

**MONTHLY REIMBURSABLE ACTIVITIES TIME LOG FOR SCHOOL SITES**

**California High School Exit Exam (CAHSEE)**

For District Use Only Entered by _____
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**Employee Name:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Month:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Please note the time spent on each activity under the corresponding date. **PLEASE INDICATE WHETHER MINUTES OR HOURS.**

Activity Codes	DATE	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
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A																																
B																																
C																																
D																																

**Activity Code Descriptions:**

- A Determining English Language Skills:** Determining whether English-learning students possess sufficient English language skills at the time of the CAHSEE to be assessed.
- B Training: (*Only non-teacher time is reimbursable*)** Training test examiners either by a test site coordinator or district coordinator.
- C CAHSEE Administration: (*Only non-teacher time is reimbursable*)**
  - Maintaining a record of all 10th grade students who were absent for the March test cycle of the CAHSEE and will need to take the make-up exam in May.
  - Entering CAHSEE data into a transfer student's permanent record.
  - Designating a test site coordinator. Determining site examination and test material needs and arranging for test administration at the site.
  - Accurately identifying eligible students who take the CAHSEE at the test site through the use of photo-identification or positive recognition by the test examiner.
  - Collecting and returning all testing materials and certifications to the CAHSEE district coordinator and assisting in the resolution of any discrepancies.
- D Test Security/Cheating: (*Only non-teacher time is reimbursable*)**
  - Ensuring that strict supervision is maintained over each student being administered the CAHSEE, both while in the testing room and during any breaks.
  - Limiting access to the CAHSEE to students taking it and employees responsible for its administration.
  - Obtaining the signatures of all persons having access to the CAHSEE on the 'CAHSEE Test Security Agreement' and maintaining a file of their names.
  - Monitoring and tracking test inventory using appropriate control forms and delivering the exams and test materials to those actually administering the exam on the date of testing.
  - Providing secure transportation for test materials and assuring their security until they have been inventoried, accounted for, and delivered to the test examiners.
  - Notifying each eligible student before administration of the CAHSEE of the consequences of cheating and dealing with any student found cheating or assisting others in cheating.

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)