

ADMINISTRATIVE CIRCULAR NO. 81
Office of the Deputy Superintendent

SAN DIEGO CITY SCHOOLS

Date: February 24, 2006

To: All School Principals

Subject: SPRING 2006 DISTRICTWIDE TESTING FOR SPANISH-SPEAKING STUDENTS, GRADES 2-11, APRENDA 3

Department and/or Persons Concerned: Principals, Vice Principals, and Testing Coordinators

Due Date: Various dates beginning April 5 depending on site calendar. See "Return of Test Materials" section.

Reference: Site Operations Circular No. 1029, Office of the Deputy Superintendent, dated December 15, 2005; Administrative Circular No. 10, Office of the Superintendent, dated August 25, 2005.

Action Requested: Administer STAR Aprenda 3 Test

Brief Explanation:

General Overview

This circular details testing procedures for districtwide testing of Spanish-speaking students in all schools as required by the STAR program and/or district criteria. The state requirements for testing EL students with a home language of Spanish has changed per SB 755 from previous years and is detailed below. The primary language test, Aprenda 3, **must** be administered to a Spanish-speaking English Learner (EL) student in Grades 2-11 if the student receives instruction in his or her primary language per an approved Parental Exception Waiver (no matter the length of time of enrollment in a United States public school) **or** if the student has been enrolled in a U.S. school for less than 12 months (even if they have never received instruction in Spanish).

Note: In addition, these students **must** be tested with the California Standards Tests (CSTs) and the California Achievement Test Sixth Edition Survey (CAT/6 Survey). Only those students who have been **exempted** from testing by a signed parent or guardian request can be exempted from testing with Aprenda 3 or the CAT/6 and CSTs (see attachment B).

The following Aprenda 3 subtests are required and must be administered to students in Grades 2-11 who meet the criteria as described above:

- Reading Vocabulary
- Reading Comprehension
- Language
- Spelling (Grades 2-8 only)
- Mathematics
- Mathematics Problem Solving
- Mathematics Procedures

Testing Dates (including make-ups)

CALENDAR
All Schools

DATES
March 20 – April 5

Testing Levels

Attachment A (Aprenda 3 Scope and Sequence Chart: Administration Information Grades 2-11) provides information about each grade level including the number of items and the approximate

time of administration for each subtest. The Aprenda 3 is **not** a timed administration. Be reminded that the Aprenda 3 is a standardized, norm-referenced test and that test examiners must strictly adhere to the publisher's administration directions.

Materials Delivery

Grades 2-11 test booklets, answer documents, *Directions for Administering*, practice tests (Grades 2-6), practice test directions (Grades 2-6), Scoring Service Identification (SSID) sheets, Master File Sheet (MFS), reference formula sheets (Grades 7-11), and pre-coded student bar-code labels will arrive at schools via truck mail on the school's first delivery day after the district-level inventory has been completed. Aprenda 3 materials are to be sent to districts not more than 25 days nor less than 10 days before the first day of testing, March 20, 2006. Additional Aprenda 3 test materials can be ordered by using Attachment F, the "Request for Additional Aprenda 3 Materials: Grades 2-11."

Testing with Accommodations/Modifications

It is expected that Special Education and 504 Plan EL students **will** participate in state and districtwide assessments. All accommodations or modifications as identified in a student's IEP or 504 Plan are allowable when taking the Aprenda 3 test. Any student *not* utilizing an accommodation or modification during the test should not have it marked on the answer document. Mark only those allowable accommodations or modifications that were actually used while taking the test. It is imperative that teachers/examiners be aware of any allowable accommodations or modifications, that students be given the opportunity to utilize them, and that the teacher/examiner complete this part of the demographic section correctly after completing each subtest. Reference Attachment D for allowable accommodations and/or modifications.

