

ADMINISTRATIVE CIRCULAR NO. 81

Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

- Date:** March 18, 2009
- To:** All School Principals
- Subject:** SPRING 2009 DISTRICTWIDE TESTING FOR GRADES 2-11 Standardized Testing and Reporting (STAR) Program: California Standards Tests (CSTs); California Modified Assessment (CMA); California Alternate Performance Assessment (CAPA); Standards-Based Tests in Spanish (STS); and the California State University (CSU) Early Assessment Program (EAP).
- Department and/or Persons Concerned:** Principals, Vice Principals, and Testing Coordinators
- Due Date:** Various dates beginning May 13, 2009 at Traditional calendar schools and June 18, 2009 at Year-Round calendar schools. See “Return of Test Materials” section.
- Reference:** Site Operations Circular No. 1005, Office of the Deputy Superintendent, dated August 25, 2008; Administrative Circular No. 33, Office of the Deputy Superintendent, dated October 22, 2008; Administrative Circular No. 60, Office of the Deputy Superintendent, dated January 20, 2009.
- Action Requested:** Administer the appropriate STAR tests; return all required STAR materials, including completed and signed Certification/ Apportionment forms and Test Security Affidavits as outlined in accordance with STAR program regulations.
- Attachments:**
- A. 2009 Standardized Testing and Reporting Item and Estimated Time Charts
 - B. Parent/Guardian Request to Exempt Student: English Spanish Versions
 - C1. Principal’s Certification Form
 - C2. STAR: CSTs, CMA, and CAPA State Apportionment Reporting Form
 - C3. STAR: STS State Apportionment Reporting Form
 - D. Testing Variations/Accommodations/Modifications
 - E1. 2008-09 STAR Test Security Agreement
 - E2. 2008-09 STAR Test Security Affidavit
 - F. Request for Additional STAR Materials
 - G. Matrix for 2009CST Mathematics Testing
 - H. Matrix for 2009 CST Science Testing
 - I. Matrix for 2009 CST History/Social Science Testing
 - J. Reimbursable Activities Time Log
 - K. Reimbursable Activities Training Time Log

Brief Explanation:

General Overview

This circular details the testing procedures for districtwide testing at all schools, as required by the Standardized Testing and Reporting (STAR) Program. The STAR Program includes **all** students in Grades 2-11 including English Learners, Special Education students, and students with 504 plans.

The STAR program consists of the California Standards Tests (CSTs), the California Modified Assessment (CMA), the California Alternate Performance Assessment (CAPA), and the Standards-Based Test in Spanish (STS). The CSTs are administered to all students in Grades 2-11. The California Alternate Performance Assessment (CAPA) serves as the alternate assessment to the CSTs for students in Grades 2-11 with moderate to severe disabilities who meet specific criteria. The California Modified Assessment (CMA) serves as an alternate assessment to the CSTs for students in Grades 3-8 who meet specific criteria, have been identified by the student’s IEP team, and are not eligible to take the CAPA. The Standards-Based Test in Spanish (STS) for Grades 2-11 is to be administered to all Spanish-speaking English Learners enrolled in a U.S. school less than 12 months or receiving instruction in Spanish. The STS is to be administered to these students **in addition** to the CSTs and/or CMA.

The following tests/subtests are **required** and must be administered to students at the appropriate grade levels.

CALIFORNIA STANDARDS TESTS (CSTs)	
GRADES 2-6	GRADES 7-11
<ul style="list-style-type: none"> English Language Arts Mathematics Science (Grade 5 Only) 	<ul style="list-style-type: none"> English Language Arts Mathematics History/Social Science (Grades 8 and 11) Content-Specific History/Social Science (Grades 9, 10, and 11) NCLB CA Science Standards (Grades 8 and 10) Content-Specific Science CST (Grades 9, 10, and 11)
CALIFORNIA MODIFIED ASSESSMENT (CMA)	
GRADES 3-7	GRADE 8
<ul style="list-style-type: none"> English Language Arts Mathematics Science (Grade 5 Only) 	<ul style="list-style-type: none"> English Language Arts Science <p>Please note: there is no Grade 8 CMA for mathematics. Grade 8 students must take a math CST.</p>
STANDARDS –BASED TEST IN SPANISH GRADES 2-11	CALIFORNIA ALTERNATE PERFORMANCE ASSESSMENT GRADES 2-11
<ul style="list-style-type: none"> Reading Language Arts Mathematics 	<ul style="list-style-type: none"> Reading Language Arts Mathematics Science (Grades 5, 8, and 10 only)

All subtests in any STAR grade-level test booklet are **mandated** at each grade level and must be administered. The only exception is for Grade 7 students enrolled in an Algebra course. They will take the Algebra CST instead of the grade-level Mathematics CST or CMA for Grade 7. See Attachment G. Any additionally required CSTs in mathematics (Grades 8 through 11), science (Grades 9 through 11), and history/social science (Grades 9-11) must also be administered.

The California State University (CSU) Early Assessment Program (EAP) is again offered to interested Grade 11 (class of 2010) students. Grade 11 students wishing to participate in this program in English Language Arts (ELA) must complete an additional 15 items at the end of the Grade 11 ELA CST and should have already completed a timed 45-minute essay. The combination of these 15 items, the essay, and selected items from the Grade 11 ELA CST 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 freshman. To participate in the mathematics portion of the EAP, students must complete an additional 15 items at the end of the Algebra II CST or Summative High School Mathematics CST. These 15 items, coupled with items from either the Algebra II CST or the Summative High School Mathematics CST, will provide a score to the CSU system for a full exemption or a conditional exemption from the CSU Mathematics Placement Exam. A conditional exemption requires a student to take and pass an approved senior-year mathematics course to qualify for a full exemption.

Testing Schedule(s) (including make-ups):

CALENDAR	DATES
Traditional	April 22-May 13
Year-Round	May 28-June 18

Testing Levels

Attachment A, *2009 Standardized Testing and Reporting Item and Estimated Time Charts*, provides information about the tests at each level, including item counts and administration time for each subtest. The STAR Site Test Coordinators should use the tables to develop schedules for administering the CSTs, CMA, CAPA, and STS at their school sites. The STAR tests are untimed, but almost all students should complete the tests within the times provided.

Materials Delivery

Grades 2-11 STAR test materials are being shipped to the district by Educational Testing Services (ETS). They will be delivered to schools via truck mail on the schools' first delivery day after a district-level inventory has been completed. By law, schools may receive STAR testing materials no more than 10 days nor less than 5 days before the first day of the testing window. **Note:** Practice tests for Grades 2-4 may be used consumably. All other test materials must be returned to the publisher within state mandated time lines.

Because schools are liable for the costs to the publisher for excess materials, requests for additional materials must reflect actual needs. The publisher will compare scorable test documents with the numbers ordered to determine whether excess materials were ordered.

See Attachment F to order additional test materials. Send your request to Barbara Wade via fax at (619) 725-7070 or via e-mail at bwade@sandi.net.

Who Must be Tested?

