

# EAP Essay

## Background

The Early Assessment Program is a collaborative effort between the CDE, the California State University (CSU), and the State Board of Education designed to assess students for college readiness in their high school junior year. The EAP is a voluntary eleventh grade assessment that combines CSU placement standards with California high school standards. This early assessment identifies whether a student is prepared for college at a point when students have the time to gain the needed preparation during the high school senior year.

## Test Dates

The EAP essay may be administered at any time between March 3 and March 27.

## Test Materials

CSU EAP essay materials are packaged in separate cartons and delivered separately from the school district's CST materials.

**Table 21. Test Materials, EAP Essay Administration—Test Site**

Test Materials	Shipment
Essay Prompt Booklets (3 versions)	Boxes marked for schools
California State University Early Assessment Program Response Booklets—Pre-ID or blank	Boxes marked for schools
<i>Directions for Administration of the Essay</i>	Boxes marked for schools
Manual Information Sheet	Box 1 – School
SGID Sheets	Box 1 – School
Scorable Material Freight Kit—magenta	Box 1 – School
Nonscorable Material Freight Kit—yellow	Box 1 – School
EAP Master File Sheets	Box 1 – School
Paper bands	Box 1 – School

## EAP Essay Responsibilities

### Before Testing

#### Manage Test Security

- Identify a secure, lockable area for testing materials.
- Secure all materials and notify others of the location.

#### Coordinate Testing Materials Received from the School District

- Take inventory of materials when they are received from the district STAR coordinator.
- Contact Denise Ormsbee @ (619) 725-7059 to report any discrepancies or to request additional materials.
- If large-print or braille tests were ordered, verify that they have been received.

#### Organize the Testing Environment

- Identify test examiners, proctors, and testing locations.
- Schedule the essay administration.
  - Allow, at minimum, a class period for the essay administration. An estimated 45 minutes is the amount of time students will need to respond to the essay prompt.
  - The essay may be administered throughout the day or on consecutive days to students in different classes if all periods do not meet every day and the essays are being completed in regular classes.
  - All essay administrations must be completed by **March 27, 2009**.
- Notify grade eleven students of the testing time and locations.

#### Distribute Testing Materials to the Test Examiners

- Distribute sets of materials to test examiners. Sets of materials should include a *DFA*, response booklets, and Essay Prompt Booklets.
- Ensure that test examiners receive large-print and braille tests when appropriate.

### During Testing

#### Monitor the Test Administration

- Check materials out to test examiners and check them back in at conclusion of testing. Locate any

missing materials. Contact the district STAR coordinator if materials cannot be located.

- Be available to answer questions from test examiners.

#### Manage Emergency Situations

If an emergency situation occurs during the administration of any test, the first consideration must be for the safety of the students and staff. Test examiners should be advised to ensure that students are safe, and then secure testing materials, if it is safe for the examiner to do so. When the emergency situation has been resolved, update the district STAR coordinator about what has happened.

Types of emergencies include (but are not limited to):

- **Electrical Outages**—If there is sufficient light to continue testing, students should continue working on the test. If there is insufficient light, the test examiner should collect and secure the test materials until they can be returned for central storage. Testing should resume when electricity is restored or on a subsequent day, as appropriate.
- **Natural Disasters (such as earthquake or fire)**—Test examiners should follow the school/site's procedures for responding to natural disasters. Test materials should be left on the students' desks and the room locked if the building is being evacuated and locking the room does not endanger students or staff. When it is safe to do so, testing may resume or materials may be collected and secured to resume testing on a subsequent day.
- **Student Illness**—If a student becomes ill and soils a response booklet, transcribe all information, if possible, onto a blank response booklet in order to save the student's responses. Then dispose of the soiled response booklet securely.

### After Testing

#### Collect and Process Testing Materials

- Verify that all testing materials have been returned.
- Separate response booklets to be scored from all other materials. Booklets are to be submitted for scoring only for students who were present.
- Ensure that any booklets that have torn edges are transcribed to new booklets for the students.
- Remove any sticky-notes or paper clips from the response booklets.

**Count Testing Materials**

- ❑ Verify that the number of booklets to be scored plus the number of all booklets not to be scored (unused and voided) equals the number of booklets received at the school/test site. If the number is not equal, a security breach may have occurred.

**Correctly Package Scorable Materials**

- ❑ Use the original cartons in which the materials were received to package and return the materials to the school district.
- ❑ Complete only the **front page** of an SGID, following the directions in the “Completing SGID Sheets” section on pages 3 & 4.
- ❑ Use a paper band to secure completed SGID sheets on top of the response booklets to be scored.
- ❑ Complete the EAP Writing Master File Sheet and place it on top of the banded set of booklets.
- ❑ Place the banded set of documents and the EAP Writing Master File Sheet into a carton as shown in Figure 3, below.

- ❑ Record the school/test site information on a magenta return address label and affix it to the carton of response booklets to be scored.
- ❑ Set the completed carton(s) of scorable booklets aside and move on to the nonscorable materials.

**Correctly Package Nonscorable Materials**

- ❑ Place **all** Essay Prompt Booklets and voided response booklets in a separate carton.
- ❑ Record the school/test site information on a yellow return address label and affix it to the carton of nonscorable materials.
- ❑ Return all *DFAs* and unused response booklets.

**Return Materials to the School District**

- ❑ Return the cartons of scorable and nonscorable materials to Annex 10 on March 27, 2009 by 4:30 p.m.