- **English Learner (EL) Students:** All EL students with a home language of Spanish are **mandated** by state law to take the STAR CSTs and CAT/6 test in English. In addition, some Spanish-speaking EL students are also mandated to be tested with Aprenda 3 as described below.
 - Any student in Grades 2-11 receiving instruction in his or her primary language (in our district these are students placed in a Biliteracy Program per a signed *Parent Exception Waiver*) no matter the length of time of enrollment in a United States school **or** any Spanish-speaking EL student who has been enrolled in a U.S. school for less than 12 months (even if he/she has never received instruction in Spanish).
 - Other Spanish-speaking EL students are not required to be tested but may be tested with Aprenda 3 at the site's discretion. This does **not include immersion program students**.
- **Students in Other Special Programs:** EL students enrolled in charter schools, continuation schools, independent study, hospital instruction, home schooling, and/or community day school who meet the mandate for testing must be tested by a credentialed staff member.

Parent/Guardian Exemption

- **Students Exempted from Testing by Parent/Guardian Request:** A parent or guardian may submit to the school a written request (Attachment B) to exempt his/her child from any or all parts of the CSTs, CAT/6, Aprenda 3, CAPA or other tests coordinated at the district level. EL students may not be exempted from the CELDT.

A parent or guardian must initiate such a request and no school official shall solicit such written request on behalf of any child. Attachment B must be

completed by the parent/guardian. Each test that is NOT to be administered must be initialed. A signature is also required.

The original form should be kept on file at the site and appropriate teachers notified. A copy of the form should be given to the parent/guardian. (Note: Attachment B is to be used only in the event of a parent/guardian request. It is not to be mailed to all parents.)

Principals will be asked to certify the number of students “exempted from testing by parent/guardian request” on the Appendix 3 State Apportionment Reporting Form (Attachment C).

Characteristics of APRENDA 3 Test Administration

- No APRENDA 3 testing is required at kindergarten, Grade 1, or Grade 12.
- Grades 2-11 Spanish-speaking EL students at all schools who fall within the enrollment and Spanish-language instruction categories as described previously in this circular (except those students whose parents have exempted them from testing) must be administered all required subtests listed on page 1.
- **The use of calculators is prohibited on Appendix 3 unless indicated as a modification for a Special Education student in the student's IEP or 504 Plan.**
- **Out-of-level testing is not allowed for Appendix 3.**
- **Braille** and **Large-print** versions of Appendix 3 are available and you must notify Denise Ormsbee at (619) 725-7059 immediately if one is needed.
- Persons administering the Appendix 3 must be fluent speakers of Spanish who are able to read both Spanish and English. If there is no credentialed teacher/examiner on staff with the necessary language skills, a classified employee, parent, or community member who possesses these skills may administer Appendix 3 as long as:
 - a credentialed staff member is present during the entire administration of the test and
 - the non-credentialed individual is not the parent or guardian of any child in the classroom in which the test is being administered.
- Answer Documents:
 - Students in Grades 2 and 3 are to mark answers directly in the Appendix 3 test booklet.
 - Students in Grades 4 through 11 are to mark answers on answer documents.
 - Schools testing students in kindergarten, Grade 1, or Grade 12 will not receive pre-coded slip-sheets unless requested and paid for by the site. Arrangements for this should already have been completed through Denise Ormsbee at (619) 725-7059. All required demographic information must be hand-coded/gridded/bubbled on all student answer documents.

Test Procedures

The importance of proper test administration of the Appendix 3 cannot be emphasized strongly enough. It is the responsibility of the site test coordinator to train all teachers, examiners, and proctors in correct security, administration, processing, and packing procedures. Site test

coordinators will be provided with training materials at the February 28 or March 2 APRENDA 3 “Nuts and Bolts” workshops. **Security procedures must be strictly followed and no one may have access to or receive secure test materials unless they have previously signed and submitted a “STAR Test Security Affidavit.”**

Return of Test Materials

APRENDA 3 test materials must be returned to Annex 10 located at the Eugene Brucker Education Center no later than 4:30 p.m. on the dates indicated below. (Note: Regardless of the date Aprenda 3 materials are returned, all Aprenda 3 testing [including make-ups] must be completed by the final day of the testing window listed on page 2.)

