

Scope of Work: SABE/2 STAR 2004

Student Information SABE/2 STAR

As established throughout this contract, the Scope of Work for SABE/2 2004 is based on the estimated case count of 127,000 students.

A. Test materials production and publication

Based on the data projected from the past five years of the program, CTB will provide the following SABE/2 materials for spring 2004. Practice Tests will be included for grades 2-11.

CTB will work with CDE to ensure, where practical and meaningful, that materials are described to districts using a common nomenclature across the STAR and SABE/2 STAR contracts.

We will print documents with the SABE/2 STAR logo in sufficient quantity to ensure that all districts receive a booklet and answer document for each child tested. The practice materials will be standard SABE/2 materials.

Materials to be provided in 2004

TITLE/CODE	QTY NEW PRINT YEAR 2004
SABE/2 Level 2 Test book Code # 43172	40,000
SABE/2 Level 2 Exam Manual Code #43176	13,200
SABE/2 Level 3 Test book Code 43173	30,000
SABE/2 Level 3 Exam Manual Code # 43177	14,000
SABE/2 Level 4 Test book Code # 40990	20,000
SABE/2 Level 5 Test book Code # 40991	25,000
SABE/2 Level 6 Test book Code # 40992	30,000
SABE/2 Levels 4,5,6 Exam Manual Code # 43178	41,000
Custom Levels 4,5,6 Answer Sheet Code # 43174Cut	75,000
Custom Levels 4,5,6 Answer Sheet Code # 43175/CF	100,000
Custom Slip Sheet Code # 43180	70,000
Custom Test Coordinator's Manual Code # 43179	13,000
Large Print (test books only) per grade	25
Practice Tests, Levels 2 – 3 Code # 11253	70,000
Practice Tests, Levels 4 – 6 Code # 11254	75,000

CTB will ship a 15% (10% school & 5% district) overage to each district. Single school districts and charter schools will receive only the 10% school overage. Braille books are not included in this proposal.

B. Delivery of test materials to school districts

All Spanish-speaking students in Grades 2 through 11 who have been in California Public Schools less than 12 months must be tested. Other English learners, whose primary language is Spanish, may be tested at the school district's discretion. CTB will contact each district to receive enrollment data. Enrollment/Order Form packages will be sent to districts in early October. Order Forms should be received by CTB no later than November 14.

Districts testing earlier than the suggested testing window of March 15 through May 21, with make-ups through May 28, will be at CTB's discretion. CTB is under no obligation to deliver early, but will accommodate districts as possible. The earliest districts may test is February 23, 2004.

Students testing must take all subtests including Word Analysis. Study Skills is the only optional test. (Grades 4 - 12)

An order is completed for a school or a district

CTB will require each district ordering materials to specify the first and last regular testing dates, make-up testing dates, and the materials pick-up date. The information submitted must be verified to ensure compliance with California law and regulations.

SABE/2 STAR 2004 test materials will be packed by school, and then shipped to the district for distribution. Each shipment will include packing lists that the District Coordinator will be asked to check. If a discrepancy is found, the Coordinator will have a toll free number to call to notify CTB within two (2) working days of the receipt of the shipment. CTB will remedy the discrepancy within two working days of the school district report.

A bill of lading is prepared for each shipment, a copy of which is kept as a record. This bill includes the date of shipment, the number of skids and cartons in each shipment, and the carrier used.

All districts are sent materials via Con-Way and UPS because they are secure carriers.

After the shipments have been sent, Traffic Control traces shipments as needed.

Delivery

CTB provides secure delivery and retrieval to and from California school districts.

All deliveries will be made no more than 25 days nor less than 10 days before each district's first scheduled test date. Single school districts and charter schools should receive the test materials no more than 10 days before the first day of testing. CTB has considerable experience in working with districts on processes, and procedures are in place to ensure correct deliveries. This includes access to help via a toll-free number.

