

ADMINISTRATIVE CIRCULAR NO. 71

Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

- Date:** February 28, 2008
- To:** All School Principals
- Subject:** SPRING 2008 DISTRICTWIDE TESTING FOR SPANISH-SPEAKING STUDENTS, STANDARDS-BASED TESTS IN SPANISH (GRADES 2-7) AND APRENDA 3 (GRADES 8-11)
- Department and/or Persons Concerned:** Principals, Vice Principals, and Testing Coordinators
- Due Date:** Various dates beginning April 9 depending on site calendar. See “Return of Test Materials” section.
- Reference:** Site Operations Circular No. 1028, Office of the Deputy Superintendent, dated December 4, 2007; Administrative Circular No. 17, Office of the Deputy Superintendent, dated October 5, 2007.
- Action Requested:** Administer STAR Standards-based Tests in Spanish (STS) at Grades 2-7 and STAR Aprenda 3 at Grades 8-11
- Attachments:**
- A. STS and Aprenda 3 Scope and Sequence Chart: Administration Information Grades 2-11
 - B. Parent/Guardian Request to Exempt Student/English-Spanish Versions
 - C. Principal’s Certification Form, STAR Aprenda 3 State Apportionment Reporting Form
 - D. Testing Variations/Accommodations/Modifications
 - E. Request for Additional Aprenda 3 Materials

Brief Explanation:

General Overview

This circular details testing procedures for districtwide testing of Spanish-speaking English learners (ELs) in all schools as required by the STAR program and/or district criteria. The state requirements for testing ELs with a home language of Spanish have changed for the 2007-08 school year and are detailed below. Spanish-speaking ELs in Grades 2-7 will be tested with the Standards-based Tests in Spanish (STS) while the Aprenda 3 will continue to be administered to Spanish-speaking EL students in Grades 8-11. The State of California requires that any Spanish-speaking EL student enrolled in a U.S. school less than 12 months (even if they have never received instruction in Spanish), or any Spanish-speaking EL student receiving instruction in his or her primary language per an approved *Parental Exception Waiver* (no matter the length

of time of enrollment in a United States public school), is required to be tested with either the STS or Apenda 3.

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

The following STS subtests are required and must be administered to students in Grades 2-7 who meet the criteria previously described:

- Reading/Language Arts
- Mathematics

Testing Dates (including make-ups) for the STS:

CALENDAR	DATES
Traditional	April 23 – May 14
Year-Round	May 28 – June 18

The following Apenda 3 subtests are required and must be administered to students in Grades 8-11 who meet the criteria previously described:

- Reading Vocabulary
- Reading Comprehension
- Language
- Spelling (Grade 8 only)
- Mathematics Problem Solving (Grade 8 only)
- Mathematics Procedures (Grade 8 only)
- Mathematics (Grades 9-11 only)

Testing Dates (including make-ups) for the Apenda 3:

CALENDAR	DATES
Traditional	March 26 – April 9
Year-Round	April 14 – 25

Testing Levels

Attachment A (STS and Apenda 3 Scope and Sequence Chart: Administration Information Grades 2-11) provides information about STS and Apenda 3 at each grade level including the number of items and the approximate time of administration for each subtest. Both the STS and the Apenda 3 are **not** timed administrations. Test examiners must strictly adhere to the publisher's printed administration directions.

Materials Delivery

STAR test materials for the STS administration at Grades 2-7 will arrive at the same time as the STAR CSTs and CAT/6 depending on your testing calendar. Consumable test booklets for Grades 2 and 3 and test booklets with answer sheets at Grades 4-7 will be shipped at the same time as the CSTs and CAT/6 materials.

Grades 2 and 3 STS consumable test booklets, Grades 4-7 STS test booklets with answer documents, *Directions for Administering*, Grades 2-7 STS practice tests, STS practice test directions, Scoring Service Identification (SSID) sheets, Master File Sheet (MFS), and pre-printed answer documents will arrive at schools via truck mail on the school's first delivery day after the district-level inventory has been completed. STAR test materials are to be sent to districts not more than 25 days and not less than 10 days before the first day of testing—April 23 for Traditional calendar and May 28 for Year-Round calendar.

Grades 8-11 Aprenda 3 test booklets, Aprenda 3 answer documents, *Directions for Administering*, Scoring Service Identification (SSID) sheets, Master File Sheet (MFS), and reference formula sheets (Grades 8-11), will arrive at schools via truck mail on the school's first delivery day after the district-level inventory has been completed. Aprenda 3 materials are to be sent to districts not more than 25 days and not less than 10 days before the first day of testing, March 26, 2008, for Traditional calendar and April 14, 2008, for STYR calendar. Additional Aprenda 3 test materials can be ordered by using Attachment E, the "Request for Additional Aprenda 3 Materials: Grades 8 – 11."