The STAR program includes English Learners, Special Education students with IEPs, and students with 504 Plans. **All students enrolled in Grades 2-11 at your site on your school's first day of testing must participate in the STAR program.**

Exceptions/Opt Outs

- **Special Education** Federal law (IDEA '97) requires students with exceptional needs to participate in state assessments. The majority of special education students take the STAR tests with the accommodations that the student has regularly used during instruction as delineated in the student's IEP.
 - ❖ **The California Modified Assessment (CMA)** is a new grade-level assessment for students in Grades 3-8 who have an individualized education program (IEP), are receiving grade-level instruction and, even with interventions, will not achieve grade-level proficiency during the year covered by the student's IEP. The purpose of these tests is to allow students to demonstrate achievement of the content standards in English Language Arts, Mathematics, and Science. The CMA test format is designed to provide students with disabilities greater access to an assessment of the California content standards.
 - ❖ **The California Alternate Performance Assessment (CAPA)** is to be administered to students in Grades 2-11 with moderate to severe cognitive disabilities whose IEP specifically allows for testing with an alternate assessment. Only trained, certificated staff may administer the CAPA. Please contact the ILS/PACE Program Office in Special Education at (858) 490-2540 to arrange for CAPA Examiner training.
- **Students whose IEP/ISP Plan requires accommodations and/or modifications be provided:** Each student's IEP or 504 Plan will determine what accommodations and/or modifications can be made when taking the test. Accommodations and/or modifications are not allowed specifically for testing purposes; *they must also be in use in the student's regular daily instructional program.* See Attachment D.
 - ❖ **Students served by the Program for Visually Impaired and students whose IEP/ISP requires large print or Braille test materials** will be provided with the appropriate STAR materials based on school and grade-level information provided by school site staff. All demographic information and answers marked in a large print booklet or answer document **must** be transcribed to a regular answer booklet/document.
 - ❖ **Students whose IEP or 504 Plan allows for the use of an audio-CD** may participate in the STAR testing program with this accommodation/modification. If you have any student(s) needing this accommodation/modification and have not already ordered an audio-CD, contact Denise Ormsbee at (619) 725-7059 immediately to ensure availability.

- **English Learner (EL) Students:** All EL students are required to take the appropriate CSTs and/or CMA. In addition, many Spanish-speaking EL students must also be tested with the STS as described below.
 - ❖ All Spanish-speaking EL students who have been enrolled in a U.S. school for **less than 12 months must also be tested with the STS** (Grades 2-11) even if they have never received instruction in Spanish.
 - ❖ All Spanish-speaking EL students who are **enrolled in a Biliteracy Program** (formerly Spanish Bilingual/Alternate Language Program), *regardless of months enrolled in a U.S. school, must be tested with the STS*. Enrollment in a Biliteracy Program means that the student's parent/guardian has signed a *Parent Exception Waiver* for student placement in the Biliteracy Program at your site.
- **Students in Other Special Programs:** Students enrolled in continuation schools, independent study, hospital instruction, home schooling, and/or community day school must be tested by a credentialed staff member unless opted out of testing by parent/guardian request described below.
- **Students Opted Out of Testing by Parent/Guardian Request:** A parent or guardian may submit to the school a written request (Attachment B) to excuse his/her child from any or all parts of the CSTs, CAPA, CMA, or STS. Such requests must be initiated by the parent or guardian and no school official shall solicit such a written request on behalf of any child. Attachment B must be completed by the parent/guardian. Each test that is NOT to be administered to a student 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.) If the request is received after testing has begun, all tests already administered must be scored.

Special Attention Topics

It is imperative that schools follow these testing procedures in order to avoid severe implications, including invalidated testing and/or accountability data (i.e., AYP, API).

- **An answer document must be submitted with the scorable materials for each student enrolled at your site on your site's first day of testing.** This includes students exempted from the STAR testing by a parent or guardian and students absent for the entire testing window. Principals will be asked to certify the number of students exempted and/or absent on the Principal's Certification/Appportionment Form (Attachment C).
- Each grade level has multiple versions of the test, except for the CAPA. Schools will receive only one (1) version at Grades 2 and 3. However, sites with Grades 4-11 will receive multiple versions of each grade level test and it is imperative that the student or test examiner indicates on the answer document the version of the test being used. **It is critical that each student receive the same test (version) for the entire testing window.** All schools in our district will use Version 7 for the CAPA. Schools will again be directed to "double rate" at least 10 percent of the students taking the CAPA at their site.
- With the exception of CAPA, there is a different test for each grade with each grade level having a different color front cover. Answer documents are color-coded to match the test

booklet color. Be certain that students receive the appropriate test booklet and/or answer document for their grade level. **No out-of-level testing is permitted.**

- It is important that any student eligible to be tested with CAPA per the student's IEP be tested with the appropriate level of the CAPA as identified in the IEP and that the examiner indicates on the student's answer document the level of CAPA administered. **Failure to indicate the level (Levels I-V) of CAPA administered will result in the student's test not being scored.**
- The use of calculators is prohibited on STAR unless indicated as a modification for a Special Education or student with a 504 plan, and the modification is used in regular classroom instruction by the student.
- It is imperative that students in Grades 7-11 correctly indicate which mathematics CST was taken and to indicate the version of the mathematics CST. **Failure to indicate the math CST taken will result in the student's test not being scored.** See Attachment G.
- Students in Grades 5, 8, and 10 are mandated to take the NCLB science test found in the grade-level booklet. Students in Grades 9-11 who are currently enrolled in a CST level science course, or who completed such a course at the end of the first semester or in summer school of 2008, are to be administered a science CST. This means many Grade 10 students will take two CSTs in science – a content-specific science CST and the NCLB science CST. It is imperative that students in Grades 9-11 correctly indicate which science CST was taken and to indicate the version of the science CST. **Failure to indicate the science CST taken will result in the student's test not being scored.** See Attachment H.
- Students in Grades 8 and 11 take the history/social science CST found in the grade-level booklet. Students in Grades 9-11 who are currently enrolled in a world history course, or who completed such a course at the end of the first semester or in summer school of 2008, are to be administered the world history CST. This means some Grade 11 students will take two history/social science CSTs – the world history CST (content-specific) and the U.S. history CST (grade-specific). See Attachment I.
- Although some levels of tests, along with the Directions for Administering (DFA), are written so they can be administered in a multigraded classroom (e.g., same number of items, same time intervals for the respective subtests), this is not recommended unless extreme caution is exercised. There is one DFA for Grades 9-11. The concern is the possibility of a wrong-level test booklet being administered.

Test Procedures

The importance of the proper administration of STAR cannot be emphasized enough. It is the responsibility of the STAR Test Site Coordinator to train all teachers/examiners/proctors in correct security, administration, processing, and packing procedures. It is the responsibility of each STAR Test Site Coordinator to receive the training and the materials provided at one of the STAR "Nuts and Bolts" Test Administration workshops. The STAR "Nuts and Bolts" workshops are scheduled for April 14, 15, and 16 for Traditional calendar schools and May 5 and 7 for Year-Round calendar schools. **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 2009 Test Security Affidavit.” See Attachment E1 and E2.

Return of Test Materials

Test materials must be delivered to the Annex 10 Processing Center located at the Eugene Brucker Education Center no later than 4:30 p.m. on the dates indicated below.