<u>Calendar</u>	<u>Schools</u>	<u>Date (Day)</u>
Traditional	A – Z	April 5 (Wednesday)
Single-Track Year Round	A – Z	April 6 (Thursday)

Note: Test materials are not to be sent by audio-visual delivery or by school mail. Materials may be delivered as early as 8 a.m. Scorable and nonscorable materials must be packed separately and the boxes marked as “scorable” or “nonscorable.” **DO NOT SEAL ANY ENVELOPES or BOXES.**

Practice Tests and Directions for Administering Practice Tests are not secure and may be retained on-site. **On the dates indicated above, deliver packaged Aprenda 3 test materials to ANNEX 10 located at the Eugene Brucker Education Center no later than 4:30 p.m.** Test materials may be delivered to this processing center as early as 8 a.m.

Return of completed test materials earlier than the dates indicated above would be greatly appreciated. Please call Denise Ormsbee at (619) 725-7059 or email her at dormsbee@sandi.net to make arrangements.

Mandated Cost Activities Time Log

It is essential that all staff members, permanent or hourly, complete the Reimbursable Activities Time Log – STAR (Attachment E), if they had some association with the STAR Aprenda 3 test. The person who conducts the training session to staff for administering Aprenda 3 may want to use a *Reimbursable Activities Time Log* sheet, noting the training subject and the time the session began and ended, and have each person attending sign the *Time Log* sheet.

This enables your site to receive 20 percent of the district’s paid reimbursement claim that is attributable to your site’s reimbursable activity for each state-mandated activity. In addition, your site will receive 100 percent of the time spent completing each time log or timesheet. Contact the Mandated Cost Unit at (619) 725-7568 if you would like further information on the Mandated Reimbursement Program.

Certification of Security and State Required Apportionment Information on Numbers of Students Tested and Exempted: Information related to the testing of Spanish-speaking EL students with Aprenda 3 must be included on the Certification Form and Apportionment Form (Attachment C).

- The principal or designee must complete and **sign** the Certification Form **and** the Apportionment Form and return it in the special red envelope (which will be provided by the Testing Unit, Assessment Services) along with all signed, original copies of the “STAR Test Security Affidavits” (one for every person who had access to secure Aprenda 3 test materials) with the school’s Aprenda 3 test materials.

Please note that the Apportionment Form requires counts for **all** grade levels tested. You must provide data for each grade level of the actual number of Spanish-speaking EL students enrolled less than 12 months in a United States public school and whether they did or did not engage the Aprenda 3. You must provide data, as well, on the number of students enrolled in a Biliiteracy Program (per signed *Parent Exception Waiver*), and whether they did or did not take the test.

- The site test coordinator must also sign the Apportionment Form.
- The site test coordinator is also responsible for delivering and submitting the required documents described above (in the special red envelope provided) to Testing Unit personnel at the same time as the site test materials are delivered. **The RED envelope with these documents should not be packed in cartons with other test materials.** Sites should make a copy of these documents for their files.

Aprenda 3 is used for assessing individual pupil achievement and program progress. Please explain this to your teachers and encourage them to instruct their pupils to do as well as possible and to observe pupils to ensure that they are following the proper instructions.

If you have any questions regarding information in this circular, call Denise Ormsbee at (619) 725-7059, dormsbee@sandi.net; Nick Bohl at (619) 725-7068, nbohl@sandi.net or Bob Raines, the district STAR coordinator at (619) 725-7058, braines@sandi.net. If additional test materials are needed, please send your request (see Attachment F) to Barbara Wade via e-mail at bwade@sandi.net or fax (619) 725-7070.

