

ADMINISTRATIVE CIRCULAR NO. 91
Office of the Deputy Superintendent

SAN DIEGO CITY SCHOOLS

Date: March 17, 2006

To: All School Principals

Subject: SPRING 2006 DISTRICTWIDE TESTING FOR GRADES 2-11: State Testing and Reporting (STAR) Program California Standards Tests (CSTs), California Achievement Test, Sixth Edition (CAT/6), California Alternate Performance Assessment (CAPA), and the California State University (CSU) Early Assessment Program (EAP)

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

Due Date: Various dates beginning April 28 for the CSU EAP Essay, beginning May 18 for STAR at Traditional Calendar schools and June 20 for STAR at Year-Round schools. 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 the appropriate STAR test; return all required STAR materials, including a completed and signed Certification/ Apportionment form, materials inventory, and test security affidavits as outlined in accordance with STAR program regulations.

Brief Explanation:

General Overview

This circular details the testing procedures for districtwide testing at all schools, as required by the State Testing and Reporting (STAR) Program. The STAR Program consists of the California Standards Tests (CSTs), the California Achievement Test, Sixth Edition, Survey (CAT/6) and the California Alternate Performance Assessment (CAPA). The STAR Program includes **all** students in Grades 2-11 including English Learners, Special Education students, and students with 504 Plans. A new No Child Left Behind (NCLB) California Science Standards test is now mandatory for students at Grade 8 and a new NCLB California Life Science Standards test is now mandatory for students at Grade 10. The Grade 10 NCLB Life Science is built around the Life Science and Biology California Standards. **A very few severely cognitively disabled students will participate in STAR using the California Alternate Performance Assessment (CAPA) – rather than the CSTs and CAT/6 – if it is so specified in the students' Individualized Education Programs (IEPs). Only those students who have been exempted from testing by a parent or guardian will not participate in STAR Program (CST, CAT/6, CAPA) testing.**

It is highly recommended that the CSTs be administered first. The following tests/subtests are **required** and must be administered to appropriate level students:

GRADES 2-6
Standards-Based Tests <ul style="list-style-type: none"> • English Language Arts CST • Mathematics CST • Science CST (Grade 5 Only)

GRADES 7-11
Standards-Based Tests <ul style="list-style-type: none"> • English Language Arts CST • Mathematics CST • History/Social Science CST (Grades 8, 10, and 11) • NCLB CA Science Standards (Grades 8 and 10) • Content-Specific Science CST (Grades 9, 10, and 11)

GRADES 3 AND 7
CAT/6 Survey Tests <ul style="list-style-type: none"> • Reading/Language Arts • Spelling • Mathematics

GRADES 2-11
CAPA <ul style="list-style-type: none"> • English Language Arts • Mathematics • Science (Grades 5, 8, and 10: Field Test Format Only)

All subtests in the STAR grade-level test booklet are **mandated** at each grade level and must be administered. Any additionally required CSTs in mathematics (Grades 8 through 11) and science (Grades 9 through 11) must also be administered. Note: Test materials for Grade 3 come in two booklets: Book 1 contains the CSTs and Book 2 the CAT/6. *With the exception of students who are assessed with the CAPA, all tests/subtests must be administered to all students.*

The California State University (CSU) Early Assessment Program (EAP) is again offered to interested Grade 11 students. Grade 11 students wishing to participate in this program in English Language Arts (ELA) must complete an additional 15 items at end of the Grade 11 ELA CST **and** complete a timed 45 minute Essay. The combination of these items will provide a score, which the CSU will use to determine if a student is exempt from taking the CSU placement test for entering freshman. To participate in the Mathematics part of the EAP, students must complete an additional 15 items at the end of the Algebra II CST or High School Summative Mathematics Test (HSM) CST. These additional items, coupled with items from either the Algebra II CST or the HSM CST, will provide a score to the CSU system for a full exemption or a conditional exemption from the CSU mathematics placement exam. The conditional exemption requires the taking and passing of an approved senior-year course to qualify for a full exemption.

Testing Schedule(s) (including make-ups):

CALENDAR	DATES
All Schools – EAP Essay only	Upon Receipt of EAP Essay material (April 28)
Traditional	April 27-May 18
Year-Round	May 30-June 20

Testing Levels

Attachment A (Pages 1-3) – *CST and CAT/6 Scope and Sequence Chart: Administration Information Grades 2-6, 6-8, and 7-11* – provides information about CST and CAT/6 tests at each level, including item counts and administration time for each subtest. Attachment A (Page 4) provides information about CAPA tests at each level, including item counts and administration time for each subtest.

Materials Delivery

Grades 2-11 test booklets, answer documents, *Directions for Administering*, California Standards Booklets, CAPA examiner's manuals, Grades 2-4 practice tests and practice test *Directions for Administering* are being shipped to the district by Educational Testing Services (ETS). They will be delivered to schools via truck mail on the school's first delivery day after a district-level inventory has been completed. By law, schools may receive STAR testing materials no more than 10 days nor less than 5 days before the first day of the testing window. Note: Practice tests for Grades 2-4 may be used consumably. **All other materials listed above, except practice test materials, must be returned to the publisher within state mandated time lines.** Any Grade 5-11 practice tests purchased by the site are to be retained on site for future use. **Because schools are liable to the publisher for excess materials, requests for additional materials must reflect actual needs.** The publisher will compare scorable test documents with the numbers ordered to determine whether excess materials were ordered. See Attachment G to order additional test materials. Send your request to Barbara Wade by fax at (619) 725-7070 or via e-mail bwade@sandi.net. The EAP Essay materials, packaged separately, will be included at the end of the STAR materials for schools with Grade 11 students.

Who Must be Tested?