The ordering and fulfillment process will follow specific procedures that have been developed and proven effective for many years, including

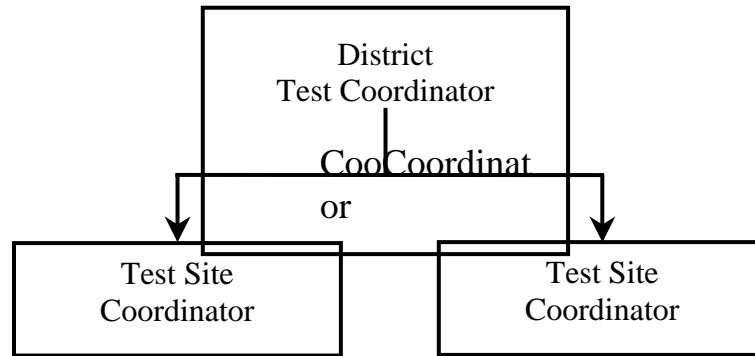
- Tracking incoming orders
- Providing procedures to accommodate late additional orders and changes to orders
- Providing a toll-free number for support
- Tracking shipments
- Providing instruction for districts (inventory and assembly of test materials)

Retrieval

The SABE/2 STAR 2004 custom contract scoring team will schedule and arrange for the pickup of test materials no more than 5 days after the last make-up testing day in each district or for each track in districts testing multi-track year-round schools. The District Coordinator will be provided a toll-free number to call (with fax backup) when all answer documents for schools in the district have been packaged and are ready for pickup. The CTB coordinator will verify the pickup address, contact person, business hours, and total number of boxes. The CTB coordinator will arrange transportation and provide the District Coordinator and contact person with information about the carrier, pickup date, and confirmation number. Upon arrival of the documents, the CTB Receiving Department will check the box count against the number recorded. The District Coordinator will be contacted if discrepancies exist, and tracking procedures will be initiated with the carrier. CTB uses a number of carriers that have proven to be reliable, including UPS, FedEx, Emery, Roadway, and Conway.

On-Site Security

A primary focus of the security program is the handling of the test materials at the districts and schools. CTB will rely on the existing network of District Coordinators and Test Site Coordinators who will be responsible for the security of the testing instrument while the tests are on-site.



CTB will provide security-handling instructions for district and school test administrators that will detail the receipt, handling, storage, administration, retrieval, and return of materials. This information will be included in the SABE/2 STAR 2004 Test Coordinator's Manual. The manual will include:

- Security agreements and affidavits for district and school personnel, to be signed and kept by the district test coordinator for all personnel who will be handling the tests.
- Security document checklist for district coordinators, with specific security warnings and instructions.
- Receipt procedures for the test materials to verify that all materials were received; including instructions to rectify material shortages before testing begins.
- Procedures for storing testing materials in secure facilities.
- Procedures for ensuring that test booklets are not accessed by unauthorized persons.
- Instructions for distribution of Test Coordinator's Manuals and test booklets on testing date.
- Inventory procedures for handling the testing materials at each point in the testing process to maintain accountability and integrity.
- Procedures for the collection and accounting of all test booklets and answer documents after regular and make-up testing periods.
- Instructions for returning the test materials to CTB for scoring and reporting.

CTB has designed and instituted procedures to maintain the integrity and security of all assessment materials. This is a requirement of any high-stakes assessment program.

- CDE will do a follow-up to secure all forms
- The coordinator will be expected to take all necessary precautions to safeguard all tests and test materials by limiting access by persons within the school district. The coordinator will be asked to sign a security agreement in which he/she agrees to be responsible for keeping on file the names of all persons having access to tests and test materials.
- Require all persons having access to the materials to sign a Security Affidavit that will be kept on file at the school or district office.
- Keep the tests and test materials in a secure, locked location.
- Monitor and track test inventory and ensure that tests returned for processing or destruction are properly accounted for and paperwork is correctly filled out.
- Provide secure transportation of test materials within the school district.

Test booklets at Levels 2 and 3 are consumable. This increases the security, since students will write directly in the test booklet and the completed test booklets will be returned to CTB where they will be stored or destroyed as required. Districts will also return all booklets for Levels 4 through 6, as well as, each student's scan-able answer document. The implementation of a comprehensive security plan requires close attention by all members of the team who have access to secure materials, including CTB employees and state, district, and school personnel. A good working relationship facilitates immediate identification of any potential security violations and encourages discussion regarding preventative and corrective actions where necessary.

CTB understands that SABE/2 STAR 2004 materials are to be maintained in a secure manner during development, printing, administration, and scoring in order to preserve the integrity of the tests. When not in use, all test materials will be kept in secure, locked storage. Individuals involved in the development, printing, administration, or scoring of SABE/2 STAR 2004 who have access to secure test items or materials will be provided with a copy of CTB's security requirements and procedures.