Robert Raines
Program Manager
Assessment Services

APPROVED:



Geno Flores
Deputy Superintendent

RR

Attachments (6)

Distribution: Lists B, D, E, and F

SAN DIEGO CITY SCHOOLS
Office of the Deputy Superintendent
Testing Unit

2006 APRENDA 3 SCOPE & SEQUENCE CHART: ADMINISTRATION INFORMATION GRADES 2 - 11

Administer ALL READING, LANGUAGE, SPELLING, & MATH SUBTESTS to students in Grades 2 - 11.

GRADE	2		3		4		5		6		7		8		9		10 - 11		
LEVEL	Primario 2		Primario 3		Intermedio 1		Intermedio 2		Intermedio 3		Intermedio 4		Intermedio 5		Avanzado 1		Avanzado 2		
SUBTEST	# Items	# Mins.*	# Items	# Mins.*	# Items	# Mins.*	# Items	# Mins.*	# Items	# Mins.*	# Items	# Mins.*	# Items	# Mins.*	# Items	# Mins.*	# Items	# Mins.*	
READING																			
Reading Vocabulary (Vocabulario)	30	20	30	20	30	20	30	20	30	20	30	20	30	20	30	20	30	20	
Reading Comprehension (Comprensión de Lectura)	40	40	54	50	54	50	54	50	54	50	54	50	54	50	54	40	54	40	
TOTAL READING	70	60	84	70	84	60	84	60											
LANGUAGE (Lenguaje)	48	45	48	45	48	45	48	45	48	45	48	45	48	45	48	40	48	40	
SPELLING (Ortografía)	36	30	38	35	40	35	N/A	N/A	N/A	N/A									
MATHEMATICS																			
Mathematics (Matemáticas)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50	50	50	50
Mathematics Problem Solving (Matemáticas: Resolución de Problemas)	44	50	46	50	48	50	48	50	48	50	48	50	48	50	N/A	N/A	N/A	N/A	
Mathematics Procedures (Matemáticas: Procedimientos)	30	30	30	30	32	30	32	30	32	30	32	30	32	30	N/A	N/A	N/A	N/A	
TOTAL MATHEMATICS	74	80	76	80	50	50	50	50											
GRAND TOTALS	228 <i>Items</i>	215 <i>Mins.</i>	246 <i>Items</i>	230 <i>Mins.</i>	252 <i>Items</i>	230 <i>Mins.</i>	182 <i>Items</i>	150 <i>Mins.</i>	182 <i>Items</i>	150 <i>Mins.</i>									
ANSWER FORM	<i>Consumable Test Booklet:</i>				<i>Answer Sheet:</i>														
	<i>Primario 2</i>		<i>Primario 3</i>		<i>Intermedio 1</i>		<i>Intermedio 2</i>		<i>Intermedio 3</i>		<i>Intermedio 4</i>		<i>Intermedio 5</i>		<i>Avanzado 1</i>		<i>Avanzado 2</i>		

November 2005

* Aprenda 3 allows flexible testing times. The testing times indicated above are guidelines to help administrators and teachers plan.

SAN DIEGO CITY SCHOOLS
Office of the Deputy Superintendent
Standards, Assessment, and Accountability Division
Assessment Services

**PARENT/GUARDIAN REQUEST TO EXEMPT STUDENT
From Assessment(s) Administered
as Part of District Testing, 2005 – 2006 School Year**

After due consideration, I as parent/guardian of _____ ,
(Student Name)

a student attending _____ ,
(School Name)

request that the above-named student be exempted from participating in one or more of the assessments being administered during the 2005-2006 school year.