The STAR program includes **ALL students in Grades 2-11 – including English Learners, Special Education students with IEPs, and students with 504 Plans.** Please remember that at least 95 percent of students schoolwide and in each numerically significant subgroup must be tested in both English Language Arts and Mathematics to meet the participation requirements for NCLB Adequate Yearly Progress (AYP). **All students enrolled in Grades 2-11 at your site on your site's first day of testing must participate in the STAR program in one of the following ways:**

- **Full Participation**

The State Board of Education expects every student in Grades 2-11 to participate in STAR under normal testing conditions. Exceptions are as follows: exemption by a parent or guardian, a specific accommodation allowance as called for in a student's IEP or 504 Plan, or assessment by taking the CAPA. Students enrolled in charter schools, continuation schools, independent study, hospital instruction, home schooling, and/or community day school must be tested and must be tested by a credentialed staff member or be exempted from testing by parent/guardian request as described below. All English Learners are mandated to take the STAR test regardless of the length of time they have been enrolled in California Public Schools. If an English Learner is enrolled at your school on your site's first day of testing, they must take all subtests as described above. There are **no** exceptions.

- **Participation through Accommodation(s)**

Students with IEPs or 504 Plans: These students are required to participate in **all** components of STAR. Each student's IEP or 504 Plan will determine what accommodations can be made when taking the test. Please, be reminded that accommodations are not allowed specifically for testing purposes; they **must also be in use in the student's regular daily instructional program.** See Attachment D. Any test taken with an allowable accommodation considered to be a *modification* will have a negative impact in that score's contribution to a school's API and any test taken with the modification will **not** be counted for NCLB participation on the school's annual AYP report.

Students served by the Program for Visually Impaired requiring a large print or Braille Version will be provided with the appropriate STAR materials. **Materials for these students will be provided by the district based on school and grade level information as provided by school site staff.** Students NOT SERVED by the Program for Visually Impaired but whose IEP or 504 Plan requires large print test materials will be provided with the large print version. All information marked in a large print booklet or answer document must be transcribed to a regular pre-coded or hand-coded booklet or answer document. Failure to transcribe answers to the regular student answer document will result in a \$350 “late scoring fee” charge from Educational Testing Service (ETS).

Out-of-Level Testing is not an option. Out-of-level testing at all grades **is not permitted.**

English Learners may be tested with any approved EL variations that are used on a regular basis for daily classroom participation. See Attachment D.

- **Participation through the California Alternate Performance Assessment (CAPA)**

The CAPA is the only allowable alternate assessment to the STAR test. The CAPA is to be administered in the same testing window as the STAR CST and CAT/6. The CAPA assessment is available only to students in Grades 2-11 with a severe cognitive disability whose IEP team has determined that CAPA is the best format for the STAR assessment. **No other alternate assessment to the STAR CST and CAT/6 is permitted.** Close coordination between the STAR Site Testing Coordinator and the site's special education department to coordinate the ordering and administration of CAPA is critical. **Only fully trained, qualified staff may administer the CAPA.** This training should occur early and can be arranged through the ILS/PACE Program Office (Beth Pollard, 858-693-5500) in Special Education.

- **Exemption by parent or guardian**

A parent or legal guardian may exempt a student from all or part of STAR mandated testing. **The parent or guardian must initiate such a request and no school official shall solicit such a written request on behalf of any child. The parent or guardian must complete Attachment B. Any subtest that is NOT to be administered to a student must be initialed and a parent or guardian signature is required.** The original form should be kept on file at the site and appropriate teachers notified. A copy of the completed form should be given to the parent or guardian. (Note: Attachment B is to be used **only** in the event of a parent or guardian request. **It is not to be mailed or given to all parents.** Students exempted from STAR testing will have a negative impact on the school's Academic Performance Index (API) and Adequate Yearly Progress (AYP) participation rates.

- **All English Learners must be tested with STAR.** This includes both the CSTs and the CAT/6 Survey at Grades 3 and 7. All English Learners being tested with STAR may be afforded EL accommodations as indicated on Attachment D if the accommodation(s) is/are used on a regular basis for daily classroom participation.

A STAR test booklet, Grades 2 and 3, answer document (Grades 4-11) or CAPA answer document with **all** demographic information completed must be submitted as a **scorable document** for **each and every** student at Grades 2-11 who is **enrolled at your site on your site's first day of testing.** This includes students **exempted** from STAR testing by a parent or guardian and students **absent** for the entire testing window. Principals will be asked to certify the number of students exempted and/or absent on the Principal's Certification/Appportionment Form (Attachment C).

Characteristics of STAR Test Administration

- No STAR testing is required at kindergarten, Grade 1 or Grade 12.
- Students in Grades 2-11 at all schools (except those students whose parent/guardian has exempted them from all or part of STAR testing) must be administered **all** required subtests as identified in this circular.
- **The use of calculators is prohibited on STAR unless indicated as a modification for a Special Education student and the modification is used in regular classroom instruction by the student.**
- Pre-coded answer documents will be provided for students enrolled at sites as of February 9 for traditional calendar schools and March 20 for year-round schools. This means a barcode label will be preprinted on Grade 2 and Grade 3 test booklets and on Grade 4-11 answer folders. This includes answer documents for students to be assessed with the CAPA. In addition, a follow-up file will be submitted to ETS approximately 5 days before the first day of testing for each track to receive bar-coded **labels** for students enrolling **after** the February 9 and March 20 deadlines.

Students are not to print or enter any demographic identification information on answer documents except as described below. A teacher, or other adult, is responsible for completing any required fields on pre-coded documents or blank answer documents. These required fields are outlined in the “Annotated for SDCS Site Coordinator’s Manual” and other training materials received at the March 30, April 4, and April 6 CST and CAT/6 Nuts and Bolts workshops for traditional track schools, the May 11 and 16 CST and CAT/6 Nuts and Bolts workshops for year round schools, the March 28 CAPA Nuts and Bolts workshop for traditional schools, and the May 9 CAPA Nuts and Bolts workshop for year round schools.