Answer Documents

CDE will finalize the demographic pages for the 2004 test booklets and answer documents by late September and forward them to CTB. Based on these demographic changes in the answer document, the pre-ID file will be changed to conform to both the changes and CDE/ETS' specifications. Student biographical data will be collected either by means of the optional

pre-coding of slip sheets or by completion of demographic grids on the SABE/2 STAR 2004 answer document, which is designed to collect all of the information required for reporting by the State Department of Education.

CTB will work with CDE to ensure that the answer document collects all required information. In addition, CTB will ensure that districts place separate materials orders for students who are English only (immersion) and all students in grades 1 and 12. STAR materials are not to be used for immersion programs or grades 1 and 12 and students in this program and these grades are not to be included in any STAR Program reports or costs. Schools and districts are responsible for completing student demographic data for all English learners in grades 2 - 11.

If the EL column for “Less than 12 months” and “12 months or more” is left blank on the student documents, CTB will not report the students in the EL disaggregation summaries.

If the testing accommodation fields are left blank, the students will be counted as having had No Accommodations and will be included in all the summary data.

The front cover of the answer sheet is designed to collect information from the student including student name, birth date, grade and other demographic information and to be pre-coded. CTB will print both cut-sheet and continuous form answer sheets to accommodate both in-school hand coding and pre-coding by CTB.

A second demographic section is designed to collect information for school and district use only, with the exception of the slipsheet for use with levels 2 and 3.

Envelopes will be provided for the return of answer booklets. Booklets will be placed in the envelopes and will be accompanied by a Group Information Sheet (GIS). The GIS, shown below, identifies the teacher and the number of students in the class and the school.

Figure 3: Group Information Sheet (GIS)

Group Information Sheet

TEACHER NAME										SCHOOL NAME										Number Students Testing		GRADE	
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	0	0	K <input type="radio"/> 6 1 <input type="radio"/> 9 2 <input type="radio"/> 10 3 <input type="radio"/> 11 4 <input type="radio"/> 12 5 <input type="radio"/> 12+ 6 <input type="radio"/> Ungraded 7 <input type="radio"/>	
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	1	1			
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	2	2			
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	3	3			
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	4	4			
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	5	5			
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	6	6			
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	7	7			
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	8	8			
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	9	9			
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	0	0			
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	1	1			
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	2	2			
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	3	3			
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	4	4			
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	5	5			
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	6	6			
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	7	7			
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	8	8			
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	9	9			
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	0	0			
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	1	1			
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	2	2			
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	3	3			
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	4	4			
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	5	5			

SPECIAL CODES																					
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

ORG-TP (CTB USE)										STRUC/ELEMENT # (CTB USE)									
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

Organization Name: _____

Element/District Name: _____

SO #: _____

State: _____

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Careful packaging of these documents for return to CTB allows school and teacher integrity to be maintained. It also ensures that all documents received are scored and that student data is correctly reported.

Pre-coding Services (Optional)

For SABE/2 STAR 2004, districts have the option of having student biographical information pre-coded directly onto slip sheets that “slip” into each student’s test booklet for levels 2 and 3 or into student answer documents for levels 4 through 6. The information appears with the documents and can be scanned along with the students’ responses. This permits the scanned results to be sorted and analyzed in accordance with the CDE’s Specification.

Pre-coded data may include student ID numbers, district and school numbers, and special group codes. The data is typically printed on machine-readable slip-sheets. In addition to the pre-coded printing, all pre-coded data may also appear in human-readable format. The final pre-coding specifications will be approved by CDE and will correspond to those used by other STAR Program contractors.

The source of the pre-coding can be customer input from mainframe cartridges or tapes, or PC diskettes of any format. The submitted data should contain only the data to be pre-coded. Test data will be required in accordance with specifications agreed to at least three weeks prior to the receipt of the final pre-ID document printing. Formatting of the test data will be checked for compliance, and any necessary corrections or adjustments will be negotiated between CTB and the districts prior to printing the slip-sheets. The district is responsible for making the corrections or adjustments and providing a new set of data. These quality assurance precautions ensure rapid turnaround after receipt of the run data.