Please DO NOT ADMINISTER the assessments which I have initialed below:

_____ California Standards Tests

_____ English Language Arts _____ Mathematics

_____ History-Social Science _____ Science

_____ *California Achievement Test, Sixth Edition Survey (CAT/6 Survey) – All subtests
(Grades 3 and 7 only)*

_____ Reading/Language Subtest _____ Spelling Subtest

_____ Mathematics Subtest _____ Science Subtest

_____ *California Alternate Performance Assessment (CAPA)*

_____ English Language Arts _____ Mathematics _____ Science

_____ *Aprenda, Third Edition (Aprenda 3) – All subtests*

_____ Reading Subtests _____ Language Subtest _____ Spelling Subtest

_____ Mathematics Subtests

_____ Standardized Testing and Reporting (STAR) Writing Assessment
(Grades 4 and 7 only)

(Parent/Guardian Signature)

(Date)

Keep ORIGINAL on file. Give a COPY to parent/guardian.

SAN DIEGO CITY SCHOOLS
Oficina del Superintendente Adjunto
División de Criterios, Evaluación y Rendición de Cuentas
Oficina de Pruebas

**SOLICITUD DEL PADRE/TUTOR PARA EXENTAR AL ALUMNO
de la(s) evaluación(es) aplicadas
como parte del Programa de Pruebas del Distrito, Año Escolar 2005 – 2006**

Después de considerar el asunto, yo, padre/madre/tutor de _____,
(Nombre del Alumno)

alumno que asiste a _____,
(Nombre de la Escuela)

solicito se le excuse de participar en una o más de las evaluaciones que se aplicarán durante el año escolar 2005-2006.

Por favor NO APLIQUE las evaluaciones junto a las cuales he puesto mis iniciales abajo:

_____ Pruebas de Criterios de California

_____ Lenguaje/Inglés _____ Matemáticas

_____ Historia-Ciencias Sociales _____ Ciencias

_____ *Prueba de Aptitud de California, Encuesta de la Sexta Edición* (Encuesta CAT/6) –
Todas las secciones (Sólo para el 3° y 7° grado)

_____ Sección Lectura/Lenguaje _____ Sección Ortografía

_____ Sección Matemáticas _____ Sección Ciencias

_____ *Evaluación Alternativa de Desempeño de California (CAPA)*

_____ Lenguaje/Inglés _____ Matemáticas _____ Ciencias

_____ *Aprenda, Tercera Edición (Aprenda 3)* – Todas las secciones

_____ Secciones Lectura _____ Sección Lenguaje _____ Sección Ortografía

_____ Secciones Matemáticas

_____ Pruebas Estándar e Informes (STAR) Evaluación de Escritura
(Sólo para el 4° y 7° grado)

(Firma del Padre/Madre/Tutor)

(Fecha)

Keep ORIGINAL on file. Give a COPY to parent/guardian.

SAN DIEGO CITY SCHOOLS
Office of the Deputy Superintendent
Testing Unit

CERTIFICATION FORM:
2006 Districtwide Testing for STAR Program, Grades 2-11
Proper Test Administration – Apenda 3

PRINCIPAL'S CERTIFICATION TO SUPERINTENDENT

I certify that pupils in Grades _____ at _____ School were administered the **Apenda 3** during the testing period prescribed for the Districtwide Testing Program, and that:

- “A STAR Apenda 3 Test Security Affidavit” was completed by all individuals with access to secure test materials and returned in the red envelope.
- Security procedures required by the STAR Program were followed and all test materials have been accounted for and are properly packaged for return to the publisher.
- State regulations/criteria were used to determine students exempt from testing.
- State and district criteria were used to determine allowable accommodations and/or modifications for Special Education and 504 Plan students.
- All students used white "SDCS Testing Pencil #2" pencils or an appropriate equivalent.
- Certificated personnel charged with the responsibility of administering the tests received instruction in the proper procedure.
- Proper procedures as outlined in the Directions for Administration were followed.
- All students were administered all state-mandated subtests.
- An accurate accounting of all Spanish-speaking EL students, Spanish-speaking EL students in a California public school **less than 12 months**, Spanish EL students receiving primary language instruction in a Bilingual Program per *Parent Exception Waiver*, the number of students **absent**, the number of students **exempted** from testing by a parent/guardian, the number of students tested with an Alternate Performance Assessment (an APA in Spanish), and the number **actually tested** has been provided on the **reverse side** of this sheet **which I have also signed**.
- This Certification/Appointment form **MUST** be completed, signed, and returned to the Testing Unit by all schools in San Diego City Schools if receiving services from the Testing Unit.