“Parent Education Level” section of answer documents: Students at the middle school and high school level ONLY may grid/bubble in the “Parent Education Level,” Box 10, if so instructed. Teachers are to complete this section, Box 10, on the answer documents for elementary students. Teachers/examiners should examine this box upon completion of testing and mark the “Declined to state or unknown” bubble for those left blank. Be reminded, that “Parent Education Level” and participation in the National School Lunch Program (NSLP) are used to determine the socioeconomic level for the school for API purposes. Failure to code the Parent Education Level, Box 10, will most likely have a negative impact on your school's API as the default becomes “declined to state or unknown.”

If preprinted information on the barcode label for a student is incorrect, the answer document is to be marked "VOID" and **returned** with the site’s **nonscorable materials**. A new (blank) answer document must be completed for that student **with all demographic information gridded onto the document** just as if the student were new and for whom no bar-coded document was provided.

Schools testing students in Grades K, 1 or 12 will not receive preprinted answer documents. Demographic information for these grades must be hand-entered and bubbled-in on all student answer documents.

Special Attention Topics

- **Each** grade level has multiple versions of the test, except for the CAPA. Schools will receive only one (1) version at Grades 2 and 3. However, sites with Grades 4-11 will receive multiple versions of each grade level and it is **imperative** that the student or test examiner indicate on the answer document the version being used. It is critical that each student receive the same test (version) for the entire testing window. Failure to do so may result in a school's API being **invalidated**. All schools in our district will use Version 5 of the CAPA. Schools will again be directed to “double rate” at least 10 percent of the students taking the CAPA at their site. It is absolutely critical that the CAPA examiner indicate on the CAPA answer document(s) for a child the appropriate level administered, Level I or the grade-determined Level as indicated by the students IEP.
- With the exception of CAPA, there is a different test for each grade with each grade level having a different color front cover. Answer documents are color-coded to match the test booklet color. Be certain that students receive the appropriate test booklet and/or answer document for their grade level. **No** out-of-level testing is permitted.
- It is **imperative** that any student eligible to be tested with CAPA, per the student’s IEP, is tested with the appropriate level of the CAPA as identified in the IEP **and** that the examiner indicate on the student’s answer document the level of CAPA administered.
- It is **imperative** that students in Grades 8-11 correctly indicate which California Mathematics Standards test is being taken **and** to indicate the version of the CST. Failure to do so may result in a school having less than the required participation rate required by API/AYP.
- It is **imperative** that students in Grades 9-11 correctly indicate which California Science Standards test is taken **and** to indicate the version of the CST. Failure to do so may result in a school having less than the required participation rate required by API/AYP. **In addition**, students in Grades 8 and 10 are **mandated** to take the NCLB science test found in the grade-level booklet.
- Although some levels of tests, along with the *Directions for Administering* (DFA), are written so they can be administered in a multigraded classroom (e.g., same number of items, same time intervals for the respective subtests), this is **not** recommended unless extreme caution is exercised. There is one DFA for Grades 9-11. The concern is the possibility of a wrong-level test booklet being administered.
- **All** answer documents are shipped to the publisher and are **not** returned to the district. As a result, once answer documents leave the district, there is no way to ascertain if a student or class was administered the wrong level of test and no way to rescore answer documents and/or recalculate results.
- **Sites** are responsible for the proper processing of all answer documents. Teachers should carefully follow the “Completing Forms and Preparing Materials for Scoring – District Instructions for Classroom Teachers” materials provided by their Test Site Coordinator. Site Test Coordinators are responsible for the final processing of STAR materials at their site for return to Annex 10 at the Eugene Brucker Education Center. This includes the review of scorable materials to certify that all required demographic information has been entered, the correct packaging of both scorable and nonscorable materials, and the **delivery of all materials to Annex 10 on or before the required return date and time**.

- All pre-coded or hand-coded answer documents, of any kind, returned in the non-scorable box **must** be marked as “VOID” and the **reason** for being marked as VOID. Examples would be “VOID-Moved” or “VOID-Transcribed.”
- Sites must be sure to transcribe any answer document that has come into contact with any bodily fluids including blood, vomit, etc. Failure to transcribe such documents will result in a \$350 “late scoring fee” from ETS for **each** document.
- Sites must be sure to transcribe any large-print or Braille test to the students regular pre-coded answer document. Failure to transcribe such documents will result in a \$350 “late scoring fee” from ETS for **each** document.
- **The EAP Essay must be administered and all EAP Essay materials returned to Annex 3 on or before April 28, 2006.** A school’s failure to return all EAP Essay materials to Annex 3 on or before April 28 may result in that site’s EAP essays not being scored. All EAP Essay responses will be shipped out of the district to the publisher on May 2, 2006.

Test Procedures

The importance of the proper administration of the STAR cannot be emphasized strongly enough. It is the responsibility of the **STAR Test Site Coordinator** to train all teachers/examiners/proctors in correct security, administration, processing, and packing procedures. It is the responsibility of each STAR Site Coordinator to receive the training and the materials provided at one of the STAR “Nuts and Bolts” of Test Administration 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 2006 Test Security Affidavit.”** See Attachment F.

Return of Test Materials

Test materials must be delivered 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 STAR materials are returned, all STAR testing [including make-ups] must be completed by the final day of the testing window listed on page 1.)