C. Test processing, scoring and analysis

1. Pre-Scoring (prework):

- Establish contact with the school districts to obtain information regarding the test coordinator, test materials, test dates, and scoring services.
- Enter into the database all the scoring services requested for each school district.
- Provide pre-coded Group Information Sheets (GIS) and School Group Lists (SGL) to the districts in the Test Coordinator's Kit.
- Provide pre-coded documents (slipsheets) if requested by the district.
- Assist districts in packaging and finalizing transportation arrangements.
- Distribute District Contact Information Form to obtain STAR Test Coordinator information, if this cannot be obtained from CDE.
- Distribute Custom Order Forms for SABE/2 STAR materials.
- Distribute Custom Test Coordinator's Manual to address specific requirements for the STAR Program.

Quality Control Steps:

- A front-end kit is provided to Operations prior to the arrival of documents for scoring. The front-end kit is used to verify that all the materials expected from each district are received.

2. Receiving:

- Carriers deliver answer documents to CTB.
- Boxes are unloaded, counted, and organized by district.
- Electronic tracking records are initiated for each district.
- All receipts are logged and organized for processing within 24 hours of receipt.
- Districts are notified of any missing boxes.
- Dedicated carriers are set up for pickup of documents from districts.

Quality Control Steps:

- Count every box received from a district and notify the districts and/or carriers of any discrepancies.
- Create electronic tracking records for every district to keep track of the customer's job in every workstation from the time it is received.

3. Log-In:

- Document type, student counts, and structure are verified against district materials to ensure that student data will be processed and organized accurately.
- Test materials are sorted and organized by district for scanning.
- Any case count discrepancies are resolved before moving the customer's job to the next workstation.
- Inventory all the test materials received from the districts.

Quality Control Steps:

- Verify that all the grades and schools have been received by checking against the prework data.
- CDS numbers on the GIS are verified against the CDS file provided by CDE. CDE will supply a data file of charter schools electing to test independently.
- Ensure that 100% of the test books and examiners manuals were received by verifying the information against the material fulfillment data

4. Scanning:

- Test documents are trimmed and scanned on 5000i scanners, operating at 6,000 sheets per hour.
- Student biographical data and responses are captured on tape and uploaded to the Mainframe using standard scanning rules.
- Custom scan drivers for the SABE/2 STAR documents
- Capture the additional biographical and demographic student data.

Quality Control Steps:

- Calibrate the scanners periodically to capture accurate data.

5. Updates:

- Verify scanned student counts against counts from the district.
- Edit student data, applying standard edits for student names, birth dates, and scores.

. Additional Edits

CTB will implement the following procedures for missing demographic data within the scanned student records.

- CTB's Edit Error Report including the school, student names, and data to be provided will be faxed to the district office for resolution. CTB will print confirmation of delivery for each fax sent. If a fax does not go through, a call will be placed to the site and arrangements will be made to refax/re-send the Edit Error Report to the site.
- The district office will have 48 hours from the confirmed data and time of delivery of the faxed Edit Error Report to provide CTB with resolution for any/all discrepancies identified. The site will return the original Edit Error Report via fax with the appropriate data to resolve each case.
- If the district does not provide CTB with resolution by the established deadline, CTB will process the data as submitted and send a notice to the CDE that includes the district, school(s), and the number of students at each grade level with missing data by type of data missing.
- The correction of identified errors will be optional for districts. There are no required demographic edits. CTB will provide this service as an option to districts that would like to have their data corrected. If the district elects to not have the corrections made the file will be processed as received and written notification will be faxed to CTB on the edit/error report that was faxed to the district.

- CTB will provide CDE with a master EXCEL file identifying each site that opted to have data corrected.

Quality Control Steps:

- Verify that all documents were scanned and that the hierarchical integrity was maintained.

6. Reports Generation:

- Scanned data is checked to ensure that we received all the schools and grades expected for a given school district.
- Discrepancies related to individual student data or questions related to special population categories are verified before submitting reports.
- All reports for a given school district are run once the data has been verified.
- Forward all billing related information to Billing.
- Assign and set up unique Scoring Organization to identify SABE/2 STAR customers.
- For multi-track districts, submit reports for all the schools within a track and submit reports for a district after scoring the last track for that district.
- Provide Custom GRT to include the additional SABE/2 STAR demographic information.
- Provide custom software in addition to downloads for TestMate Clarity customers.
- Print all reports with custom SABE/2 STAR Logo.

Quality Control Steps:

- Verify data from Updates against the School/Group List filled out by the districts.
- Verify the CDS numbers to ensure accurate reporting of the data for each school and district.
- Ensure that the correct scoring services were prepared for the customer by checking against pre-work.

