

ADMINISTRATIVE CIRCULAR NO. 63
Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 6, 2008

To: Elementary and Middle Level School Principals

Subject: SPRING 2008 ADMINISTRATION OF CALIFORNIA STAR WRITING STANDARDS ASSESSMENT: GRADES 4 AND 7

Department and/or Persons Concerned: Principals, Vice Principals, Writing Assessment Test Coordinators and Head Counselors

Due Date: All schools: March 5, 2008

Reference: None

Action Requested: Administer STAR Writing Assessment, Grades 4 and 7

Attachments:

- A. Parent /Guardian Request to Exempt Student/English-Spanish Versions
- B. 1) Principal's Certification Form
2) STAR 2008 Writing Assessment Apportionment Reporting Form
- C. Testing Variations/Accommodations/Modifications
- D. 1) 2008 STAR Test Security Agreement
2) 2008 STAR Test Security Affidavit
- E. Request for Additional CST Writing Materials

Brief Explanation:

This circular provides background information and test administration details for the STAR English Language Arts (ELA) Writing Assessment.

A. Background/Format

The California Standardized Testing and Reporting Program (STAR) was established by Senate Bill 376 in 1997, amended by Senate Bill 366 in 1999, and reauthorized by Senate Bill 233 in 2001. The STAR Program requires that all public school districts in California administer standardized tests, designated by the State Board of Education (SBE), to all students in Grades 2 through 11. The ELA Writing Test is part of the STAR Program and is mandated at Grades 4 and 7. Materials for the Writing Assessment will consist of test booklets and *Directions for Administering the California Writing Standards Tests*. All test booklets will include the writing prompt, directions for responding to the writing prompt, and pages for students to plan and write a response to the prompt. Required student demographic data fields are identical to those required for the STAR California Standards Tests (CSTs) and CAT/6 Survey.

B. Testing Schedule

This test is **state mandated** and all students, Grades 4 and 7, are to be tested with the STAR California Standards Writing Test on March 4 with a make-up day on March 5, 2008. Test materials are due to arrive at school sites by audio-visual delivery truck between 5 and 10 days before the first day of testing, March 4, 2008.

C. Who Must Test?

All students, Grades 4 and 7, who are enrolled in California Public Schools, on March 4 and 5, are to be administered the California Writing Standards Test. These students must also take the STAR multiple-choice tests and other CSTs later in the year. In addition, students in charter schools, continuation schools, independent study, hospital instruction, home schooling, and/or community day school must be tested. A credentialed staff member must test all students. **Braille, Large Print and Audio CD** versions of the Writing Standards Test are available. Contact Denise Ormsbee at (619) 725-7059 or at dormsbee@sandi.net immediately if you have not yet ordered these special tests for your students. Accommodations and modifications for Special Education students' participation in STAR in 2008 (Attachment C) are to occur in one of the following ways:

- participation through accommodation(s) per the student's IEP or 504 Plan (Attachment C),
- no participation in STAR based on a parent/guardian exemption request (Attachment A),
- participation in the California Alternate Performance Assessment (CAPA), or
- full participation in STAR.

D. Administration of Examinations

It is imperative that all instructions in the *SDUSD Annotated Site Coordinator's Manual and the Directions for Administration* are followed carefully, particularly those sections that describe testing and security procedures (including procedures for the safekeeping and accounting of all test materials). It is critical that persons administering the test are completely familiar with the directions in the manual for sorting, packaging, and returning the STAR Writing Assessment materials to the Assessment Services Department.

The Writing Standards Test will be matched with the English Language Arts Standards Test at Grades 4 and 7 to determine a CST ELA performance level for students at these grades. It is essential that each student's name, SSID number, 5-digit or 9-digit district ID number, birth date and grade be entered identically on both test documents. A list of students' names, birth dates, gender, and grades as entered on the writing test booklet should be used to verify the accuracy of coding on the second document. It is permissible to make a photocopy of the back page of the CST ELA Writing assessment to determine how to code the demographic data on the Multiple-Choice portion of the ELA CST. This applies **ONLY** to those students using non-barcoded answer documents. **The CST ELA Writing Assessment does not require the submission of a test booklet for every child enrolled at your site on the first day of testing, March 4. However, each site must account for each Grade 4 and/or Grade 7 student enrolled on March 4 on the apportionment form, whether the student attempted the test or not. Only students who engaged the Writing Assessment,**

including students given the opportunity but “refusing to participate,” must have a student booklet submitted with both demographic pages completed if the booklet is not pre-coded as a scannable document. Additional Writing Assessment booklets, if needed, can be ordered using Attachment E.