<u>Calendar</u>	<u>School</u>	<u>Date (Day)</u>
Traditional	G - M	May 18 (Thursday)
Traditional	N - Z	May 19 (Friday)
Traditional	A - F	May 22 (Monday)
YR	A - J	June 20 (Tuesday)
YR	K - Z	June 21 (Wednesday)
All Schools – EAP Essay	A-Z	April 28 (Friday)

Note: Test materials **are not** to be returned by audio-visual delivery or by school mail. Materials may not be delivered to Annex 10 before 8:00 a.m. Because our office has arranged for custodial help between the hours of 8:00 a.m. and 4:30 p.m., schools returning materials outside of this window should bring help to bring materials into Annex 10 as we do not have the staff to provide that service. Scorable and non-scorable materials must be packed separately but returned at the

same time. **Grade K, 1 and/or 12 test materials must be packaged separately from materials for Grades 2-11.** All EAP essay materials will be packaged separately from STAR test materials and returned by April 28. Cartons are **not** to be sealed but all required labels should be affixed in the appropriate area on the appropriate flap. **Do not complete the “Box # of ##” section on the carton flap.** This area is for the district coordinator only. **Do complete the school section on the preprinted orange label (for cartons with scorable materials) and green label (for cartons with nonscorable materials).** Affix a **magenta** label on cartons containing the EAP essay materials. For schools wishing to return their test materials early, **all** test materials should be brought to Annex 10 between the hours of 8:00 a.m. and 4:30 p.m.

When preparing scorable documents for return:

- 1. Separate answer booklets/documents according to the instructions/diagram in the Site Test Coordinator’s Manual.**
- 2. EAP essay materials, for Grade 11 only, must be packaged separately from STAR materials and returned to Annex 3 no later than April 28. Failure to return the EAP essay materials on or before April 28 may result in Grade 11 students at your site NOT receiving CSU ELA EAP scores as all EAP Essay responses will shipped from the district on May 2, 2006.**

When preparing non-scorable documents for return be certain that all pre-coded answer documents are marked as “VOID” and the reason for being marked “VOID.”

The following materials (and **only these materials**) should be retained on site:

- rulers that are provided for testing (new rulers will be provided for next year’s testing so rulers may be discarded, used by teachers in their classrooms, or given to students).
- all practice tests and practice test materials.
- “SDCS testing pencils” (retain for use next year).

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. 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. Note that on the bottom of each timesheet or log, there is a space to identify the time spent completing the form.

Contact the Mandated Cost Unit at (619) 725-7568 if you would like further information on the Mandate Reimbursement Program.

Certification of Security and State Required Information on Number of Students Tested and Exempted:

- The principal and/or test site coordinator must complete and **sign (all three pages)** of the attached Certification/Appointment Form (Attachment C) and **return them in the special red envelope (which will be provided by the Testing Unit at the “Nuts and Bolts” training sessions) along with:**

- completed (and signed) “STAR Inventory Control Form(s) – School,” and
- signed, original copies of the “STAR 2006 Test Security Affidavits” (one for each person who had access to secure test materials at any time).

Note: The two apportionment pages must have **exact counts** for **all** grade levels tested. *Enrollment on the first day* means your student enrollment at each grade level **on your site’s first day of STAR testing**. Your site's first day of testing **must** be indicated on the lower right of the certification/apportionment form. The number of students **exempted** from testing by a parent or guardian and the number of students **absent** for the entire testing window must also be entered on the apportionment form for each grade level.

- The Test Site Coordinator must also sign the Certification/Apportionment Forms.
- The Test Site Coordinator is responsible for delivering and submitting the required documents described above (in the special **red envelope**) to Testing Unit personnel in Annex 10 at the same time as the site's STAR test materials are delivered. **The red envelope with these documents should not be packed in cartons with other test materials. It is to be handed to a testing unit person when signing for the delivery of site testing materials.** Sites should make a copy of all documents for their files.

These tests are 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@mail.sandi.net.

Robert Raines
Director
Assessment Services

APPROVED:



Geno Flores
Deputy Superintendent

RR

Attachments (7)

Distribution: Lists B, D, E, and F

SAN DIEGO CITY SCHOOLS
Office of the Deputy Superintendent
Testing Unit, Assessment Services

2006 ELEMENTARY CALIFORNIA STANDARDS TESTS/CAT/6 SURVEY SCOPE & SEQUENCE CHART: ADMINISTRATION INFORMATION GRADES 2 - 6

*Administer ALL ENGLISH- OR READING/LANGUAGE ARTS and MATHEMATICS TESTS to students in Grades 2 - 6
Administer SPELLING TEST to students in Grade 3, WRITING ASSESSMENT to students in Grade 4, and SCIENCE TEST to students in Grade 5*

GRADE	2		3		4		5		6	
LEVEL	Level 12		Level 13		Level 14		Level 15		Level 16	
CALIFORNIA STANDARDS TESTS (CSTs) ²	# Items	# Mins. ¹	# Items	# Mins. ¹	# Items	# Mins. ¹	# Items	# Mins. ¹	# Items	# Mins. ¹
English-Language Arts	71	150	71	150	81	170	81	170	81	170
Part 1		50		50		85		85		85
Part 2		50		50		85		85		85
Part 3 - only Grades 2 & 3		50		50		--		--		--
Mathematics	71	150	71	150	71	150	71	150	71	150
Part 1		50		50		75		75		75
Part 2		50		50		75		75		75
Part 3 - only Grades 2 & 3		50		50		--		--		--
Science	N/A	N/A	N/A	N/A	N/A	N/A	66	140	N/A	N/A
Part 1	N/A	N/A	N/A	N/A	N/A	N/A		70	N/A	N/A
Part 2	N/A	N/A	N/A	N/A	N/A	N/A		70	N/A	N/A
Writing Assessment³	N/A	N/A	N/A	N/A	1	75	N/A	N/A	N/A	N/A
CALIFORNIA ACHIEVEMENT TESTS, SIXTH EDITION SURVEY (CAT/6)⁴	# Items	# Mins. ¹	# Items	# Mins. ¹	# Items	# Mins. ¹	# Items	# Mins. ¹	# Items	# Mins. ¹
Reading/Language Arts	N/A	N/A	50	90	N/A	N/A	N/A	N/A	N/A	N/A
Part 1	N/A	N/A	27	45	N/A	N/A	N/A	N/A	N/A	N/A
Break ⁵	N/A	N/A		10	N/A	N/A	N/A	N/A	N/A	N/A
Part 2	N/A	N/A	23	35	N/A	N/A	N/A	N/A	N/A	N/A
Spelling	N/A	N/A	20	25	N/A	N/A	N/A	N/A	N/A	N/A
Mathematics	N/A	N/A	30	50	N/A	N/A	N/A	N/A	N/A	N/A
GRAND TOTALS	142 Items	300 Mins.	242 Items	465 Mins.	152 Items	320 Mins.	218 Items	460 Mins.	152 Items	320 Mins.
ANSWER FORM	Consumable Test Booklets					Answer Sheet: Levels 14-21/22				

November 2005

¹ The time for each part/test includes time for test administrators to distribute materials, give directions, and collect materials, as well as student working time.