Returning STAR Materials		
Calendar	School	Due Date
Traditional	Elementary and Middle Schools starting with G-M	May 13, 2009 (Wednesday)
Traditional	Elementary and Middle Schools starting with N-Z	May 14, 2009 (Thursday)
Traditional	Elementary and Middle Schools starting with A-F	May 15, 2009 (Friday)
Traditional	Senior High Schools (all)	May 18, 2009 (Monday)
Year-Round	Elementary and Middle Schools starting with K-Z	June 18, 2009 (Thursday)
Year-Round	Elementary and Middle Schools starting with A-J	June 19, 2009 (Friday)

Test materials **are not** to be returned by audio-visual delivery or by school mail. Because our office has arranged for custodial help between the hours of 7:30 a.m. and 4:30 p.m., schools returning materials outside of this window should bring help to carry materials into Annex 10. Scorable and non-scorable materials must be packed separately but returned at the same time. Cartons should be lightly sealed and all required labels should be affixed in the appropriate area on the appropriate flap. **Do not complete the “Box of” section on the carton flap.** Schools should only complete the “school section” on the preprinted orange labels (for cartons with scorable materials) and green labels (for cartons with non-scorable materials). **PLEASE NUMBER SCORABLE BOXES AND NON-SCORABLE BOXES SEPARATELY.** For schools wishing to return their test materials early, please contact Denise Ormsbee at (619) 725-7059.

Test Site Coordinators are responsible for the final processing of STAR materials at their site. This includes the review of scorable materials to certify that all required demographic information has been entered, the correct packaging of both scorable and non-scorable materials, and the delivery of all materials to the Annex 10 Processing Center on or before the required return date.

Sites must transcribe any large-print or Braille test to the student’s regular pre-coded answer document. Sites must also transcribe any answer document that has been damaged or soiled. Failure to transcribe such documents will result in a \$385 “late scoring fee” from ETS for each document.

When preparing non-scorable documents for return, be certain that any and all pre-coded answer documents are marked as “VOID” and the reason for being marked “VOID.”

The following materials should be retained on site:

- Rulers that are provided for testing. New rulers will be provided for next year's testing so current rulers may be discarded, used by teachers in their classrooms, or given to students.
- Science reference sheets. New reference sheets will be provided for next year's testing, and current reference sheets may be discarded, used by teachers in their classrooms, or given to students.

Mandated Cost Activities Time Log

It is essential that all staff members, permanent or hourly, complete the Reimbursable Activities Time Log – *STAR* (Attachments J and K), if they had some association with the *STAR*. Completing the time log enables your site to receive 50 percent of the district's paid reimbursement claim that is attributable to your site's reimbursable activity for each state-mandated activity. In addition, your site will receive 100 percent of the time spent completing each time log or timesheet. Please identify the time spent completing the form on the bottom of each timesheet or log.

If you would like further information on the Mandate Reimbursement Incentive Program, please visit our web page at http://www.sandi.net/depts/mandated_cost/index.html or contact the Mandated Cost Unit at (619) 725-7568.

Certification of Security and State Required Information on Number of Students Tested:

The principal and/or test site coordinator must complete and sign the attached Certification/Apportionment Form (Attachments C1, C2, and C3) and return them in the special RED ENVELOPE (which will be provided by the Assessment Services Department at the "Nuts and Bolts" training sessions) along with signed, original copies of the "STAR 2009 Test Security Affidavits". The RED ENVELOPE should not be packed in cartons with other test materials. It is to be handed to an Assessment Services staff member when signing for the delivery of site testing materials.

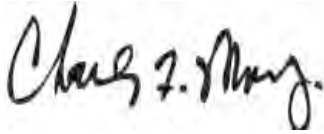
The two apportionment pages must have exact counts for each grade level tested. Enrollment on the first day means your student enrollment at each grade level on your site's first day of *STAR* testing. Your site's first day of testing must be indicated on the lower right corner of the certification/apportionment form. The number of students exempted from testing by a parent or guardian and the number of students absent for the entire testing window must also be entered on the apportionment form for each grade level. Sites should make a copy of all documents for their files.

As you know, these tests are used to assess individual student achievement and program progress for each grade, school, and the district. Teachers should encourage students to perform as well as possible on these assessments.

If you have any questions regarding information in this circular, call Denise Ormsbee at (619) 725-7059, dormsbee@sandi.net, or Erin Gordon, at (619) 725-5687, egordon@sandi.net.

Erin Gordon
Director
Assessment Services Department

APPROVED:

A handwritten signature in black ink, appearing to read "Chuck Morris". The signature is written in a cursive style with a large initial "C".

Chuck Morris
Deputy Superintendent

Attachments (14)
Distribution: Lists B, D, E, and F

2009 Standardized Testing and Reporting Item and Estimated Time Charts



2009 California Standards Tests (CSTs)

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 CSTs at their school sites. The CSTs are 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 *Directions for Administration* have information about this.

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 CSTs 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 two and three, the CDE and ETS strongly recommend that no more than one test part be administered in a day. If students are completing demographic information on the first day of testing, add 15–20 minutes to the time in the table below to allow for this.

ITEM AND ESTIMATED TIME CHART																				
California Standards Tests	Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8		Grade 9		Grade 10		Grade 11	
	Total No. of Items	Time	Total No. of Items	Time	Total No. of Item	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	Total No. of Items	Time	Total No. of Items	Time
English–Language Arts		150		150		170		170		170		170		170		170		170		185
Part 1	71	50	71	50	81	85	81	85	81	85	81	85	81	85	81	85	81	85	96 ²	85
Part 2		50		50		85		85		85		85		85		85		85		100 ²
Part 3—grades 2 & 3 only		50		50	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Writing Applications	--	--	--	--	1	75 ¹	--	--	--	--	1	75 ¹	--	--	--	--	--	--	--	--
Mathematics		150		150		150		150		150		150³		180		180		180		195
Part 1	71	50	71	50	71	75	71	75	71	75	71 ³	75	71	90	71	90	71	90	86 ²	90
Part 2		50		50		75		75		75		75		90		90		90		105 ²
Part 3—grades 2 & 3 only		50		50	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
History–Social Science Grade level	--	--	--	--	--	--	--	--	--	--	--	--	81	130		--	--	--	66	110
Part 1														65						55
Part 2														65						55
History–Social Science End-of-course ⁴	--	--	--	--	--	--	--	--	--	--	--	--	--	66	110	66	110	66	110	66
Part 1															55		55		55	55
Part 2															55		55		55	55

ITEM AND ESTIMATED TIME CHART																				
California Standards Tests	Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8		Grade 9		Grade 10		Grade 11	
	Total No. of Items	Time	Total No. of Items	Time	Total No. of Item	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	Total No. of Items	Time	Total No. of Items	Time
Science—Grade level		--		--		--		140		--		--		120		--		120		--
Part 1	--		--		--		66	70	--		--		66	60	--		66	60	--	
Part 2								70						60				60		
Science—End-of-course⁵		--		--		--		--		--		--		--		120		120		120
Part 1	--		--		--		--		--		--		--		66	60	66	60	66	60
Part 2														60			60			60

¹ The writing tests in grades four and seven are given on a separate date from the multiple-choice tests. Writing test times are not included in the estimated time for English–language arts multiple-choice tests.