Only responses that are hand written in the booklets using a #2 pencil will be scanned and scored. Do not allow students to use felt pens, crayons, ballpoint pens, etc. If students with IEPs or Section 504 Plans typed their responses, including computer printed responses, Section 26 must be marked for the accommodation or modification or the test will not be scored. Insert the typed pages inside the front cover of the Writing Prompt and Response Booklet. No loose papers will be accepted, and booklets with papers taped, stapled, or pasted to the pages will not be scored. Schools who paste typed or computer generated pages into the test booklet will be required to come to Annex 10 to complete new test booklets into which they will be required to transcribe student responses by hand. The Grade 4 and 7 writing tests are **untimed**, however, it is recommended that schools plan around the 65 minute time-frame (plus 10 minutes for distribution of materials, giving directions, and counting and collecting all test materials). Students must complete the writing task as a first draft response done in a single sitting.

E. Return of Test Materials

All test materials must be returned to Annex 10 located at the Eugene Brucker Education Center no later than 4:30 p.m. on March 5, 2008. (Note: all STAR Writing Assessment testing must be done on March 4 and completed for students absent that day on the make-up day, March 5.)

Test materials **must not be returned by audio-visual delivery or by school mail.** Materials must be packaged as described in the *Annotated Test Site Coordinator’s Manual*. Scorable and nonscorable materials must be packed separately and the boxes labeled as “scorable” or “nonscorable.” **Place the Master File Sheet at the top of box one of the scorable materials. Boxes may be “lightly” sealed with scotch tape for return purposes. Do not use duct tape or heavy-duty packing tape.** Schools need to ensure that all directions in this circular, the *SDUSD Annotated Test Site Coordinator’s Manual*, and other materials provided by the state are closely followed to ensure correct processing and packaging of STAR Writing Assessment test materials.

F. Certification of Security and Required Information on Number of Students Tested:

- The principal must complete and **sign** the attached Principal’s Certification/Apportionment Forms (Attachments B1 and B2) and return them in the special RED envelope (which will be provided by Assessment Services Department) along with all signed, original copies of the “STAR Test Security Affidavits” (one for each person who had access to secure test materials, including the Test Site Coordinator and custodian), and the “STAR Test Security Agreement” (Attachments D1 and D2).

Please note that the Principal’s Certification/Apportionment form needs exact counts for each grade level tested. The State of California expects **all** Grade 4 and 7 students enrolled at your site on March 4 and 5 to participate in the Writing Standards test. You are **not** required to submit a CST

Writing Prompt booklet for scoring for the limited number of ILS and PACE students who will be taking the California Alternate Performance Assessment (CAPA). Any pre-coded CST Writing booklets for students participating through CAPA should be marked "VOID-CAPA" and returned with the non-scorable materials. Any pre-coded CST Writing booklets for students exempted from the Writing CST by a parent or guardian should be marked "VOID-PARENT EXEMPT" and returned with the non-scorable materials. Pre-coded booklets for students absent both days are to be marked "VOID – ABSENT" and returned with the non-scorable materials. **Special Note:** Students who are present but “**refuse**” to engage the Writing Assessment should be marked “Refused to Test” in the upper right corner of the first demographic page and submitted with the **scorable** materials for scoring. Students’ who participate using accommodations and/or modifications per their IEP or 504 Plan, if the accommodation or modification is utilized, should indicate the accommodation(s) and/or modification(s) used in **Section 26, Special Testing Conditions**.

- The Test Site Coordinator is responsible for delivering and submitting the required documents described above in the special **red envelope** provided by the Assessment Services personnel at the same time as all other writing materials are returned to Annex 10. **The red envelope with these documents is not to be packed in cartons with other test materials.** It is to be hand delivered to the receiving person when returning your school's test materials. Sites should make a copy of all documents for their files.

STAR tests are used for assessing individual student achievement and program progress. Please explain this to your teachers/examiners and encourage them to instruct their students to do as well as possible and to observe students to ensure that they are following proper instructions.