7. Reports provided

CTB will provide a disaggregated summary report at each of the following levels: school, district, county and state. This report will be disaggregated as required by the enacting legislation. That is:

- Special Education*

- Male
- Female
- Less than 12 months
- 12 months or more
- Economically advantaged
- Economically disadvantaged

*Note: Aggregations will not exclude students with special accommodations.

8. Reports include:

1. **Basic/CRS** — The Class Summary Report (CSR) provides a permanent record of test results for students in a class or another specified group.
2. **Spanish Home Report** — provides parent/guardians with normative information about their child's academic achievement.
3. **Student Profile Report** — identifies an individual student's strengths and weaknesses in both norm- and criterion-referenced terms, intended primarily for classroom teachers.
4. **Evaluation Summary** — helps school and district administrators evaluate the overall effectiveness of their education programs.
5. **Internet reports**— include data summarized at four levels: state, county, district, school; research files (data) posted online for public access.
6. **OPR** Objectives Performance Report Summary by class
7. **GRT** General Research Tape provides all student data
8. **SGRT** Summary General Research Tape provided by State, County and District

Log-Out and Delivery:

Delivery

Reports will be shrink-wrapped in class packages for return to districts. Districts will distribute to schools. All reports will be returned by secure carrier and require a signature upon delivery.

CTB will begin sending reports to districts no more than 5 – 6 weeks after answer documents are received for scoring.

Districts will have a toll-free telephone number to call for information on their reports.

Shelf:

- Packing lists with appropriate addresses are generated for each district.
- All report packages are verified for completeness.
- Report packages are boxed and shipped to the districts via traceable carriers.
- Receipt signatures are recorded in the tracking system for proof of delivery.

Quality Control Steps:

- Ensure that all reports for a given district were printed and are complete.
- Ensure that reports are shipped to the correct address and are delivered on time and in good condition.

Telephone Coverage and Staffing

- CTB will provide customer service via a toll free number between the hours of 7:00 am and 5:00 p.m. Pacific time.
- The toll free number will be staffed with five customer service representatives and a manager.
- All employees on the Help Desk will work 100% on the California contracts including SABE/2 STAR and CELDT.
- This will ensure consistency in the message to our California District Test Coordinators and help to streamline the communications.
- A system will be in place to record customer concerns and log them for reporting and analysis purposes.
- An electronic version of that log will be made available to CDE with ten days prior notification.
- Scoring team members are also designated for the SABE/2 STAR Hotline.
- Customer will be routed to the designated team member based on the Area Code.
- If the scoring team member is not available to take the call, it will be routed to the next team member in the SABE/2 STAR team.
- If team members are not available, the customer goes into Voice-mail with a "0" out option to go to the Scoring Help Desk.
- All customers who leave messages will be called within 24 hours.

Contingency Plans:

- Have a third line activated for use during peak periods and have it staffed accordingly.
- Hire additional personnel for phone coverage if needed.
- Explore other options such as using Customer Service for additional coverage.

Program Support

California Evaluation Consultants representing CTB will conduct pre-test SABE/2 workshops to assist district STAR coordinators to prepare for the spring 2004 test administration. All workshops will be held in conjunction with CAT/6 and CST workshops. CDE must approve all dates, times and locations of the workshops. California Evaluation Consultants will also be available to provide district support with in-service training for school personnel in the use and understanding of reports.

Report interpretation information will also be posted on the SABE/2 STAR 2004 Website.

D. SABE/2 STAR scoring deliverables Spring 2004

General Requirements

CDE will have total review and approval of all documents, that is all letters, forms or other materials that will be distributed will be submitted to CDE for final approval. In order to accommodate this requirement, CTB requests that a 5-day turnaround time be implemented. If CDE does not provide approval or request changes within 5-working days, CTB may proceed without approval. CTB will resubmit documents for which CDE requested changes for CDE final review and approval after the changes are made.

In order to protect student confidentiality, all scores that are based on 10 or fewer students will not be reported and asterisks will appear on the reports, unless this is changed by CDE no later than January 30, 2004.

All reports will report a common test date, determined by CDE and CTB, at the bottom of each report. All reports except the label and the Spanish Home Report will include the following footnote on all pages re: Special Accommodations:

- The Spanish Home Report will provide the Spanish translation of the above footnote.

The Label, due to space limitations, will report the following text at the beginning of each group of students' individual Labels: "Student was tested with accommodations."