² The estimated time for part 2 of the CSTs for English–language arts and mathematics in grade eleven includes time for students to participate in the California State University Early Assessment Program (EAP). To participate in the EAP for English, students must take the CST for English–Language Arts, the EAP multiple-choice questions for English, and the EAP writing test. The time shown in the chart does not include time for the EAP writing test, which will be administered on a separate date. To participate in the EAP for mathematics, students must take the CST for Algebra II or Summative High School Mathematics and the EAP multiple-choice questions for mathematics.

³ Item numbers and times are for the CST for Grade 7 Mathematics. Follow the item and estimated time guidelines for the CSTs for mathematics for grades 8–11 to estimate test administration time for students in grade 7 taking the CST for Algebra I.

⁴ World History is designated as an end-of-course test. This CST may be administered to eligible students in grades 9, 10, and 11.

⁵ End-of-course science tests include Biology, Chemistry, Earth Science, Physics, and Integrated/Coordinated Science 1–4.

2009 California Modified Assessment (CMA)

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 CMA at their school sites. The CMA 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 *Directions for Administration* have information about this.

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 CMA 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 grade three, the CDE and ETS strongly recommend that no more than one test part be administered in a day. If students are completing demographic information on the first day of testing, add 15–20 minutes to the time in the table below to allow for this.

ITEM AND ESTIMATED TIME CHART												
California Modified Assessment	Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8	
	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
English–Language Arts		180		135		135		165		165		165
Part 1	57	45	57	45	57	45	63	55	63	55	63	55
Part 2		45		45		45		55		55		
Part 3		45		45		45		55		55		
Part 4–grade 3 only		45		--		--		--		--		--
Writing Application	--	--	1	70 ¹	--	--	--	--	1	70 ¹	--	--
Mathematics		140		105		105		120		120		--
Part 1	57	35	57	35	57	35	63	40	63	40	N/A ²	--
Part 2		35		35		35		40		40		
Part 3		35		35		35		40		40		
Part 4–grade 3 only		35		--		--		--		--		--
Science		--		--		120		--		--		135
Part 1	--	--	--	--	57	40	--	--	--	--	63	45
Part 2		--		--		40		--		45		
Part 3		--		--		40		--		45		
Part 3		--		--		40		--		45		

¹ The writing tests in grades four and seven are given on a separate date from the multiple-choice tests. Writing test times are not included in the estimated time for English–language arts multiple-choice tests.

² Students in grade eight will take the appropriate CST for Mathematics.

2009 California Alternate Performance Assessment (CAPA) Number of Test Items and Estimated Testing Time Required

Testing times for the CAPA are approximate. This assessment is administered individually, and the testing time varies from one student to another, based on factors such as the student's response time and attention span. A student may be tested with the CAPA over as many days as required within the school district's testing window.

ITEM AND ESTIMATED TIME CHART		
CAPA Content Area	Grades 2–11	
	Items	Time
English–Language Arts	12	45 minutes
Mathematics	12	45 minutes
Science	12	45 minutes

CAPA LEVELS	
Level	Grades
I	2 through 11
II	2 and 3
III	4 and 5
IV	6, 7, and 8
V	9, 10, and 11

2009 Standards-based Tests in Spanish (STS)

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 *Directions for Administration* have information about this.

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 two and three, the CDE and ETS strongly recommend that no more than one test part be administered in a day. If students are completing demographic information on the first day of testing, add 15–20 minutes to the time in the table below to allow for this.

ITEM AND ESTIMATED TIME CHART																					
Standards-based Tests in Spanish	Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		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 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	81	170	81	170	81	170	81	170	
Part 1		50		50		85		85		85		85		85		85		85		85	85
Part 2		50		50		85		85		85		85		85		85		85		85	85
Part 3—grades 2 & 3 only		50		50	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Mathematics	71	150	71	150	71	150	71	150	71	150	71 ¹	150	71 ²	180	71 ²	180	71 ²	180	71 ²	180	
Part 1		50		50		75		75		75		75		90		90		90		90	
Part 2		50		50		75		75		75		75		90		90		90		90	
Part 3—grades 2 & 3 only		50		50	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

¹ Item numbers and times are for the STS for Grade 7 Mathematics. Follow the item and estimated time guidelines for the STS for Mathematics for grades 8–11 to estimate test administration time for students in grade 7 taking the STS for Algebra I.

² Eligible students in grades 8–11 may take the STS for Algebra I or Geometry.

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, 2008 – 2009 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 2008-2009 school year.

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

_____ *California Standards Tests (CSTs) – All subtests*

_____ English Language Arts _____ Mathematics

_____ History-Social Science _____ Science

_____ *California Alternate Performance Assessment (CAPA) – All subtests*

_____ English Language Arts _____ Mathematics _____ Science

_____ *California Modified Assessment (CMA) – All subtests*

_____ English Language Arts _____ Mathematics _____ Science

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

_____ English Language Arts _____ Mathematics

_____ *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
Departamento de Servicios de Evaluación

**SOLICITUD DEL PADRE/TUTOR PARA EXENTAR AL ALUMNO
de la(s) evaluación(es) aplicadas
como parte del Programa de Pruebas del Distrito, Año Escolar 2008 – 2009**

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 2008-2009.

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

_____ *Pruebas de Criterios de California (CSTs) – Todas las secciones*

_____ Lenguaje/Inglés _____ Matemáticas

_____ Historia-Ciencias Sociales _____ Ciencias

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

_____ Lenguaje/Inglés _____ Matemáticas _____ Ciencias

_____ *Evaluación modificada de California (CMA) – Todas las secciones*

_____ Lenguaje/Inglés _____ Matemáticas _____ Ciencias

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

_____ Lenguaje/Inglés _____ 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

Office of the Deputy Superintendent

Assessment Services Department

**CERTIFICATION FORM: 2009 Districtwide Testing for STAR Program,
Grades 2-11 Proper Test Administration - California Standards Tests (CSTs),
California Modified Assessment (CMA), California Alternate Performance
Assessment (CAPA), and Standards-Based Tests in Spanish (STS)**

PRINCIPAL'S CERTIFICATION TO SUPERINTENDENT

I certify that pupils in Grades _____ at _____ School were administered the STAR (CSTs, CMA, CAPA, and the STS) during the testing period prescribed for the Districtwide Testing Program, and that:

- “STAR 2009 Test Security Affidavits” were completed by all individuals given access to secure test materials.
- Security procedures required by the STAR Program were followed, and all test materials have been accounted for and properly packaged for return to the publisher.
- State regulations and criteria with respect to a parent or guardian signature were used to exempt students from testing.
- Only those accommodations and/or modifications, as approved for Special Education, 504 Plan students and English Learners (ELs) were provided to those students entitled to such accommodations.
- All students used a #2 pencil.
- All personnel, including certificated staff and proctors, charged with the responsibility of administering the tests received instruction in proper testing and handling procedures.
- Proper procedures as outlined in the *Directions for Administration* were followed.
- **All** students were administered all state-mandated and district-required subtests.
- An accurate accounting of the number of pupils eligible for testing, exempted from testing by a parent or guardian, absent from testing for the entire testing window, and/or tested, including CAPA, is provided on the appropriate apportionment form **which I have also signed**.
- An accurate accounting of the number of pupils eligible for STS testing, exempted from testing by a parent or guardian, absent from testing for the entire testing window, and/or tested, is provided on the appropriate apportionment form **which I have also signed**.
- I acknowledge that failure to test less than 95% of my school's eligible population and that failure to have a 90% participation level for **all** subtests may result in an **invalid** API.