(Date) Signed: _____
(Principal)

Site Test Coordinator to contact if there are any questions regarding the answer documents:

Name: _____ Phone Number: _____

Note: This form, with **both sides completed and signed**, must be returned to the Testing Unit in **ANNEX 10 by all schools** no later than 4:30 p.m. on your school’s scheduled return date. Place this form, making sure that **both** sides have been completed and signed, along with the signed Test Site Coordinator’s “STAR Apenda 3 Test Security Agreement”(if not already on file) and all signed original teacher “STAR Apenda 3 Test Security Affidavits” in the special Apenda 3 **RED ENVELOPE** provided.

San Diego Unified School District
STAR Aprenda 3 State Apportionment Reporting Form - 2006

Each school district and school **shall** report to the California Department of Education information relevant to STAR Aprenda 3 as indicated below:

NO students were tested with Aprenda 3 and RETURN to Annex 10! _____

Categories	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11
A Enrollment of Spanish-speaking students classified as English Learner (EL) on your site's first day of testing.										
B Number of EL's from Box A who have been <i>Enrolled in a U.S. school less than 12 months. (Mandated test by State)*</i>										
C Number of EL's in Box B (less than 12 months) absent for the entire testing window. (<i>Scorable</i>)										
D Number of EL's in Box B (less than 12 months) exempted by parent/guardian. (<i>Scorable</i>)										
E Number of EL's in Box B (less than 12 months) tested with Alternate Performance Test. Spanish/not CAPA. (Non-Score)										
F Number of EL's in Box B (less than 12 months) who took one or more tests. (Scorable)										
G Number of EL's from Box A enrolled in a Bilingual Program per <i>Parent/Guardian Exception Waiver. (Mandated test by State)*</i>										
H Number of EL's in Box G (Parent Waiver) absent for the entire testing window. (<i>Scorable</i>)										
I Number of EL's in Box G (Parent Waiver) exempted by parent/guardian. (<i>Scorable</i>)										
J Number of EL's in Box G (Parent Waiver) tested with Alternate Performance Test. Spanish/not CAPA. (Non-Score)										
K Number of EL's in Box G (Parent Waiver) who took one or more tests. (Scorable)										
L Other Spanish-speaking EL's you tested but who are not in either the "less than 12 months" or the "Parent/Guardian Exception Waiver" categories.										
M Total Number of Aprenda 3 Tests being submitted for scoring. This is a physical count of the tests from each grade-level SSID.										

*Aprenda 3 takers who are both "less than 12 months" and on a "Parent Exception Waiver" are to be *accounted* for as a "less than 12 month" student.

Please, indicate the number of students or other requested information in **all** boxes above. Use zeros where appropriate. Return in the STAR Aprenda 3 Site Coordinator's Red Envelope with your STAR Aprenda 3 Test Security Affidavits when you return your Aprenda 3 test materials to Annex 10.

You should retain copies of these materials for your files! *Both sides of this form must be completed, signed, and returned to the Testing Unit!*

School: _____

Principal's Signature: _____

Date: _____

STAR Aprenda 3 Site Test Coordinator: _____

Test Variations/Accommodations/Modifications for Administration of California Statewide Assessments