² All times are approximate for scheduling. Standards Tests, including the Writing Assessment, are untimed. Multiple-choice CSTs, except for those in grades two and three, may be administered in one or two days. If both parts are administered on one day, students should have at least a 10-minute break between the two parts. The CSTs for grades two and three may be administered in two or three days, as shown in this table --->

³ Students must complete their first draft response in a single sitting.
The Writing Assessment is given on separate dates and is not included in the estimated time for English-Language Arts.

⁴ All CAT/6 subtests are timed. Test administrators must use the *Directions for Administration* to determine the time limits for each test.

⁵ Students are to be given a short break between Part 1 and Part 2 of the Reading/Language Arts test, but both parts of the test must be administered in a single session on the same day.

Scheduling for Grade 2 or 3 English-Language Arts or Mathematics CSTs		
Part 1	Part 2	Part 3
Day 1	Day 2	Day 3
Day 1		Day 2
Day 1	Day 2	

SAN DIEGO CITY SCHOOLS
Office of the Deputy Superintendent
Testing Unit, Assessment Services

2006 MIDDLE LEVEL CALIFORNIA STANDARDS TESTS/CAT/6 SURVEY SCOPE & SEQUENCE CHART: ADMINISTRATION INFORMATION GRADES 6 - 8

*Administer ALL ENGLISH- OR READING/LANGUAGE ARTS and MATHEMATICS TESTS to students in Grades 6 - 8
Administer WRITING ASSESSMENT and SPELLING TEST to students in Grade 7 and HISTORY-SOCIAL SCIENCE TEST and NCLB SCIENCE TEST to students in Grade 8*

GRADE LEVEL	6 Level 16		7 Level 17		8 Level 18	
CALIFORNIA STANDARDS TESTS (CSTs) ²	# Items	# Mins. ¹	# Items	# Mins. ¹	# Items	# Mins. ¹
English-Language Arts	81	170	81	170	81	170
Part 1		85		85		85
Part 2		85		85		85
Mathematics	71	150	71	150	71	180
Part 1		75		75		90
Part 2		75		75		90
History-Social Science	N/A	N/A	N/A	N/A	81	130
Part 1	N/A	N/A	N/A	N/A		65
Part 2	N/A	N/A	N/A	N/A		65
California Science Standards	N/A	N/A	N/A	N/A	66	120
Writing Assessment³	N/A	N/A	1	75	N/A	N/A
CALIFORNIA ACHIEVEMENT TESTS, SIXTH EDITION SURVEY (CAT/6) ⁴	# Items	# Mins. ¹	# Items	# Mins. ¹	# Items	# Mins. ¹
Reading/Language Arts	N/A	N/A	60	105	N/A	N/A
Part 1	N/A	N/A	29	50	N/A	N/A
Break ⁵	N/A	N/A		10	N/A	N/A
Part 2	N/A	N/A	31	45	N/A	N/A
Spelling	N/A	N/A	20	25	N/A	N/A
Mathematics	N/A	N/A	32	50	N/A	N/A
GRAND TOTALS	152 Items	320 Mins.	264 Items	500 Mins.	299 Items	600 Mins.
ANSWER FORM	<i>Answer Sheet: Levels 14-21/22</i>					

November 2005

¹ The time for each part/test includes time for test administrators to distribute materials, give directions, and collect materials, as well as student working time.

² All times are approximate for scheduling. Standards Tests, including the Writing Assessment, are untimed. Multiple-choice CSTs may be administered in one or two days. If both parts are administered on one day, students should have at least a 10-minute break between the two parts.

³ Students must complete their first draft response in a single sitting.

The Writing Assessment is given on separate dates and is not included in the estimated time for English-Language Arts.

⁴ All CAT/6 subtests are timed. Test administrators must use the *Directions for Administration* to determine the time limits for each test.

⁵ Students are to be given a short break between Part 1 and Part 2 of the Reading/Language Arts test, but both parts of the test must be administered in a single session on the same day.

SAN DIEGO CITY SCHOOLS
Office of the Deputy Superintendent
Testing Unit, Assessment Services

2006 SECONDARY CALIFORNIA STANDARDS TESTS/CAT/6 SURVEY SCOPE & SEQUENCE CHART: ADMINISTRATION INFORMATION GRADES 7 - 11

Administer ALL ENGLISH- OR READING/LANGUAGE ARTS and MATHEMATICS TESTS to students in Grades 7 - 8
Administer ALL ENGLISH- OR READING/LANGUAGE ARTS, MATHEMATICS, and SCIENCE TESTS to students in Grades 9 - 11
Administer WRITING ASSESSMENT and SPELLING TEST to students in Grade 7 and HISTORY SOCIAL-SCIENCE TEST to students in Grades 8, 10, and 11
Administer NCLB SCIENCE TEST to students in Grades 8 and 10