Signed: _____ (Date): _____
(Principal's Signature)

Test Site Coordinator to contact if there are any questions regarding the answer documents:

Name: _____ Phone Number: _____

Note: This form must be turned in to the Assessment Services Processing Center in Annex 10 no later than 4:30 p.m. on your school's scheduled return date. Place pages 1-3, along with all of your site's signed “STAR Test Security Affidavits” in the special RED envelope provided. **Do not pack the red envelope containing these forms in cartons with other test materials.** Retain copies of these documents for your school's files.

**San Diego Unified School District
2009 STAR: CSTs, CMA, and CAPA State Apportionment Reporting Form**

Each school district and school must report to the California Department of Education information relevant to STAR testing for each of Grades 2 through 11 as indicated below:

	Categories	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11
A	Total Enrollment on your site's first day of STAR testing <i>(Do not use attendance figures, fall enrollment, or the number of pre-coded answer documents)</i>										
B	Number of students in Box A eligible to take the CAPA										
C	Number of CAPA students in Box B EXEMPTED from all CAPA testing per parent/guardian written request (Include a STAR CAPA answer document with "P" bubbled in Box A2- Special Conditions)										
D	Number of CAPA students in Box B ABSENT for regular and make-up testing (Include a STAR CAPA answer document with "A" bubbled in Box A2- Special Conditions)										
E	Number of CAPA students in Box B that were tested (Students for whom at least one activity was performed on any test and recorded by assessor)										
F	Number of CAPA students for which answer documents are being submitted (Box C + Box D + Box E)										
G	Total number of CAPA answer documents submitted (This could be a few more than Box F due to double-rating)										
H	Number of students in Box A taking the CST and/or CMA (non-CAPA students)										
I	Number of students in Box H EXEMPTED for all CSTs and CMA tests per parent/guardian written request (Include a CST/CMA answer document with "P" bubbled in Box A2- Special Conditions)										
J	Number of students in Box H ABSENT for regular and make-up testing (Include a CST/CMA answer document with "A" bubbled in Box A2- Special Conditions)										
K	Number of students in Box H that were tested with the CST and/or CMA (Students who had at least one test placed in front of them)										
L	Number of students for which CST/CMA answer documents are being submitted (Box I + Box J + Box K)										
M	Number of CST/CMA answer documents/booklets submitted (This number might be larger than Box L because of Grade 3 students who took both a CST and a CMA test); for Grade 3 the tests are in separate booklets)										
N	Total number of student answer documents/booklets submitted (Box G + Box M)										

Your site's first day of testing: _____

School: _____

Principal's Signature: _____

Date: _____

STAR Test Site Coordinator's Signature: _____

**San Diego Unified School District
2009 STAR: Standards-Based Tests in Spanish (STS) State Apportionment Reporting Form**

Each school district and school must report to the California Department of Education information relevant to STAR STS testing for each of Grades 2 through 11 as indicated below:

	Categories	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11
A	Total enrollment of Spanish-speaking English Learners on your site's first day of STAR testing <i>(Do not use attendance figures, fall enrollment, or the number of pre-coded answer documents)</i>										
B	Number of English Learners from Box A who have been enrolled less than 12 months in a US school.										
C	Number of English Learners (less than 12 months) from Box B EXEMPTED from all STS testing per parent/guardian written request (Include a STAR STS answer document with "P" bubbled in Box A2-Special Conditions)										
D	Number of English Learners (less than 12 months) from Box B ABSENT for regular and make-up testing (Include a STAR STS answer document with "A" bubbled in Box A2- Special Conditions)										
E	Number of English Learners (less than 12 months) from Box B tested with CAPA (Do not submit STS answer document in scorables)										
F	Number of English Learners (less than 12 months) from Box B who took one or more tests										
G	Number of English Learners from Box A enrolled in a Biliteracy Program										
H	Number of English Learners (Biliteracy Program) from Box G EXEMPTED from all STS testing per parent/guardian written request (Include a STAR STS answer document with "P" bubbled in Box A2-Special Conditions)										
I	Number of English Learners (Biliteracy Program) from Box G ABSENT for regular and make-up testing (Include a STAR STS answer document with "A" bubbled in Box A2- Special Conditions)										
J	Number of English Learners (Biliteracy Program) from Box G who took one or more tests										
K	Total number of STS answer documents submitted for scoring (Box C + Box D + Box F + Box H + Box I + Box J)										

Your site's first day of STAR testing: _____

School: _____

Principal's Signature: _____

Date: _____

STAR Test Site Coordinator's Signature: _____

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

Test Variation (1)/Accommodation (2)/ Modification (3)	CST	STS	CMA	CAHSEE	CELDT	Physical Fitness
Presentation						
Braille transcriptions provided by the test contractor	2	2	2	2	2	Not applicable
Large print versions	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	Not applicable
Audio amplification equipment	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
Manually Coded English or American Sign Language to present directions for administration (does not apply to test questions)	1	1	1	1	1	1
Test questions read aloud to student or audio presentation (CD)	2 Math, Science, History-Social Science	2 Math	2 Math, Science	2 Math	2 Writing	Not applicable
	3 ELA	3 Reading, Language, Spelling	2 ELA, including Writing	3 ELA	3 Reading	
	2 Writing					
Manually Coded English or American Sign Language to present test questions	2 Math, Science, History-Social Science	Not applicable	2 Math, Science	2 Math	2 Writing	Not applicable
	3 ELA		2 ELA, including Writing	3 ELA	3 Reading, Listening, Speaking	
	2 Writing					
Noise buffers (e.g., individual corral or study enclosure)	1	1	1	1	1	Not applicable
Special lighting or acoustics; special or adaptive furniture	1	1	1	1	1	Not applicable
Timing/Scheduling						
Extra time on a test within a testing day	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	Not applicable
Supervised breaks within a section of the test	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
Setting						
Test individual student separately, provided that a test examiner directly supervises the student	1	1	1	1	1	1
Test in small group	ALL	ALL	ALL	ALL	ALL	ALL
Test administered at home or in hospital by a test examiner	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	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	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	2	Not Applicable	2	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)	3	Not Applicable	Not Allowed	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)	CST	STS	CMA	CAHSEE	CELDT	Physical Fitness
Use of Aids or Tools						
Student marks in test booklet (other than responses) including highlighting	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 For Grade 3, marks must be erased to avoid scanning interference or transcribe	ALL	ALL For Grades K-2: Red ball point pen only, test booklets may not be used again	Not applicable
Dictionary	3	3	Not Allowed	3	3	Not applicable
Word processing software with spell and grammar check tools turned off for the essay responses (writing portion of the test)	2	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)	3	Not Applicable	Not Allowed	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	Not applicable
Assistive device that interferes with the independent work of the student on the multiple-choice and/or essay responses	3	3	Not Allowed	3	3	Not applicable
Calculator on the mathematics tests	3	3	2 For Grades 5-7 Only Not Allowed for Grades 3 & 4	3	Not applicable	Not applicable
Calculator on the science tests	3	Not applicable	2	Not applicable	Not applicable	Not applicable
Arithmetic table or formulas (not provided) on the mathematics tests	3	3	Not Allowed	3	Not applicable	Not applicable
Arithmetic table or formulas (not provided) on the science tests	3	Not applicable	Not Allowed	Not applicable	Not applicable	Not applicable
Math manipulatives on the mathematics tests	3	3	2	3	Not applicable	Not applicable
Math manipulatives on the science tests	3	Not applicable	2	Not applicable	Not applicable	Not applicable
Colored overlay, mask, or other means to maintain visual attention	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