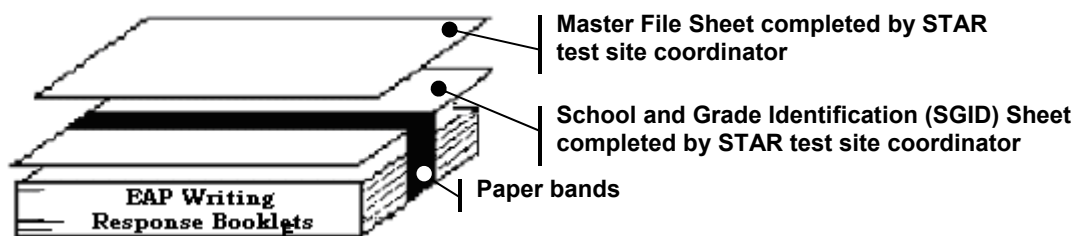


Figure 3. Packing Order for Returning EAP Materials

## Completing SGID Sheets

Test site coordinators complete an SGID sheet and place it on top of **each** set of test booklets or answer documents to be scored. An SGID sheet must be filled out for each grade and each test taken by students in that grade level. The information on the SGID takes precedence over what was submitted for Pre-ID for the school.

The SGID sheet is sampled in Appendix G.

### SGID: Side 1

Print the information requested in the box in the upper right-hand corner and mark the corresponding circles, as applicable:

**District**—School district name where the school/test site is located or school district that assigned the students to NPSs

**School**—Name of the school/test site or NPS

**Grade**—Grade level of answer documents under this SGID; leave blank for the CAPA

**Test Date(s)**—Date testing began

**Teacher, Counselor, or Group**—Only if documents are being submitted by Teacher/Group or for a specific NPS to enable grouping for the California Report for Teachers.

**Other SGID fields**—Mark the circles for the following:

- **Type of test**—Mark the circle for “CST and CMA” (applies to writing and multiple-choice tests), “CAPA,” or “STS.”
- **Grade**—For CST/CMA and STS documents, mark the circle for the grade level in which the students were enrolled. Leave this section blank for CAPA.
- **Number of Documents**—Enter and mark the number of documents in the set. This number includes the number of answer documents for students tested

- **Testing Start Date**—Enter and mark the month and day of the first date of testing for the documents in the set.
- **School Name**—The school name is preprinted on the SGID sheets provided with the school/test site materials. If using a blank SGID, print the school name (left justified) in the boxes and mark the corresponding circle under each letter of the school name. Leave a space between

each word and mark the empty circle at the top of the column.

- **School Code**—The school code is preprinted on the SGID sheets provided with the school/test site materials. If using a blank SGID, enter the school code in the boxes and mark the corresponding circle under each number. Use “0000001” as the school code for NPSs.
- **For STS Only**—Mark the circle that best describes when the STS was administered in relation to the CSTs (before, after, or concurrently).

N/A for  
EAP  
Essay

### SGID: Side 2

Mark the circles for the following:

- **Instructional Materials Survey**—The test site coordinator is to complete this section on **one** SGID for each grade level, two through eight. The Key for Coding Instructional Materials is in Appendix I of this manual. Leave this section blank for grades four and seven writing tests and for grades two through eight or grades two through eight or grades two through eight. The information in this document is for the California Report for Teachers by class. If used, print the name (left justified) and mark the corresponding circle under each letter.
- **Teacher, Counselor, or Group Code (Optional)**—Complete only if the school district wants to receive the California Report for Teachers by class. If used, print the name (left justified) and mark the corresponding circle under each letter.
- **Period or Group Code (optional)**—Complete only if instructed to do so by the district STAR coordinator. This code would help sort reports by period, teacher, counselor, or group name.

Do NOT complete  
side 2 for the EAP  
Essay

N/A for  
EAP  
Essay

Grid "CST  
and CMA"  
for EAP  
Essay

Grid Grade  
11 for EAP  
Essay

# Sample STAR Shipment Forms

## Exhibit A-7. Sample School and Grade Identification Sheet (SGID)



The specific directions for the use of this sheet are provided in the *STAR District and Test Site Coordinator Manual*.

**USE NO. 2 PENCIL ONLY**

### CST, CMA, CAPA, and STS School and Grade Identification Sheet

Please supply the following information:

District \_\_\_\_\_

School \_\_\_\_\_

Grade \_\_\_\_\_ Test Date(s) \_\_\_\_\_

Teacher, Counselor, or Group \_\_\_\_\_  
If documents being grouped within school

#### SCHOOL NAME

Print the school name in the boxes, abbreviating if necessary to fit the 20 spaces; then mark the corresponding circle below each box.

Mark One (Required)

- CSTs and CMA
- CAPA
- STS

CST/CMA and STS only (Required)

- GRADE**
- 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8
  - 9
  - 10
  - 11

Mark CST & CMA for EAP

Mark Grade 11 for EAP Essay

A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

(Required)

**NUMBER OF DOCUMENTS**  
Print one numeral per box, right justified (e.g., 0032); then mark the corresponding circles.

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

(Required)

**TESTING START DATE**

Month	Day
<input type="radio"/> Feb	
<input type="radio"/> Mar	
<input type="radio"/> Apr	0 0
<input type="radio"/> May	1 1
<input type="radio"/> Jun	2 2
<input type="radio"/> Jul	3 3
<input type="radio"/> Aug	4 4
	5 5
	6 6
	7 7
	8 8
	9 9

(Required)

**SCHOOL CODE**

0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

**FOR STS ONLY**  
Mark after these students have completed the Standards-based Tests in Spanish.

- STS were completed before CST.
- STS were completed after CST.
- STS were taken concurrently with CST.