Test Variation (1)/Accommodation (2)/ Modification (3)	CAT/6	STAR CST	APRENDA 3	CAHSEE	CELDT	Physical Fitness
Presentation						
Braille transcriptions provided by the test contractor	2	2	2	2	2	Not applicable
Large print versions	2	2	2	2	2	Not applicable
Test items enlarged if font larger than required on large print versions						
Visual magnifying equipment	1	1	1	1	1	Not applicable
Audio amplification equipment	1	1	1	1	1	1
Test administration directions that are simplified or clarified (does not apply to test questions)	ALL	ALL	ALL	ALL	ALL	ALL
Manually Coded English or American Sign Language to present directions for administration (does not apply to test questions)	1	1	1	1	1	1
Test questions read aloud to student or audio presentation (CD)	2 Math, Science	2 Math, Science, History-Social Science	2 Math	2 Math	2 Writing	Not applicable
	3 Reading, Language, Spelling	3 ELA	3 Reading, Language, Spelling	3 ELA	3 Reading	
Manually Coded English or American Sign Language to present test questions	2 Math, Science	2 Math, Science, History-Social Science	2 Math	2 Math	2 Writing	Not applicable
	3 Reading, Language, Spelling	3 ELA	3 Reading, Language, Spelling	3 ELA	3 Reading, Listening, Speaking	
Noise buffers (e.g., individual corral or study enclosure)	1	1	1	1	1	Not applicable
Special lighting or acoustics; special or adaptive furniture	1	1	1	1	1	Not applicable
Timing/Scheduling						
Extra time on a test within a testing day	2	ALL	2	ALL	ALL	ALL
Test over more than one day for a test or test part to be administered in a single sitting	2	2	2	2	2	Not applicable
Supervised breaks within a section of the test	2	2	2	2	2	Not applicable
Administer the test at the most beneficial time of day to the student	2	2	2	2	2	2
Setting						
Test individual student separately, provided that a test examiner directly supervises the student	1	1	1	1	1	1
Test in small group	1	1	1	1	1	1
Test administered at home or in hospital by a test examiner	2	2	2	2	2	2

ALL = These test variations may be provided to all students.

Test Variation (1) = Eligible students may have testing variations if regularly used in the classroom.

Accommodation (2) = Eligible students shall be permitted to take the examination with **accommodations** if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

Modification (3) = For the **STAR** Program and **CELDT**, eligible students shall be permitted to take the tests with **modifications** if specified in the eligible student's IEP or Section 504 Plan. Eligible students shall be permitted to take the **CAHSEE** with **modifications** if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

January 4, 2006

Test Variations/Accommodations/Modifications for Administration of California Statewide Assessments

Test Variation (1)/Accommodation (2)/ Modification (3)	CAT/6	STAR CST	APREND A 3	CAHSEE	CELDT	Physical Fitness
Response						
Student marks responses in test booklet and responses are transferred to a scorable answer document by an employee of the school, district, or nonpublic school	2	2	2	2	2	Not applicable
Responses dictated [orally, or in Manually coded English or American Sign Language] to a scribe for selected-response items (multiple-choice questions)	2	2	2	2	2	Not applicable
Essay responses dictated orally or in Manually Coded English to a scribe, audio recorder, or speech-to-text converter and the student provides all spelling and language conventions	Not applicable	2	Not applicable	2	2	Not applicable
Essay responses dictated orally, in Manually Coded English, or in American Sign Language to a scribe, [audio recorder, or speech-to-text converter] (scribe provides spelling, grammar and language conventions).	Not applicable	3	Not applicable	3	3	Not applicable
Use of Aids or Tools						
Student marks in test booklet (other than responses)	2 Grades 4-11 For Grades 2, 3 -- must be erased to avoid scanning interference	ALL Grades 4-11 1 for Grades 2, 3 -- must be erased to avoid scanning interference	2 Grades 4-11 For Grades 2, 3 -- must be erased to avoid scanning interference	ALL	ALL Grades 3-12 K-Grade 2: Red ball point pen only, test booklets may not be used again	Not applicable
Dictionary	3	3	3	3	3	Not applicable
Word processing software with spell and grammar check tools turned off for the essay responses (writing portion of the test)	Not applicable	2	Not applicable	2	2	Not applicable
Word processing software with spell and grammar check tools enabled on the essay responses (writing portion of test)	Not applicable	3	Not applicable	3	3	Not applicable
Assistive device that does not interfere with the independent work of the student on the multiple-choice and/or essay responses (writing portion of the test)	2	2	2	2	2	Not applicable
Assistive device that interferes with the independent work of the student on the multiple-choice and/or essay responses	3	3	3	3	3	Not applicable
Calculators on the mathematics or science tests	3	3	3	3	Not applicable	Not applicable
Arithmetic tables on the mathematics or science tests	3	3	3	3	Not applicable	Not applicable
Math manipulatives on the mathematics or science tests	3	3	3	3	Not applicable	Not applicable
Colored overlay, mask, or other means to maintain visual attention	1	1	1	1	1	Not applicable
Other						
Unlisted accommodation or modification	Call testing office	Call testing office	Call testing office	Call testing office	Call testing office	Call testing office