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 2009

Test Variations for Administration California Statewide Assessments for English Learners*

Test Variation	CST	CMA	CAHSEE
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
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
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
Access to translation glossaries/word lists (English-to-primary language). Glossaries/word lists shall not include definitions or formulas.	Variation Allowed Math, Science, History- Social Science	Variation Allowed Math, Science	Variation Allowed
	Not Allowed for ELA	Not Allowed for ELA	

* 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.



2008–09 STAR Test (including field tests) Security Agreement for District and Test Site Coordinators

I acknowledge by my signature on this form that the California Standards Tests (CST); the California Modified Assessment (CMA); the California Alternate Performance Assessment (CAPA); and the Standards-based Tests in Spanish (STS) 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 to sign the STAR Test Security Affidavit that will be kept on file in the school district office.
3. **I will** keep the CST, CMA, CAPA, and STS 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 California Department of Education to do so.
6. **I will not** disclose, or allow to be disclosed, the contents of the tests or the test instruments. 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

San Diego Unified School District

School District

Date

This form may be photocopied.



2008–09 STAR Test (including field tests) 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 operational administrations. I acknowledge that I may have access to the California Standards Tests (CSTs); the California Modified Assessment (CMA); the California Alternate Performance Assessment (CAPA); and the Standards-based Tests in Spanish (STS) 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 independently or with students or any other person before, during, or following testing.
7. **I will not** develop scoring keys, review any student responses, or prepare answer documents except as required by the contractor's administration manual(s).
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

School

San Diego Unified School District

School District

Date

This form may be photocopied.

**2009 STAR Request for Additional Materials
CST & CMA Materials for Elementary Schools: Grades 2-6**

School: _____

Phone: _____

Requester: _____

Date: _____

GRADE	ITEM	NUMBER REQUESTED
2 Version: _____	CST Machine-Scorable Test Booklets	
	CST <i>Directions for Administration</i> (DFA)	
	CST Practice Tests	
	CST Practice Test <i>Directions for Administration</i> (DFA)	
	Rulers for Math CST	
3 Version: _____	CST Machine-Scorable Test Booklets	
	CST <i>Directions for Administration</i> (DFA)	
	CMA Machine-Scorable Test Booklets	
	CMA <i>Directions for Administration</i> (DFA)	
	CST Practice Tests	
	CST Practice Test <i>Directions for Administration</i> (DFA)	
4	CST/CMA Answer Documents	
	CST Test Booklets	
	CST <i>Directions for Administration</i> (DFA)	
	CMA Test Booklets	
	CMA <i>Directions for Administration</i> (DFA)	
	CST Practice Tests	
	CST Practice Test <i>Directions for Administration</i> (DFA)	
5	CST/CMA Answer Documents	
	CST Test Booklets	
	CST <i>Directions for Administration</i> (DFA)	
	CMA Test Booklets	
	CMA <i>Directions for Administration</i> (DFA)	
6	CST/CMA Answer Documents	
	CST Test Booklets	
	CST <i>Directions for Administration</i> (DFA)	
	CMA Test Booklets	
	CMA <i>Directions for Administration</i> (DFA)	

Fax to Barbara Wade at (619) 725-7070

**2009 STAR Request for Additional Materials
CST & CMA Materials for Middle Schools: Grades 6-8**

School: _____

Phone: _____

Requester: _____

Date: _____

GRADE	ITEM	NUMBER REQUESTED
6	CST/CMA Answer Documents	
	CST Test Booklets	
	CST <i>Directions for Administration</i> (DFA)	
	CMA Test Booklets	
	CMA <i>Directions for Administration</i> (DFA)	
7	CST/CMA Answer Documents	
	CST Test Booklets	
	CST <i>Directions for Administration</i> (DFA)	
	CMA Test Booklets	
	CMA <i>Directions for Administration</i> (DFA)	
8	CST/CMA Answer Documents	
	CST Test Booklets	
	CST <i>Directions for Administration</i> (DFA)	
	CMA Test Booklets (<i>for ELA & Science ONLY</i>)	
	CMA <i>Directions for Administration</i> (DFA)	
UNGRADED	General Math CST (for Grade 8 ONLY)	
	Algebra I CST (Grades 7-8)	
	Geometry CST (Grade 8 ONLY)	
	Algebra II CST (Grade 8 ONLY)	

Fax to Barbara Wade at (619) 725-7070

**2009 STAR Request for Additional Materials
CST Materials for Senior High Schools: Grades 9-11**

GRADE	ITEM	NUMBER REQUESTED
9	CST Answer Documents	
	CST Test Booklets	
	CST <i>Directions for Administration</i> (DFA)	
10	CST Answer Documents	
	CST Test Booklets	
	CST <i>Directions for Administration</i> (DFA)	
11	CST Answer Documents	
	CST Test Booklets	
	CST <i>Directions for Administration</i> (DFA)	

UNGRADED	Mathematics CST Booklets	NUMBER REQUESTED
	General Math CST (for Grade 9 ONLY)	
	Algebra I CST	
	Geometry CST	
	Algebra II CST	
	Integrated Mathematics 1 CST	
	Integrated Mathematics 2 CST	
	Integrated Mathematics 3 CST	
	Summative High School Mathematics CST	
	Science CST Booklets	NUMBER REQUESTED
	Biology CST	
	Chemistry CST	
	Earth Science CST	
	Physics CST	
	Integrated Science 1 CST	
	Integrated Science 2 CST	
	History-Social Science CST Booklets	NUMBER REQUESTED
	World History CST	

Fax to Barbara Wade at (619) 725-7070

**2009 STAR Request for Additional Materials
CAPA Materials for Grades 2-11**

School: _____

Phone: _____

Requester: _____

Date: _____

LEVELS	ITEM	NUMBER REQUESTED
I – V (1-5)	CAPA Examiner's Manual & Stimulus Cards	
I – V (1-5)	CAPA Answer Documents	

Fax to Barbara Wade at (619) 725-7070

**2009 STAR Request for Additional Materials
STS Materials (Spanish only) for Elementary Schools: Grades 2-6**

School: _____

Phone: _____

Requester: _____

Date: _____

GRADE	ITEM	NUMBER REQUESTED
2 Version: _____	STS Machine-Scorable Test Booklets	
	STS <i>Directions for Administration</i> (DFA)	
	STS Practice Tests	
	STS Practice Test <i>Directions for Administration</i> (DFA)	
	Rulers for Math STS	
3 Version: _____	STS Machine-Scorable Test Booklets	
	STS <i>Directions for Administration</i> (DFA)	
	STS Practice Tests	
	STS Practice Test <i>Directions for Administration</i> (DFA)	
4	STS Answer Documents	
	STS Test Booklets	
	STS <i>Directions for Administration</i> (DFA)	
	STS Practice Tests	
	STS Practice Test <i>Directions for Administration</i> (DFA)	
5	STS Answer Documents	
	STS Test Booklets	
	STS <i>Directions for Administration</i> (DFA)	
	Rulers for Math STS	
6	STS Answer Documents	
	STS Test Booklets	
	STS <i>Directions for Administration</i> (DFA)	

