

ADMINISTRATIVE CIRCULAR NO. 40
Office of Accountability

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 4, 2011

To: Senior High School Principals

Subject: QUALIFYING EXAMINATION FOR MATHEMATICS 150,
HONORS CALCULUS

**Department and/or
Persons Concerned:** Principals, Counselors, and Teachers of Pre-Calculus or Honors
Pre-Calculus

Due Dates: See **Actions Requested** section below

Reference: None

Action Requested: Order tests from Mesa College by **January 28, 2011**. Administer test during the week of **February 22, 2011**. Submit Score Distribution (blue form) to Mesa College by **February 28, 2011**. Return all tests, keys, and answer sheets to Mesa College by **March 3, 2011**. Submit the Roster (yellow form) to Mesa College by **March 11, 2011**.

Brief Explanation:

All students planning to take Mathematics 150, Honors Calculus must take the qualifying exam provided by Mesa College. The examination should be scheduled during the week of **February 22, 2011**. The examination has one section with a time limit of 50 minutes. There is no penalty for guessing.

Tests are to be ordered from Mesa College using an order form that will be sent from the Accelerated College Program at Mesa College. **Orders should be placed by January 28, 2011**. Schools that do not currently offer Mathematics 150 or do not plan to offer Mathematics 150 during the 2010-11 school year should not submit an order.

The materials will be delivered to the designated person during the week of **February 14, 2011**. The package will include:

- | | |
|--------------------------|--|
| 1) Detailed instructions | 4) Answer keys |
| 2) Tests | 5) Score Distribution form (blue) |
| 3) Student answer sheets | 6) Rosters for names, scores, recommendations (yellow) |

Following administration of the test, it is requested that:

- 1) Distribution of scores via the blue form OR telephone message **(619) 388-2346** must reach Mesa College by 4:00 p.m. on **February 28, 2011**.
- 2) All tests, keys, and answer sheets should be sent to **Laura Creswell, Mesa College, G-248** via the Math 150-151 instructor at your school or via inter-school mail by **March 3, 2011**.
- 3) After receipt of *Guidelines for Interpreting Scores*, the yellow rosters of names, scores, and recommendations must be completed. Head counselors should receive a copy. The yellow form should be returned to Laura Creswell, Mesa College, G-248 by **March 11, 2011**.

If materials are not received or if there are any questions or shortages of materials, please notify Laura Creswell at **(619) 388-2346** or email her at **lcreswel@sdccd.edu**.

Erin Gordon
Director, Assessment Services

APPROVED:



Ronald G. Rode
Executive Director

Distribution: Lists B and F