If you have any questions regarding information in this circular, call or email Denise Ormsbee at (619) 725-7059 (dormsbee@sandi.net), or Erin Gordon, the district STAR coordinator at (619) 725-5687 (egordon@sandi.net). If you need additional test materials, please email your request to Barbara Wade (bwade@sandi.net) or by fax (619) 725-7070 using Attachment E.

Erin Gordon
Director
Assessment Services

APPROVED:



Geno Flores
Deputy Superintendent

Attachments (7)
Distribution: Lists B, E, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
 Office of the Deputy Superintendent
 Assessment Services

**PARENT/GUARDIAN REQUEST TO EXEMPT STUDENT
 From Assessment(s) Administered
 as Part of District Testing, 2007 – 2008 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 2007-2008 school year.

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

_____ *California Standards Tests* – All subtests

_____ 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)* – All subtests

_____ English Language Arts _____ Mathematics _____ Science

_____ *Standards-Based Test in Spanish (STS)* – All subtests

_____ English Language Arts _____ Mathematics

_____ *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 UNIFIED SCHOOL DISTRICT
Oficina del Superintendente Adjunto
Oficina de Evaluaciones

**SOLICITUD DEL PADRE/TUTOR PARA EXENTAR AL ALUMNO
de la(s) evaluación(es) aplicadas
como parte del Programa de Pruebas del Distrito, Año Escolar 2007 – 2008**

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 2007-2008.

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

_____ *Pruebas de Criterios de California* – Todas las secciones

_____ 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) – Todas las secciones

_____ Sección Lectura/Lenguaje _____ Sección Ortografía

_____ Sección Matemáticas _____ Sección Ciencias

_____ *Evaluación Alternativa de Desempeño de California* (CAPA) – Todas las secciones

_____ Lenguaje/Inglés _____ Matemáticas _____ Ciencias

_____ *Prueba en Español con Base en los Criterios* (STS) – Todas las secciones

_____ Lenguaje/Inglés _____ Matemáticas

_____ *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 Unified School District

STAR 2008 Writing Assessment Apportionment Reporting Form

CST WRITING ASSESSMENT

Each school **shall** report to Assessment Services information relevant to the numbers of students tested with the STAR Writing Assessment.

Categories		Grade 4	Grade 7
A	Enrollment on March 4. (The number of students enrolled , not in attendance.)		
B	Writing Assessment: Number of students that will be tested with the CAPA . (Do not submit a booklet for scoring for these students. Mark any pre-coded booklets as "VOID-CAPA" and return with the non-scorable documents!)		
C	Writing Assessment: Number of students EXEMPTED by parent or guardian by written request. (Do not submit a booklet for scoring for these students. Mark any pre-coded booklets as "VOID-EXEMPTED" and return with the non-scorable documents!)		
D	Writing Assessment: Number of students ABSENT for both days of testing. (Do not submit a booklet for scoring for these students. Mark any pre-coded booklets as "VOID-ABSENT" and return with the non-scorable documents!)		
E	Writing Assessment: Number of students REFUSING to take the test. (Submit a booklet for scoring for these students.)		
F	Writing Assessment: Number of students who took the test. These are students who made any marks in the student booklet. (Submit a booklet for scoring for these students.)		
G	Writing Assessment: Number of Booklets submitted for scanning. (Box E + Box F) [This is a physical count of the scannable documents and should match the SGIS count. This number most likely will not match the number in box A!]		

Submit this form, with both sides completed and signed, in the RED ENVELOPE when returning the Writing Assessment materials to Annex 10 on March 5.