Fax to Barbara Wade at (619) 725-7070

**2009 STAR Request for Additional Materials
STS Materials (Spanish only) for Secondary Schools: Grades 6-11**

School: _____

Phone: _____

Requester: _____

Date: _____

GRADE	ITEM	NUMBER REQUESTED
6	STS Answer Documents	
	STS Test Booklets	
	STS <i>Directions for Administration</i> (DFA)	
7	STS Answer Documents	
	STS Test Booklets	
	STS <i>Directions for Administration</i> (DFA)	
8	STS Answer Documents	
	STS Test Booklets	
	STS <i>Directions for Administration</i> (DFA)	
9	STS Answer Documents	
	STS Test Booklets	
	STS <i>Directions for Administration</i> (DFA)	
10	STS Answer Documents	
	STS Test Booklets	
	STS <i>Directions for Administration</i> (DFA)	
11	STS Answer Documents	
	STS Test Booklets	
	STS <i>Directions for Administration</i> (DFA)	
UNGRADED	Algebra 1 STS Test Booklet (<i>Grades 7-11 Only</i>)	
	Geometry STS Test Booklet (<i>Grades 8-11 Only</i>)	

Fax to Barbara Wade at (619) 725-7070

MATRIX FOR 2009 CST MATHEMATICS TESTING

CST Test	Grade	Course Name	Course No.*	Additional Criterion	
General Mathematics	8	Mathematics 6th-8th Newcomer	4031	Charter School only Pilot course at Crawford IDEA Pilot course at Crawford IDEA	
		Math Skill Intervention	4034		
		Middle School Algebra	4080		
		Functional Mathematics	7132		
		Applied Mathematics 7-8	7303		
	9	Mathematics 9th-12th Newcomer	4030		
		Ramp-Up to Algebra 1	4391		
		Ramp-Up to Algebra 2	4392		
		Functional Mathematics	7133		
		Applied Mathematics 9-10	7313		
Algebra I	7-11	Algebra 1-2	4041-4042	Students in Grade 7 NOT enrolled in an Algebra 1-2 course must take the Mathematics CST in the regular Grade 7 STAR test booklet.	
		Algebra 1 Block	4021		
		Algebra 2 Block	4022		
		Algebra 1-2 Advanced	4063-4064		
		Algebra 1-2 Advanced Block	4061-4062		
		Algebra 1	4041		
		Algebra 2	4042		
		UCCP Algebra I 1	4201		
		UCCP Algebra I 2	4202		
		Algebra 1A (BP)	4221		
		Algebra 1B (BP)	4222		
		Algebra 1	7746		
		Algebra 2	7747		
	9	Algebra Exploration 9th 1 Block	4025		
		Algebra Exploration 9th 2 Block	4026		
		Algebra Exploration 9th 1	4032		
		Algebra Exploration 9th 2	4033		
	Algebra II	8-11	Intermediate Algebra 1 Advanced		4065
			Intermediate Algebra 2 Advanced		4066
			Intermediate Algebra 1		4151
Intermediate Algebra 2			4152		
Functions Analysis 1			4183		
Functions Analysis 2			4184		
UCCP Algebra II 1			4203		
UCCP Algebra II 2			4204		
Algebra 2A (BP)			4225		
Algebra 2B (BP)			4225		
Intermediate Algebra I			7221		
Intermediate Algebra 2			7222		
Geometry			8-11	Geometry 1	4141
	Geometry 2	4142			
	Geometry 1 Advanced	4175			
	Geometry 2 Advanced	4176			
	UCCP Geometry 1	4205			
	UCCP Geometry 2	4206			
	Geometry 1 (BP)	4223			
	Geometry 2 (BP)	4224			
	Geometry 1	7748			
	Geometry 2	7749			
	High School Mathematics	9-11		Statistics and Data Analysis 1	4046
Statistics and Data Analysis 2			4047		
Statistics 1 AP			4055		
Statistics 2 AP			4056		
Precalculus 1			4161		
Precalculus 2			4162		
Mathematics HL2 IB 1			4173		
Mathematics HL2 IB 2			4174		
Precalculus 1 Honors			4181		
Precalculus 2 Honors			4182		
Topics in Discrete Math 1			4185		
Topics in Discrete Math 2			4186		

CST Test	Grade	Course Name	Course No.*	Additional Criterion
High School Mathematics		Discrete Math II Seminar 1	4187	Have completed Intermediate Algebra 1-2, Intermediate Algebra Advanced 1-2 or higher (if NOT completed, see "General Mathematics" for Grade 9 and "None" for Grades 10-11.)
		Discrete Math II Seminar 2	4188	
		Calculus AB 1 AP	4189	
		Calculus AB 2 AP	4190	
		Mathematics HL1 IB 1	4195	
		Mathematics HL1 IB 2	4196	
		Calculus BC 1 AP	4197	
		Calculus BC 2 AP	4198	
		UCCP AP Calculus AB 1	4208	
		UCCP AP Calculus AB 2	4209	
		UCCP AP Calculus BC 1	4210	
		UCCP AP Calculus BC 2	4211	
		UCCP AP Statistics 1	4212	
		UCCP AP Statistics 2	4213	
		UCCP Trigonometry	4216	
		Trigonometry 1 (BP)	4227	
		Trigonometry 2 (BP)	4228	
		Mathematical Studies SL IB 1	4291	
	Mathematical Studies SL IB 2	4292		
	Mathematics SL IB 1	4295		
	Mathematics SL IB 2	4296		
Integrated Math 1	9-10	Interactive Math - Year 1 1-2	4105-4106	
	9-11	Unifying Algebra & Geometry 1-2	4121-4122	
Integrated Math 2	9-11	Interactive Math - Year 2 1-2	4073-4074	Site adopted for Crawford MVAS only
Integrated Math 3	9-11	Interactive Math - Year 3 1-2	4075-4076	Pilot course at Crawford MVAS
NONE (Student does NOT take any CST in Mathematics.)	10	Applied Mathematics 9-10	7313N	
	10-11	Mathematics 9th-12th Newcomer	4030	
	11	Applied Mathematics 11-12	7314	
	10-11	Statistics and Data Analysis 1-2 Topics in Discrete Mathematics 1-2 Discrete Math II Seminar 1-2 Math Studies SL IB 1-2	4046-4047 4185-4186 4187-4188 4291-4292	
NONE	8-11	Not enrolled in a mathematics class and has not completed a mathematics class since the 2007-08 school year OR has not completed Intermediate Algebra 1-2.		

* Course numbers include all fifth-character variants: B = bilingual; C = cluster; G = SPED collaborative; L = sheltered; S = seminar; U = Unweighted.