Testing with Accommodations/Modifications

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

- **English Learner (EL) Students:** State law mandates that **all students, including EL students**, take the STAR CSTs and CAT/6 test in English. In addition, state law mandates that some Spanish-speaking EL students also be tested with either the STS (Grades 2-7) or Aprenda 3 (Grades 8-11) as described below.
 - **Any** student in Grades 2-11 receiving instruction in his or her primary language (in our district these are students placed in a Biliteracy Program per a signed *Parent Exception Waiver*) no matter the length of time of enrollment in a United States school **or** any Spanish-speaking EL student who has been enrolled in a U.S. school for **less than 12 months** (even if he/she has never received instruction in Spanish).

- Other Spanish-speaking EL students are not required to be tested in Spanish but **may** be tested with Aprenda 3 at the site's discretion. This does **not include immersion program students**. If you wish to test non-Spanish-speaking students in Spanish you must contact Denise Ormsbee immediately at (619) 725-7059 or dormsbee@sandi.net.
- **Students in Other Special Programs:** EL students enrolled in charter schools, continuation schools, independent study, hospital instruction, home schooling, and/or community day school who meet the mandate for testing, must be tested by a credentialed staff member.

Parent/Guardian Exemption

- **Students Exempted from Testing by Parent/Guardian Request:** A parent or guardian may submit to the school a written request (Attachment B) to exempt his/her child from any or all parts of the CSTs, CAT/6, CAPA, STS, Aprenda 3, or other state mandated tests coordinated at the district level. EL students may not be exempted from the CELDT. **A parent or guardian must initiate such a request and no school official shall solicit such written request on behalf of any child. Attachment B must be completed by the parent/guardian. Each test that is NOT to be administered must be initialed. A signature is also required.**

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

Principals will be asked to certify the number of students "exempted from testing by parent/guardian request" on both the STS and Aprenda 3 State Apportionment Reporting Form (Attachment C).

Characteristics of STS and APRENDA 3 Test Administration

- No STS or APRENDA 3 testing is required at Kindergarten, Grade 1, or Grade 12.
- Grades 2-11 Spanish-speaking EL students at **all** schools who fall within the enrollment and Spanish-language instruction categories as described previously in this circular (except those students whose parents have exempted them from testing) must be administered **all** required subtests listed on page 2.
- **The use of calculators is prohibited on both the STS and Aprenda 3 unless indicated as a modification in the student's IEP or 504 Plan.**
- **Out-of-level testing is not allowed for STS or Aprenda 3.**
- **Braille and Large-print** versions of the STS and Aprenda 3 are available, and you must notify Denise Ormsbee at (619) 725-7059 immediately if one is needed.

- Persons administering the STS and Aprenda 3 **must** be fluent speakers of Spanish who are able to read both Spanish and English. If there is no credentialed teacher/examiner on staff with the necessary language skills, a classified employee, parent, or community member who possesses these skills may administer Aprenda 3 and STS as long as:
 - a credentialed staff member is present during the entire administration of the test; and
 - the non-credentialed individual is **not** the parent or guardian of any child in the classroom in which the test is being administered.
- **Answer Documents:**
 - **Students in Grades 2 and 3** are to mark answers directly in the STS test booklet.
 - **Students in Grades 4 through 11** are to mark answers on answer documents.

Test Procedures

The importance of proper test administration of the STS and Aprenda 3 tests cannot be emphasized strongly enough. It is the responsibility of the site test coordinator to train all teachers, examiners, and proctors in correct security, administration, processing, and packing procedures. Site test coordinators will be provided with training materials at the March 6 APRENDAS 3 “Nuts and Bolts” workshop. **Security procedures must be strictly followed and no one may have access to or receive secure test materials unless they have previously signed and submitted a “STAR Test Security Affidavit.”**

Return of Test Materials

STS: materials must be returned to Assessment Services Processing Center, 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 STS materials are returned, all STS testing [including make-ups] must be completed by the final day of the testing window listed on page 2.) These are the same due dates for the STAR CSTs and CAT/6.

Calendar	Schools	Date (Day)
Traditional	A - F	May 14 (Wednesday)
Traditional	G - M	May 15 (Thursday)
Traditional	N - Z	May 16 (Friday)
YR	K - Z	June 18 (Wednesday)
YR	A - J	June 19 (Thursday)

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

Calendar	Schools	Date (Day)
Traditional	A – Z	April 9 (Wednesday)
STYR	A – Z	April 25 (Friday)

Test materials **are not to be sent by audio-visual delivery or by school mail.** Materials may be delivered to Annex 10 as early as 8:00 a.m. Scorable and nonscorable materials must be packed separately and the boxes marked as “scorable” or “nonscorable.” **DO NOT SEAL THE ENVELOPES BUT YOU MAY LIGHTLY SEAL BOXES for purposes of delivery to Annex 10.**

On the dates indicated above, deliver packaged Aprenda 3 test materials to Assessment Services Processing Center, ANNEX 10, located at the Eugene Brucker Education Center, no later than 4:30 p.m. Test materials may be delivered to this processing center as early as 8:00 a.m.