School: _____

Principal's Signature: _____

Date: _____

STAR Site Coordinator's Signature: _____

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

Test Variation (1)/Accommodation (2)/ Modification (3)	STAR						Physical Fitness
	CAT/6 Survey	CST	STS	APRENDA 3	CAHSEE	CELDT	
Presentation							
Braille transcriptions provided by the test contractor	2	2	2	2	2	2	Not applicable
Large print versions	2	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	1	Not applicable
Audio amplification equipment	1	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	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	1
Test questions read aloud to student or audio presentation (CD)	2 Math	2 Math, Science, History-Social Science	2 Math	2 Math	2 Math	2 Writing	Not applicable
	3 Reading, Language, Spelling	3 ELA	3 Reading, Language, Spelling	3 Reading, Language, Spelling	3 ELA	3 Reading	
Manually Coded English or American Sign Language to present test questions	2 Math	2 Math, Science, History-Social Science	Not applicable	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	1	Not applicable
Special lighting or acoustics; special or adaptive furniture	1	1	1	1	1	1	Not applicable
Timing/Scheduling							
Extra time on a test within a testing day	2	ALL	ALL	ALL	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	2	Not applicable
Supervised breaks within a section of the test	2	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	2
Setting							
Test individual student separately, provided that a test examiner directly supervises the student	1	1	1	1	1	1	1
Test in small group	ALL	ALL	ALL	ALL	ALL	ALL	ALL
Test administered at home or in hospital by a test examiner	2	2	2	2	2	2	2
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	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	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	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	Not applicable	3	3	Not applicable

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.

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	STS	APRENDA 3				
Use of Aids or Tools								
Student marks in test booklet (other than responses) including highlighting	ALL For Grade 3, marks must be erased to avoid scanning interference or transcribe	ALL For Grades 2 & 3, marks must be erased to avoid scanning interference or transcribe	ALL For Grades 2 & 3, marks must be erased to avoid scanning interference or transcribe	ALL	ALL	ALL	ALL For Grades K-2: Red ball point pen only, test booklets may not be used again	Not applicable
Dictionary	3	3	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	Not applicable	2	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	Not applicable	3	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	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	3	3	Not applicable
Calculator on the mathematics tests	3	3	3	ALL For Grades 9-11 and Problem Solving section in Grades 8 3 All other sections	3	Not applicable	Not applicable	Not applicable
Calculator on the science tests	Not applicable	3	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Arithmetic table or formulas (not provided) on the mathematics tests	3	3	3	3	3	3	Not applicable	Not applicable
Arithmetic table or formulas (not provided) on the science tests	Not applicable	3	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Math manipulatives on the mathematics tests	3	3	3	3	3	3	Not applicable	Not applicable
Math manipulatives on the science tests	Not applicable	3	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Colored overlay, mask, or other means to maintain visual attention	1	1	1	1	1	1	1	Not applicable
Other								
Unlisted accommodation or modification	Call Assessment Services	Call Assessment Services	Call Assessment Services	Call Assessment Services	Call Assessment Services	Call Assessment Services	Call Assessment Services	Call Assessment Services

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.

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 <u>or</u> 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 2008

* Because the CELDT and STS are tests specifically for English Learners, there are no separate guidelines for administering the CELDT or STS 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.

2008 STAR Test Security Agreement *for District and Test Site Coordinators*

I acknowledge by my signature on this form that the California Standards Tests (CST); the California Achievement Tests, Sixth Edition Survey (CAT/6 Survey); the Standards-based Tests in Spanish (STS); the California Modified Assessment (CMA); and the California Alternate Performance Assessment (CAPA) 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 CST, CAT/6 Survey, STS, and CMA 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 CAPA 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 student 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: _____ Date: _____

School: _____, San Diego Unified School District

2008 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 tests as well as the spring administrations.

I acknowledge that I will have access to the California Standards Tests; the California Achievement Tests, Sixth Edition Survey; the Standards-based Tests in Spanish; the California Modified Assessment; 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 students.
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 students 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 students or any other person before, during, or following testing.
7. I will not develop scoring keys or review or score any student 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 Administration and the STAR District and Test Site Coordinator Manual.
10. I have been trained to administer the tests.

Signed: _____ Print Name: _____

Position: _____ Date: _____

School: _____, San Diego Unified School District

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Deputy Superintendent

Assessment Services

2008 STAR CST Writing Assessment
Request for Additional CST Writing Materials

SCHOOL: _____

TEST SITE COORDINATOR: _____

PHONE NUMBER: _____

STAR Secure Materials	# Requested	# Delivered
Grade 4: <i>Writing Booklets</i>		
Grade 4: <i>Directions for Administration</i>		
Grade 7: <i>Writing Booklets</i>		
Grade 7: <i>Directions for Administration</i>		

FAX TO: Barbara Wade: (619) 725-7070

* Please, remember to order only what you need. Schools not adhering to the "90% Use" rule may be assessed an overage charge for those materials ordered but not used in excess of 90%.