GRADE LEVEL	7		8		9		10		11	
	Level 17		Level 18		Level 19		Level 20		Level 21	
CALIFORNIA STANDARDS TESTS (CSTs) ²	# Items	# Mins. ¹	# Items	# Mins. ¹	# Items	# Mins. ¹	# Items	# Mins. ¹	# Items	# Mins. ¹
English-Language Arts	81	170	81	170	81	170	81	170	96⁶	185
Part 1		85		85		85		85		85
Part 2		85		85		85		85		100 ⁶
Mathematics	71	150	71	180	71	180	71	180	86⁶	195
Part 1		75		90		90		90		90
Part 2		75		90		90		90		105 ⁶
History-Social Science	N/A	N/A	81	130	N/A	N/A	66	110	66	110
Part 1	N/A	N/A		65	N/A	N/A		55		55
Part 2	N/A	N/A		65	N/A	N/A		55		55
California Science/Life Science Standards	N/A	N/A	66	120	N/A	N/A	66	120	N/A	N/A
Science	N/A	N/A	N/A	N/A	66	120	66	120	66	120
Part 1	N/A	N/A	N/A	N/A		60		60		60
Part 2	N/A	N/A	N/A	N/A		60		60		60
Writing Assessment³	1	75	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CALIFORNIA ACHIEVEMENT TESTS, SIXTH EDITION SURVEY (CAT/6)⁴	# Items	# Mins. ¹	# Items	# Mins. ¹	# Items	# Mins. ¹	# Items	# Mins. ¹	# Items	# Mins. ¹
Reading/Language Arts	60	105	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Part 1	29	50	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Break ⁵		10	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Part 2	31	45	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Spelling	20	25	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Science	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mathematics	32	50	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
GRAND TOTALS	264 <i>Items</i>	500 <i>Mins.</i>	299 <i>Items</i>	600 <i>Mins.</i>	218 <i>Items</i>	470 <i>Mins.</i>	350 <i>Items</i>	700 <i>Mins.</i>	314 <i>Items</i>	610 <i>Mins.</i>
ANSWER FORM	<i>Answer Sheet Levels 14-21/22</i>									

November 2005

¹ The time for each part/test includes time for test administrators to distribute materials, give directions, and collect materials, as well as student working time.

² All times are approximate for scheduling. Standards Tests, including the Writing Assessment, are untimed. Multiple-choice CSTs may be administered in one or two days. If both parts are administered on one day, students should have at least a 10-minute break between the two parts.

³ Students must complete their first draft response in a single sitting.

The Writing Assessment is given on separate dates and is not included in the estimated time for English-Language Arts.

⁴ All CAT/6 subtests are timed. Test administrators must use the *Directions for Administration* to determine the time limits for each test.

⁵ Students are to be given a short break between Part 1 and Part 2 of the Reading/Language Arts test, but both parts of the test must be administered in a single session on the same day.

⁶ The estimated time for part 2 of the CSTs in English-Language Arts and Mathematics in grade 11 includes time for students to participate in the California State University (CSU) Early Assessment Program (EAP). To participate in the EAP for English, students must take the English-Language Arts CST, the EAP multiple-choice questions for English, and the EAP Writing Test. The time shown in the chart does not include the EAP Writing Test, which will be administered on a separate date. To participate in the EAP for Mathematics, students must take the Algebra II CST or Summative High School Mathematics CST and the EAP multiple-choice questions for Mathematics.

SAN DIEGO CITY SCHOOLS
Office of the Deputy Superintendent
Testing Unit, Assessment Services

**CALIFORNIA ALTERNATE PERFORMANCE ASSESSMENT (CAPA)
2006 SCOPE & SEQUENCE CHART: ADMINISTRATION INFORMATION GRADES 2 - 11**

LEVEL	1 ¹		2		3		4		5	
GRADES	2 through 11		2 and 3		4 and 5		6, 7 and 8		9, 10, and 11	
CALIFORNIA ALTERNATE PERFORMANCE ASSESSMENT (CAPA)	# Items	#Mins. ²	# Items	#Mins. ²	# Items	#Mins. ²	# Items	#Mins. ²	# Items	#Mins. ²
English-Language Arts	10	30	10	30	10	30	10	30	10	30
Mathematics	10	30	10	30	10	30	10	30	10	30
Science (field test) ³	10 (Grades 5, 8, & 10 only!)	30	N/A	N/A	10 (Grade 5 only!)	30	10 (Grade 8 only!)	30	10 (Grade 10 only!)	30
GRAND TOTALS	30 Items	90 Mins.	20 Items	60 Mins.	30 Items	90 Mins.	30 Items	90 Mins.	30 Items	90 Mins.

November 2005

¹The CAPA Level 1 test is given to students in Grades 2-11 with developmental levels of 0 through 24 months.

²Testing times for the CAPA are approximate. This assessment is administered individually and the testing time varies from one student to another based upon factors such as the student's response time and attention span.

³The Science tests for Levels I, III, and V are continuing field-test assessments that are required for all students in Grades 5 and 10. The Science tests for Levels I and IV are field-tests that are required for all students in Grade 8.

The Science field test at Level 1 is to be administered to Grade 5, 8, and 10 students only!

The Science field test at Level 3 is to be administered to Grade 5 students only!

The Science field test at Level 4 is to be administered to Grade 8 students only!

The Science field test at Level 5 is to be administered to Grade 10 students only!

