
State Mandated Testing - Material Ordering (ARE-W002)
Sacramento City Unified School District

1.1 This work instruction describes the process in which the Assessment, Research, and Evaluation Department orders mandated assessment test materials in the Sacramento City Unified School District.

2.0 RESPONSIBILITY:

- 2.1 Coordinator III
- 2.2 Accountability Coordinator
- 2.3 Application Specialist

3.0 APPROVAL AUTHORITY:

- 3.1 Administrator of Assessment, Research and Evaluation Department

4.0 DEFINITION

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5.0 PROCEDURE:

- 5.1 All Mandated Tests – Coordinator III and Accountability Coordinator receives username and password from the CDE contracted test vendor and provides this information to the Application Specialist.
 - 5.1.1 PFT test – skip to 5.3.
 - 5.1.2 STAR-Aprenda 3 test, CAHSEE test, and CELDT test – skip to 5.4.
- 5.2 STAR-ETS tests – Coordinator III and Application Specialist attend the state sponsored Materials Ordering training and receive training materials.
- 5.3 STAR-ETS tests and PFT test – Office Technician submits a blanket requisition order and purchase order request. (BUD-P005)
 - 5.3.1 Upon approval from Budget Services, Office Technician receives a copy of the blanket purchase order from the Purchasing department.
- 5.4 All Mandated Tests – ARE staff determines the number of students to be tested and orders the appropriate number of test materials from the CDE contracted test vendor.
 - 5.4.1 For STAR-ETS tests, refer to ARE-W012.
 - 5.4.2 For STAR-Aprenda 3 test, refer to ARE-W017.
 - 5.4.3 For CAHSEE test, refer to ARE-W013.
 - 5.4.4 For CELDT test, refer to ARE-W009.
 - 5.4.5 For PFT test, refer to ARE-W011.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Requisition Order
- 6.2 Purchase Order

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Requisition Order	ARE files	5 years	Discard as desired.	Access limited to ARE staff.
Purchase Order	ARE files	5 years	Discard as desired.	Access limited to ARE staff.

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/03	A	