Regular Population—Excludes Special Accommodations

STAR Reports are to include only English learners in grades 2 – 11.

(No Special Report Titles):

Report	Mode	Scores	# Of Copies (Each mode)	Type of Select
Student Label	Class	RP, RNCE, RS, NCR	1	Does not Exclude Accommodations
Spanish Home Report	Class	RP	2	Does not Exclude Accommodations
Student Profile Report	Class	RP, RNCE, RS, NCR	2	Does not Exclude Accommodations
Class Record Sheet	Class w/ class means	RP, RNCE, RS, NCR	2	Does not Exclude Accommodations
Class Record Sheet Summary (suppress detail)	School & District	MDRP, MRNCE, MRS, MNCR	2	Exclude Accommodations
Objective Performance Summary	School & District	By Objective: % above 75 OPI & Average OPI	2	Exclude Accommodations
Evaluation Summary	School, District, County, & State	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	Exclude Accommodations Also, for County and State modes only: - Exclude Grades 1, 12 and English Immersion

Students with Accommodations

(All Report Titles = “ACCOMMODATIONS ONLY”): The special accommodations population will receive the same aggregate reports and scores as the ‘regular population’ (defined above) for class, school, and district modes only. The exception is that reference scores are not available for off-level test takers. Therefore, since the reference percentile is the only score provided on the Spanish Home Report, this report will not be provided for off-level testing.

Disaggregate Reports:

Report	Mode	Scores	# Of Copies (Each mode)	Type of Select
Class Record Sheet Summary (suppress detail) (Title: "MALE")	School & District	MDRP, MRNCE, MRS, MNCR	2	(Male) & (No Accommodations) & any/all off level
Evaluation Summary (Title: "MALE")	School, District, County, & State	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	(Male) & (No Accommodations) Also, for County and State modes only: - Exclude Grades 1, 12, and English Immersion
Class Record Sheet Summary (suppress detail) (Title: "FEMALE")	School & District	MDRP, MRNCE, MRS, MNCR	2	(Female) & (No Accommodations)
Evaluation Summary (Title: "FEMALE")	School, District, County, & State	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	(Female) & (No Accommodations) Also, for County and State modes only: - Exclude Grades 1, 12 and English Immersion
Class Record Sheet Summary (suppress detail) (Title: NSLP/NSLPF)	School & District	MDRP, MRNCE, MRS, MNCR	2	() NSLP & (No Accommodations)
Evaluation Summary (Title: NSLP/NSLPN)	School, District, County, & State	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	() NSLP & (No Accommodations) Also, for County and State modes only: - Exclude Grades 1,12, and English Immersion
Evaluation Summary (Title) NSLP/NSLPN)	School, District, County, & State	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	() NSLP & (No Accommodations) Also, for County and State modes only: - Exclude Grades 1, 12, and English Immersion

Report	Mode	Scores	# Of Copies (Each mode)	Type of Select
Class Record Sheet Summary (suppress detail) (Title: "LESS THAN 12 MONTHS")	School & District	MDRP, MRNCE, MRS, MNCR	2	(Less than 12 months) & (No Accommodations)
Evaluation Summary (Title: "LESS THAN 12 MONTHS")	School, District, County & State	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	(Less than 12 months) & (No Accommodations) Also, for County and State modes only: - Exclude Grades 1, 12, and English Immersion
Class Record Sheet Summary (suppress detail) (Title: 12 months or more)	School & District	MDRP, MRNCE, MRS, MNCR	2	(12 months or more) & (No Accommodations)
Evaluation Summary (Title: "12 months or more")	School, District, County & State	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	(12 months or more) & (No Accommodations) Also, for County and State modes only: - Exclude Grades 1, 12, and English Immersion
Class Record Sheet Summary (suppress detail) (Title: "SPECIAL EDUCATION")	School & District	MDRP, MRNCE, MRS, MNCR	2	(Special Education)
Evaluation Summary (Title: "SPECIAL EDUCATION")	School, District, County & State	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	(Special Education) Also, for County and State modes only: - Exclude Grades 1, 12, and English Immersion

General Research Tapes:

Report	Mode	Scores	# Of Copies (Each mode)	Type of Select
GRT (Tape or Disk) with student names	District (Upon request)	All available scores	1	All test scores for all students in grades 2- 11 *
GRT (on CD ROM) with student names	State	All available scores	1	All test scores for all students in grades 2- 11*