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, Assessment Services

CERTIFICATION FORM:
2006 Districtwide Testing for STAR Program, Grades 2-11
Proper Test Administration - California Standards Tests+CAT/6 Survey and CAPA

PRINCIPAL'S CERTIFICATION TO SUPERINTENDENT

I certify that pupils in Grades _____ at _____ School were administered the **STAR (CSTs , CAT/6 Survey and the CAPA)** during the testing period prescribed for the Districtwide Testing Program, and that:

- “STAR 2006 Test Security Affidavits” were completed by all individuals given access to secure test materials.
- Security procedures required by the STAR Program were followed and all test materials have been accounted for and properly packaged for return to the publisher.
- State regulations and criteria with respect to a parent or guardian signature were used to exempt students from testing.
- Only those accommodations and/or modifications, as approved for Special Education, 504 Plan students and English Learners (ELs) were provided to those students entitled to such accommodations.
- All students used white "SDCS Testing Pencil #2" pencils or an appropriate equivalent.
- All personnel, including certificated staff and proctors, charged with the responsibility of administering the tests received instruction in proper testing and handling procedures.
- Proper procedures as outlined in the *Directions for Administration* were followed.
- All students were administered all state- and district-required subtests.
- An accurate accounting of the number of pupils **eligible for testing, exempted from testing** by a parent or guardian, **absent from testing** for the entire testing window, and/or **tested**, including **CAPA**, is provided on the **reverse side** of this sheet **which I have also signed**.
- I acknowledge that failure to test less than 95% of my school's eligible population and that failure to have a 90% participation level for all subtests may result in an **invalid API**.

Signed: _____ (Date): _____
(Principal Signature)

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

Name: _____ Phone Number: _____

Note: This form must be turned in to Testing Unit personnel in **Annex 10** no later than 4:30 p.m. on your school's scheduled return date. Place this form, making sure both sides have been completed and signed, along with all your site's signed "STAR Test Security Affidavits" and signed "STAR Inventory Control Form(s) — School" in the special RED envelope provided. **Do not pack the red envelope containing these forms in cartons with other test materials.** Retain copies of these documents for your school's files.

**San Diego Unified School District
STAR: CSTs+CAT/6 and CAPA - State Apportionment Reporting Form - 2006**

Each school district and school shall report to the California Department of Education information relevant to STAR: CSTs, CAT/6, and CAPA for each of Grades 2 through 11 as indicated below:

* **Note:** STAR CST+CAT6 and STAR CAPA answer documents are to be returned together with CAPA answer documents **at the top** of each grade.

March, 2005

Categories		Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11
A	Total Enrollment on your site's first day of STAR Testing <i>(Do not use attendance figures, fall enrollment or the number of pre-coded answer documents!)</i>										
B	Number of students in Box A taking the CAPA STAR test										
C	Number of CAPA students in Box B EXEMPTED from ALL CAPA testing per parent/guardian written request (Include a STAR CAPA answer document with "P" bubbled in Box A2 - Special Conditions.)										
D	Number of CAPA students in Box B ABSENT for regular and make-up testing. (Include a STAR CAPA answer document with "A" bubbled in Box A2 - Special Conditions.)										
E	Number of CAPA students in Box B that were assessed (Students for whom at least one activity was performed on any test and recorded by an assessor)										
F	The Number of CAPA students for which answer documents are being submitted (Box C + Box D + Box E)										
G	Total number of CAPA Answer Documents submitted (This could be a few more than Box F due to double rating)										
H	Number of students in Box A taking the "Regular STAR" test										
I	Number of "Regular STAR" students in Box H EXEMPTED from ALL STAR testing per parent/guardian written request (Include a STAR CST/CAT6 answer document/booklet with "P" bubbled in Box A2 - Special Conditions)										
J	Number of "Regular STAR" students in Box H ABSENT for regular and make-up testing. (Include a STAR CST/CAT6 answer document/booklet with "A" bubbled in Box A2 - Special Conditions)										
K	The Number of "Regular STAR" students tested (Students who had at least one test placed in front of them)										
L	The Number of "Regular STAR" students for which answer documents are being submitted (Box I + Box J + Box K)										
M	Total number of Student Answer Documents submitted (G+L)										

This form must be returned with both sides completed and signed in the RED ENVELOPE!

Your site's first day of testing: _____

School: _____

Principal's Signature: _____

Date: _____

STAR Test Site Coordinator's Signature: _____

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

Test Variation (1)/Accommodation (2)/ Modification (3)	STAR			CAHSEE	CELDT	Physical Fitness
	CAT/6 Survey	CST	APRENDA 3			
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
Administration of 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 Survey	STAR CST	APRENDA 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)	ALL For Grade 3, marks must be erased to avoid scanning interference	ALL For Grades 2 & 3, marks must be erased to avoid scanning interference	2 Grades 4-11 For Grades 2 & 3, marks 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

Test Variations for Administration California Statewide Assessments for English Learners*

Test Variation	STAR		CAHSEE	Physical Fitness
	CAT/6 Survey	CST		
Hear the test directions printed in the test administration manual translated into the student's primary language. Ask clarifying questions about the test directions in the student's primary language.	Variation Allowed	Variation Allowed	Variation Allowed	Variation Allowed
Additional supervised breaks within a testing day or following each section (STAR) within a test part provided that the test section is completed within a testing day. A test section is identified by a "STOP" at the end of it.	Variation Allowed	Variation Allowed	Variation Allowed	Not Applicable
ELs may have the opportunity to be tested separately with other ELs provided that the student is directly supervised by an employee of the school who has signed the test security affidavit and the student has been provided such a flexible setting as part of his/her regular instruction or assessment.	Variation Allowed	Variation Allowed	Variation Allowed	Variation Allowed
Access to translation glossaries/word lists (English-to-primary language). Glossaries/word lists shall not include definitions or formulas.	Not allowed	Variation Allowed Math, science, history- social science	Variation Allowed	Not applicable
		Not allowed for ELA		

January 4, 2006

* Because the CELDT is a test specifically for English Learners, there are no separate guidelines for administering the CELDT to this population. Please refer to the *Test Variations/Accommodations/Modifications for the Administration of California Statewide Assessments* for additional variations for all students, including English Learners.

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)



2006 STAR Test Security Agreement for District and Test Site Coordinators

I acknowledge by my signature on this form that the designated achievement test, the standards-based achievement tests, and the California Alternate Performance Assessment are secure tests and agree to each of the following conditions to ensure test security.