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

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

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

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

The STS and Aprenda 3 tests are used for assessing individual student achievement and program progress. Please explain this to your teachers and encourage them to instruct their students to “do their best” and to observe students 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; or Erin Gordon, the District STAR Coordinator, at (619) 725-5687, egordon@sandi.net. If additional Aprenda 3 test materials are needed, please send your request (see Attachment E) to Barbara Wade via e-mail at bwade@sandi.net or fax (619) 725-7070. The form to request additional STS materials will be contained in the Administrative Circular dealing with the administration of the STAR CSTs, CAT/6 and CAPA.

Erin Gordon
Director
Assessment Services

APPROVED:

A handwritten signature in cursive script, appearing to read "Geno Flores".

Geno Flores
Deputy Superintendent

Attachments (5)

Distribution: Lists B, D, E, and F

2008 Standards-based Tests in Spanish

Number of Test Items and Estimated Test Administration Time for Each Grade and Test

STAR coordinators should use the table below to develop schedules for administering the STS at their school sites. The STS consists of untimed tests, but almost all students should complete the tests within the times listed. Each test part must be administered in a single sitting with no breaks. However, if some students are actively working on a test when time is called, they must be allowed time to complete it.

The times in the table include time for test examiners to distribute materials, give directions, and collect materials, as well as the student working time. Multiple-choice STS tests may be administered over multiple days. If multiple parts are administered on one day, students should have at least a 10-minute break between the parts. For Grades 2 and 3, the CDE and ETS strongly recommend that no more than one test part be administered in a day.

Table A-4 STS Item and Estimated Time Chart

ITEM AND ESTIMATED TIME CHART												
STANDARDS-BASED TESTS IN SPANISH	Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7	
	Total No. of Items	Time	Total No. of Items	Time	Total No. of Items	Time	Total No. of Items	Time	Total No. of Items	Time	Total No. of Items	Time
Reading/Language Arts	71	150	71	150	81	170	81	170	81	170	81	170
Part 1		50		50		85		85		85		85
Part 2		50		50		85		85		85		85
Part 3 (only Grades 2 & 3)		50		50	--	--	--	--	--	--	--	--
Mathematics	71	150	71	150	71	150	71	150	71	150	71	150
Part 1		50		50		75		75		75		75
Part 2		50		50		75		75		75		75
Part 3 (only Grades 2 & 3)		50		50	--	--	--	--	--	--	--	--

2008 Apenda 3

Number of Test Items and Estimated Test Administration Time for Each Grade and Test

STAR coordinators should use the table below to develop schedules for administering the Apenda 3 at their school sites. The tests in the Apenda 3 battery are untimed, but almost all students should complete the tests within the estimated times in the table. Each test is to be administered in a single sitting with no breaks. Any student actively working on a test at the end of the estimated time must be allowed time to complete it. The times in the table include 10 minutes for test examiners to distribute materials, give directions, and collect materials, as well as the estimated time students need to complete each test.

Table A-5 Apenda Item and Estimated Time Chart

ITEM AND ESTIMATED TIME CHART								
APRENDA 3	Grade 8		Grade 9		Grade 10		Grade 11	
	Total No. of Items	Time	Total No. of Items	Time	Total No. of Items	Time	Total No. of Items	Time
Total Reading	84	90	84	80	84	80	84	80
Vocabulary		30		30		30		
Reading Comprehension		60		50		50		
Total Mathematics	80	100	50	60	50	60	50	60
Problem Solving		60		--		--		
Procedures		40		--		--		
Language	48	55	48	50	48	50	48	50
Spelling	40	45	--	--	--	--	--	--

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

**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 Apenda 3 State Apportionment Reporting Form - 2008

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

If NO students were tested with Apenda 3, indicate here and RETURN this form to Annex 10! _____

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

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

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

You should retain copies of these materials for your files! Both pages of this form must be completed, signed, and returned to the Assessment Services Department!

School: _____

Principal's Signature: _____

Date: _____

Apenda 3 Site Test Coordinator: _____

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	APREND A 3			
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.

January 2008

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	APREND A 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 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	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	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	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	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	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
Calculator on the science tests	Not applicable	3	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	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
Math manipulatives on the mathematics tests	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
Colored overlay, mask, or other means to maintain visual attention	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

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 2008

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.

SAN DIEGO UNIFIED SCHOOL DISTRICT
Assessment Services Department

Request for Additional Aprenda 3 Materials: Grades 8-11

*School: _____

*Requester: _____

Date of Request: _____

GRADE	ITEM	#
Grade 8 Intermedio 5	Test Booklets	
	Directions for Administration	
	Answer Sheets	
	Reference Formula Sheets	
Grade 9 Avanzado 1	Test Booklets	
	Directions for Administration	
	Answer Sheets	
	Reference Formula Sheets	
Grades 10-11 Avanzado 2	Test Booklets	
	Directions for Administration	
	Answer Sheets	
	Reference Formula Sheets	

Rulers	#
Grades 8-11	

* Required information!

FAX TO:

Barbara Wade: (619) 725-7070