NOTE: Students enrolled in two math classes should take the appropriate CST for the higher level course or, if only one course has an identified CST, take the CST for that course.

MATRIX FOR 2009 CST SCIENCE TESTING

CST Test	Grade	Course Name	Course No.*	Additional Criterion			
Biology	9-11	Biology 1	6111	Have completed a biology course prior to this school year			
		Biology 2	6112				
		Biology 1 Advanced	6121				
		Biology 2 Advanced	6122				
		Physiology 1	6151				
		Physiology 2	6152				
		Biology 1 AP	6191				
		Biology 2 AP	6192				
		Biology HL1 IB 1	6197				
		Biology HL1 IB 2	6198				
		Biology HL2 IB 1	6199				
		Biology HL2 IB 2	6196				
		Biology 1 (BP)	6415				
		Biology 2 (BP)	6415				
		Biology 1	7785				
		Biology 2	7785				
Chemistry	9-11	Chemistry 1	6211				
		Chemistry 2	6212				
		Chemistry 1 Honors	6221				
		Chemistry 2 Honors	6222				
		Chemistry 1 AP	6291				
		Chemistry 2 AP	6292				
		Chemistry HL1 IB 1	6295				
		Chemistry HL1 IB 2	6296				
		Chemistry HL2 IB 1	6297				
		Chemistry HL2 IB 2	6298				
		Chemistry 1 (BP)	6413				
		Chemistry 2 (BP)	6414				
		Chemistry 1	7787				
		Chemistry 2	7788				
		Earth Science	9-11		Earth Science 1	6023	
					Earth Science 2	6024	
Marine Science 1	6441						
Marine Science 2	6442						
Marine Science 3 (UC High)	6443						
Marine Science 4 (UC High)	6444						
Ocean Sciences 1 (La Jolla High)	6447						
Ocean Sciences 2 (La Jolla High)	6448						
UCCP AP Environmental Science (one semester)	6457						
Marine Science 1	7777						
Marine Science 2	7778						

CST Test	Grade	Course Name	Course No.*	Additional Criterion
Physics	9-11	Physics 1	6311	
		Physics 2	6312	
		UCCP Physics 1	6315	
		UCCP Physics 2	6316	
		UCCP Honors Physics 1	6317	
		UCCP Honors Physics 2	6318	
		Physics 1 Advanced	6321	
		Physics 2 Advanced	6322	
		Physics B 1 AP	6391	
		Physics B 2 AP	6392	
		Physics C 1 AP	6393	
		Physics C 2 AP	6394	
		Physics HL1 IB 1	6395	
		Physics HL1 IB 2	6396	
		Physics HL2 IB 1	6397	
		Physics HL2 IB 2	6398	
		Physics 1 (BP)	6411	
		Physics 2 (BP)	6412	
Physics 1	7779			
Physics 2	7780			
Integrated/Coordinated Science 1	9-11	Integrated Science 1	6053	Pilot course at Crawford/IDEA/Morse
		Integrated Science 2	6054	Pilot course at Crawford/IDEA/Morse
		Integrated Science 3, 4	6055, 6056	Pilot course at Crawford/IDEA/Morse
		Integrated Science 5, 6	6057, 6058	Pilot course at Crawford/IDEA/Morse
NONE (Students do NOT take any CST in Science unless also enrolled in another science class listed above)	9-11	Principles of Technology 1-2	6303, 6304	
		Science - Technology 1, 2	6305, 6306	
		Environmental & Special Technology 1,2	6307, 6308	
		Forensics 1,2	6435, 6436	
		Functional Science 9th - 12th	7113	
	9-10	Applied Science/Health 9th - 10th	7324N	
	10-11	Science Research Techniques 1,2 (Biology, Chemistry, or Physics)	6431, 6432	
11		Applied Science/Health 11th - 12th	7325	
NONE	9-11	Not enrolled in a science class and has not completed a science class since the 2006-07 school year.		

* Course numbers include all fifth-character variants: B = bilingual; C = cluster; G = SPED collaborative; L = sheltered; S = seminar, U = Unweighted.

NOTE: Students enrolled in two science classes should take the appropriate CST for the higher level course or, if only one course has an identified CST, take the CST for that course.

MATRIX FOR 2009 CST HISTORY/SOCIAL SCIENCE TESTING

CST Test	Grade	Course Name	Course No.*	Additional Criterion
World History	9-11	World History and Geography 1, 2	6605, 6606	
		World History 1-2 Advanced Placement	6639, 6640	
		World History 1,2 Advanced	6645, 6646	
		Applied World History and Geography 1,2	7355, 7356	
		UCCP World History & Geography 1	6607	
		UCCP World History & Geography 2	6608	
		World History 1 (BP)	6861	
		World History 2 (BP)	6862	
		World History & Geography 1	7761	
		World History & Geography 2	7762	
		History SL IB1	6643	
		History SL IB2	6644	
None	9 & 10	Not enrolled in a world history class and has not completed a world history class since the 2007-08 school year.		

* Course numbers include all fifth-character variants: B = bilingual; C = cluster; G = SPED collaborative; L = sheltered; S = seminar; U = Unweighted.

REIMBURSABLE ACTIVITIES TIME LOG - Standardized Testing and Reporting (STAR)

FOR USE BY:
 School Site Personnel

Employee Name: _____

(PLEASE PRINT)

Site: _____

Month & Year: _____

Please note the time spent on each activity under the corresponding date. *Please indicate whether minutes or hours.*

Activity Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1																															
2																															
3																															
4																															

Code 1 Training: Reviewing the requirements of the test and conducting training sessions -- **[Please use a Training Log (Attachment K) for school district personnel attending training for test administration]**

Code 2 Pre-Test and Post-Test Coordination: Processing requests for exemption from the test filed by parents or guardians – designating a school district employee as a STAR program test site coordinator at each test site – determining site test and test material needs – overseeing the acquisition and distribution of tests and test materials at the sites – cooperating with Assessment Services to provide the testing and make-up testing days for the site – maintaining security over test materials and data – overseeing the administration of the test to eligible students at the test site – overseeing the collection and return of all test materials and tests to Assessment Services – assisting Assessment Services and publisher with any discrepancies in the test information and materials – certifying information to Assessment Services – preparing, executing, and collecting STAR Test Security Agreements and Affidavits from every person who has access to tests and other test materials

Code 3 Test Administration: Conducting and monitoring the test to all pupils as appropriate for STAR testing -- (Do **not** include time spent by the classroom teacher during his or her normal classroom hours for test administration; it is **not** reimbursable)

Code 4 Reporting and Record-Keeping: Recording test results in each pupil's record of accomplishment

The State of California requires that school district personnel maintain a record of time spent on mandates in order for the district to receive reimbursement. Your signature on this form certifies your participation in the activity and that you have reported actual time.

Please indicate the number of minutes spent filling out this log:

Employee Signature: _____ **Date:** _____ 1 Min. 5 Min. 10 Min. 15 Min. Other: _____

Please return the completed form to: Mandated Cost Unit, Room # 3160, Ed Center

(PLEASE CALL THE DISTRICT'S MANDATED COST UNIT AT (619) 725-7568 FOR INFORMATION ON THE REIMBURSEMENT INCENTIVE PROGRAM)