1. I will take all necessary precautions to safeguard all tests and test materials by limiting access to persons within the school district with a responsible, professional interest in the tests' security.
2. I will keep on file the names of all persons having access to tests and test materials. All persons having access to the materials shall be required by the coordinator to sign the STAR Test Security Affidavit that will be kept on file in the school district office.
3. I will keep the designated achievement test and the standards-based achievement tests and test materials in a secure, locked location and will deliver tests and test materials only to those persons who have executed STAR Test Security Affidavits, on actual testing dates as provided in California Code of Regulations, Title 5, Division 1, Chapter 2, Subchapter 3.75.
4. I will keep the STAR materials in a secure locked location when not being used by examiners to prepare for and to administer the assessment. I will adhere to the contractor's directions for the distribution of the assessment materials to examiners.
5. I will not copy any part of the tests or test materials without written permission from the Department to do so.
6. I will not disclose, or allow to be disclosed, the contents of, or the test instrument. I will not review any test questions, passages, or other test items with any other person before, during, or after the test administration.
7. I will not review test questions, develop any scoring keys or review or score any pupil responses except as required by the contractor's manuals.

By signing my name to this document, I am assuring that I will abide by the above conditions.

Signed

Print Name

Title

School

School District

Date



2006 STAR Test Security Affidavit

For Test Examiners, Proctors, Scribes, and Any Other Person Having Access to STAR Tests

Note: This agreement covers both the fall field test as well as the spring administrations

I acknowledge that I will have access to the designated achievement test and to the standards-based achievement tests and the California Alternate Performance Assessment for the purpose of administering the test(s). I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the tests to any other person through verbal, written, or any other means of communication.
2. I will not copy any part of the test(s) or test materials.
3. I will keep the test(s) secure until the test(s) are actually distributed to pupils.
4. I will limit access to the test(s) and test materials by test examinees to the actual testing periods when they are taking the test(s).
5. I will collect and account for all materials following each period of testing and will not permit pupils to remove test materials from the room where testing takes place.
6. I will not review any test questions, passages, or other test items with pupils or any other person before, during, or following testing.
7. I will not develop scoring keys or review or score any pupil responses except as required by the contractor's administration manual(s) to prepare answer documents for machine or other scoring.
8. I will return all test materials to the designated STAR test site coordinator daily upon completion of testing.
9. I will administer the test(s) in accordance with the directions for test administration set forth in the contractor's manual for test administration.
10. I have been trained to administer the tests.

Signed

Print Name

Position

School

School District

Date

STAR CST, CAT/6, and CAPA
Request for Additional Materials (Grades 2-7)

School: _____
 Requester: _____

Phone: _____
 Request Date: _____

Fax to Barbara Wade: (619) 725-7070

Grade	Item	Number Requested
2 Version: ____	STAR Machine-scorable Test Booklets	
	<i>Directions for Administration</i>	
	Practice Tests	
	<i>Practice Tests DFA</i>	
	Rulers	
3 Version: ____	STAR Machine-scorable CST Test Booklets	
	STAR Machine-scorable CAT/6 Test Booklets	
	<i>Directions for Administration</i>	
	Practice Tests	
	<i>Practice Tests DFA</i>	
4	STAR Multiple-Choice Test Booklets	
	<i>Directions for Administration</i>	
	Practice Tests	
	<i>Practice Tests DFA</i>	
	Rulers	
5	STAR Multiple-Choice Test Booklets	
	<i>Directions for Administration</i>	
	Machine-scoreable Answer Document	
	Rulers	
6	STAR Multiple-Choice Test Booklets	
	<i>Directions for Administration</i>	
	Machine-scoreable Answer Document	
	Rulers	
7	STAR Multiple-Choice Test Booklets	
	<i>Directions for Administration</i>	
	Machine-scoreable Answer Document	
	Rulers	

STAR CST, CAT/6, and CAPA
Request for Additional Materials (Grades 8-11)

School: _____
 Requester: _____

Phone: _____
 Request Date: _____

Fax to Barbara Wade: (619) 725-7070

Grade	Item	Number Requested
8	STAR Multiple-Choice Test Booklet	
	<i>Directions for Administration</i>	
	Machine-scoreable Answer Document	
	Standards Tests - See Below	
9	STAR Multiple-Choice Test Booklet	
	<i>Directions for Administration</i>	
	Machine-scoreable Answer Document	
	Standards Tests - See Below	
10	STAR Multiple-Choice Test Booklet	
	<i>Directions for Administration</i>	
	Machine-scoreable Answer Document	
	Standards Tests - See Below	
11	STAR Multiple-Choice Test Booklet	
	<i>Directions for Administration</i>	
	Machine-scoreable Answer Document	
	Standards Tests - See Below	
	Math Standards Test Booklets:	
	<i>General Math (for grade 8 & 9, only)</i>	
	<i>Algebra I (8-11)</i>	
	<i>Geometry (8-11)</i>	
	<i>Algebra II (8-11)</i>	
	<i>Integrated Mathematics 1 (8-11)</i>	
	<i>Integrated Mathematics 2 (8-11)</i>	
	<i>Integrated Mathematics 3 (8-11)</i>	
	<i>Summative High School Mathematics (9-11)</i>	
	Science Standards Test Booklets:	
	<i>Biology (9-11)</i>	
	<i>Chemistry (9-11)</i>	
	<i>Earth Science (9-11)</i>	
	<i>Physics (9-11)</i>	
	<i>Integrated Science 1 (9-11)</i>	
	<i>Integrated Science 2 (9-11)</i>	
	<i>Integrated Science 3 (9-11)</i>	
	<i>Integrated Science 4 (9-11)</i>	
	Paper Rulers	

**STAR CST, CAT/6, and CAPA
Request for Additional Materials-CAPA**

School: _____
Requester: _____

Phone: _____
Request Date: _____

Fax to Barbara Wade: (619) 725-7070

	Item	Number Requested
	CAPA Examiner's Manual	
	Machine-scoreable Answer Document	