
State Mandated Testing – Student Demographic Pre-Identification
Services Ordering (ARE-W005)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction work instruction outlines how the Assessment, Research, and Evaluation Department orders student demographic pre-identification services

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5.0 PROCEDURE:

- 5.1 All Mandated Tests – Office Technician obtains a blanket requisition order and purchase order. (Refer to BUD-

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5.7.10.4 STAR Aprenda 3 test - Application Specialist I or II will upload the pre-identification file to the Aprenda 3 website.

5.7.10.4.1 The website will indicate if there are errors or warnings.

5.7.10.4.2 Application Specialist I or II will correct any data errors from the Aprenda 3 website.

5.7.10.4.3 Application Specialist I or II will email the Coordinator III after the pre-identification file has been successfully uploaded without errors.

5.7.10.5 Physical Fitness testing Application Specialist will upload the pre-identification file to the Physical Fitness website.

5.7.10.5.1 The website will indicate if there are errors or warnings.

5.7.10.5.2 Application Specialist I or II will correct any data errors from the Physical Fitness website.

5.7.10.5.3 Application Specialist I or II will email the Physical Fitness coordinator after the pre-identification file has been successfully upload without errors.

5.8 All Mandated Tests - ARE staff receives student demographic pre-identification service materials.

5.8.1 STAR-ETS tests – Student demographic pre-identification data is barcoded on the answer document or printed on labels that will be affixed to the answer document.

5.8.2 CELDT test – Student demographic pre-identification data is printed on labels that will be affixed to the answer document.

5.8.3 STAR-Aprenda 3 test, CAHSEE test, and PFT test – Student demographic pre-identification data is barcoded on the answer document.

6.0 ASSOCIATED DOCUMENTS:

6.1 Requisition order

6.2 Purchase order

6.3 Answer documents

6.4 Student demographic pre-identification labels

6.5 California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration

6.6 CAHSEE 2006-2007 Pre-identification file Description

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- 6.7 CELDT 2006-2007 Form F Pre-Identification File Layout
- 6.8 STAR Aprenda 3 DPLT Standardized Testing an Reporting Program 2006-07 Pre-Identification File Layout
- 6.9 Pre-code Data File Layout Pre-coding, Scanning, & Reporting Services 2007 California Physical Physical Fitness Test

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Requisition order	ARE files	5 years	Discard as desired.	Access limited to ARE staff.
Purchase order	ARE files	5 years	Discard as desired.	Access limited to ARE staff.
California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration	ARE files	5 years	Discard as desired.	Access limited to ARE staff.
CAHSEE 2006-2007 Pre-identification file Description	ARE files	5 years	Discard as desired.	Access limited to ARE staff.
CELDT 2006-2007 Form F Pre-Identification File Layout	ARE files	5 years	Discard as desired.	Access limited to ARE staff.
STAR Aprenda 3 DPLT Standardized Testing an Reporting Program 2006-07 Pre-Identification File Layout	ARE files	5 years	Discard as desired.	Access limited to ARE staff.
Pre-code Data File Layout Pre-coding, Scanning, & Reporting Services 2007 California Physical Physical Fitness Test	ARE files	5 years	Discard as desired.	Access limited to ARE staff.

8.0 REVISION HISTORY:

Date: **Rev.**