

ADMINISTRATIVE CIRCULAR NO. 74
Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 3, 2008

To: High School Principals

Subject: SPRING 2008 DISTRICTWIDE TESTING OF THE CALIFORNIA STATE UNIVERSITY (CSU) EARLY ASSESSMENT PROGRAM (EAP) ESSAY

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

Due Date: March 26, 2008

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 the Early Assessment Program (EAP) Essay

Brief Explanation:

This circular details the testing procedures for districtwide testing at high schools of the Essay portion of the California State University *Early Assessment Program (EAP)*. The EAP is a collaborative effort among the State Board of Education (SBE), the California Department of Education (CDE), and the California State University (CSU). The program was established to provide opportunities for students to measure their readiness for college-level English and mathematics in the junior year of high school, and to facilitate opportunities for them to improve their skills during their senior year.

The EAP is offered to interested Grade 11 students. While not a mandated program, the CSU EAP program provides an excellent opportunity for Grade 11 students to bypass a significant hurdle for full entry into the CSU. In English Language Arts (ELA), participating Grade 11 students must complete an additional 15 items at the end of the Grade 11 ELA California Standards Test (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 English placement test for entering freshmen. **The EAP Essay may be administered at any time from delivery on campus until Wednesday, March 26, 2008.**

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 (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 used to determine whether a student will receive a full exemption or a conditional exemption from the CSU mathematics placement exam. The conditional exemption from taking the mathematics CSU placement test requires the taking and passing of an approved senior-year course to qualify for a full exemption.

Who Can Participate

This program is available to Grade 11 students only. No other grade levels are eligible to participate in the program. Any Grade 11 student may participate in the EAP Writing Assessment with any accommodations or modifications provided for in the student's IEP or 504 Plan.

Materials Delivery

The EAP Essay materials are due in the district on Wednesday, February 20, 2008 and will be forwarded to sites upon completion of the district inventory. Materials will consist of Directions for Administration, Essay prompt(s), and student Response Booklets. A pre-coded EAP Response Booklet will be provided for all Grade 11 students enrolled at sites as of Tuesday, January 8, 2008. There will be no supplemental file upload for the EAP Writing Assessment, so any student enrolling after Tuesday, January 8, who wishes to take the EAP Essay must use a hand-coded Response Booklet.

Additional EAP Essay Materials

If additional EAP Essay materials are required at your site, please contact Barbara Wade at (619) 725-7060 or by email at bwade@sandi.net.

Return of Test Materials

All EAP Essay 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 Wednesday, March 26, 2008. EAP 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.

Failure to return all EAP Essay materials on or before March 26th may result in students at your site NOT receiving a CSU English Language Arts EAP score. All EAP Essay responses will be shipped from the district to ETS on March 31, 2008.

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.

Erin Gordon
Director
Assessment Services

APPROVED:



Geno Flores
Deputy Superintendent

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