ALL = These test variations may be provided to all students.

Test Variation (1) = Eligible students may have testing variations if regularly used in the classroom.

Accommodation (2) = Eligible students shall be permitted to take the examination with **accommodations** if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

Modification (3) = For the **STAR** Program and **CELDT**, eligible students shall be permitted to take the tests with **modifications** if specified in the eligible student's IEP or Section 504 Plan. Eligible students shall be permitted to take the **CAHSEE** with **modifications** if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

January 4, 2006

San Diego Unified School District
Office of Resource Development
Mandated Cost Unit

For District Use Only Entered by _____

REIMBURSABLE ACTIVITIES TIME LOG - Standardized Testing and Reporting (STAR)
(Exams include: CAT-6; CAPA; APRENDA 3; California Standards Tests - CSTs)

Employee Name: _____
(PLEASE PRINT)

Site: _____

Month & Year: _____

Please note the time spent on each activity under the corresponding date. *Please indicate whether minutes or hours.*

Activity Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1																															
2																															
3																															
4																															
5																															

- Code 1 Training:** Reviewing the requirements of the STAR program and conducting or preparing for training sessions. [Please use a Training Log (form STAR-4) for school district personnel attending training for test administration.]
- Code 2 Test Materials, Materials, Supplies and Equipment:** Acquiring test program materials, supplies, and/or equipment including contracting with test publisher, inventorying, distributing test materials, collecting, processing, and shipment of used and unused materials.
- Code 3 Pretest and Posttest Coordination:** Designating district and site STAR coordinator, distributing and collecting security agreements and allocating resources and personnel to transport, store and secure test materials. Determining students to be assessed and assuring proper accommodations and/or alternative assessments are provided to students with exceptional needs.
- Code 4 Test Administration:** Planning, conducting and monitoring administration of test during appropriate testing window(s) and in accordance with procedures developed by publisher and Testing Unit.
- Code 5 Reporting and Record-Keeping:**
 - A. Entering test scores into individual pupil records prior to subsequent STARs administered. Analyze test results for possible errors.
 - B. Reporting test results to staff and parents within 30 days of test in English and the native language of the parents.
 - C. Providing the publisher of STAR with test results for each pupil tested, requesting additional test result reports from central office as needed.

The State of California requires that school district personnel maintain a record of time spent on mandates in order for the district to receive reimbursement. Your signature on this form certifies your participation in the activity and that you have reported actual time.

Please indicate the number of minutes spent filling out this log:

Employee Signature: _____ **Date:** _____ 1 Min. 5 Min. 10 Min. 15 Min. Other: _____

Please return the completed form to: Mandated Cost Unit, Room # 3160, Ed Center

(PLEASE CALL THE DISTRICT'S MANDATED COST UNIT AT (619) 725-7568 FOR INFORMATION ON THE REIMBURSEMENT INCENTIVE PROGRAM)

