDE contracted testing vendors.
- 5.5 ARE staff forwards testing materials to each school's site testing coordinator.
- 5.6 ARE staff orders and receives pre-identification of student demographics services from the CDE contract
- 5.7 ARE staff chools completed testing materials. and process
- 5.8 ARE turns testing materials current year's testing CDE contracted test scoring. vend
- receives test results from the CDE contra 5.9 AR est vendor via c t disks, ks, and hard copy. flop
 - 5.9 E staff disseminates test results to so sites, parents, office ninistrators, and contracted organizations.

DOCUMENTS: 6.0 ASSOCI

- 6.1 State ed Testing Materials
- 6.2 Test Res
- 6.3 Current Year To

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	Retention	Disposition	Protection
Test Results	ARF Files	5 vears		