
California High School Exit Exam Test Materials Ordering (ARE-W013)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction details the steps to order test materials for the California High School Exit Exam (CAHSEE) in the Sacramento City Unified School District.

2.0 RESPONSIBILITY:

- 2.1 Accountability Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Administrator of Assessment, Research,
and Evaluation

4.0 DEFINITIONS:

- 4.1 CAHSEE – California High School Exit Exam
- 4.2 CDE – California Department of Education
- 4.3 ETS – Educational Testing Service
- 4.4 SCUSD-sql – Sequel server system
- 4.5 TMC – Test Materials Count Access Database
- 4.6 English Learner – Students with a primary language other than English who have are not fluent in English.

5.0 PROCEDURE:

- 5.1 Receive username and password from the CDE contracted test vendor.
- 5.2 Order test materials for the 2006-07 CAHSEE administration from the CDE contracted test vendor.
 - 5.2.1 Receive username and password from the CDE contracted test vendor.
 - 5.2.2 Create a new TMC access database for the CAHSEE administration.
 - 5.2.3 Go to SCUSD-

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- 5.2.4.3 Display the SchNameDisplay field from the dbo_tblSchools table in the query.
- 5.2.4.4 Display the SchoolNum (Ascending), grade (Ascending), and Permnum fields from the Student Demographic table.
- 5.2.4.5 On the Criteria line, specify the grade(s).
- 5.2.4.6 On the Total line, change the text in the Permnum field from Group By to Count.
- 5.2.4.7 Click Query/Run to run the query.
- 5.2.4.8 Click File/Print to print the query.
- 5.2.4.9 Click File/Save to save the query. Save query as qry_TMC_[test month][test year].

5.2.5

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
qry_TMC printout	Accountability Coordinator's Files	1 year	Discard as desired.	N/A
Website				