*** Districts must place separate orders for any reports for grades 1, 12, and English Immersion Programs.**

Reporting to the State including electronic files

State Summary Files (for CDE use): The following State summary files will be provided

Report	Mode	Scores	# Of Copies (Each mode)	Type of Select
Summary Data Files	State, County, District, School	Total N by Grade NOTE: All n-counts = total number of students tested. ----- By Total Reading, Total Mathematics, Total Language, & Spelling: RP of the MRNCE-TITLE: "RP for 'Avg.' Student Score" % of students above the 75 th RP: Based on Cumulative N-Count* % of students above the 50 th : Based on cumulative N count* % of students above the 25 th : Based on cumulative N count*	1	Grades 2-11 Eight subgroups in addition to All Student reports * 1) Mandatory only (coded as "less than 12 months" 2) Non-mandatory only (coded as "12 months or more" 3) All FEMALE (same as #1) 4) All MALE (same as #1) 5) Special Education 6) Not Special Education 7) Economically Disadvantaged 8) Not Economically Disadvantaged - All data excludes students identified as Special Accommodations, except for #6 All SPECIAL EDUCATION. - Exclude Grades 1 and 12 and English Immersion - Suppress SPELLING for Grades 9-11 only - Suppress WORD ANALYSIS - Suppress STUDY SKILLS

CTB will provide an electronic student data file with a record of the demographic data and scores for every English learner tested with the SABE/2 in grades 2 through 11.

The file will include no student names or ID numbers.

Student records will be within grade and school.

Schools will be within districts.

Districts will be within counties.

CDE and CTB will develop the layout for this file.

The student data file must be delivered to the CDE no later than August 6, 2004. Internet Reporting

Reports will be provided online, after CDE approval, with data summarized at four levels (state, county, district, school), including one report for the State of California, and reports for all participating schools, every county, and every school district within the State. Research files for the same summary data will be posted online for public access. The Internet file and its associated research files must include results for all English learners in grades 2 through 11 tested with the SABE/2. The Internet reports and the associated research files must be synchronous with the student data file for the CDE.

The Internet file and its associated research files must be posted at a secure, password protected web site by Monday, August 9 and available for public access on Monday, August 16.

Transition to 2005


CTB will prepare and transport to CDE all data for 1999-2004 and prepare web page construction for transition to CDE's web page. All data such as web page headers and footers, Logos that are CTB's property will be removed from said pages. Technical requirements such as format, look and feel are to be determined. CTB and CDE will need to review/confirm CDE server specs CTB is concerned primarily in determining if the CDE maintains UNIX servers with PERL support. If so, the migration of reports and data should be fairly direct. Need to confirm that the current display of data and information across the SABE/2 STAR support site will be maintained after the transition. (This includes site indices, general info pages "about the program", Spanish translations, copyright information in the report footers, etc.)

Sample SABE/2 STAR Website page

SABE/2 STAR State Summary Report - Microsoft Internet Explorer

Address: http://www.ctb.com/SABE2STAR/reports/00-00000-0000000-a.html

The California State Summary Report Spring 2001



SABE/2 STAR Summary Report for All Students
(Note: All data excludes Special Accommodations students, except the data for the Special Education population.)


Total Number Tested: 116215
Data uploaded on August 15, 2001

- [SABE/2 STAR homepage](#)
- [Link to the comparable 2000 report](#)
- [Link to the comparable 1999 report](#)

Grade	2	3	4	5	6	7	8	9	10	11
Total Reading	N=28500	N=22338	N=15619	N=11603	N=8902	N=6764	N=5554	N=9297	N=4959	N=2415
RPR for "Avg." Student Score	59	64	60	58	55	56	55	50	53	48
% Scoring Above 75th RP	29	35	34	29	27	30	30	25	27	23
% Scoring Above 50th RP	61	67	59	60	51	55	53	50	53	49
% Scoring Above 25th RP	83	88	84	85	79	77	76	75	80	75
Total Mathematics	N=28115	N=22213	N=15558	N=11606	N=6832	N=6678	N=5472	N=9255	N=4919	N=2394
RPR for "Avg." Student Score	64	66	61	60	53	49	44	40	39	31
% Scoring Above 75th RP	39	42	37	31	30	23	22	16	15	12
% Scoring Above 50th RP	63	68	60	61	50	48	43	40	35	29
% Scoring Above 25th RP	82	85	82	81	75	71	68	67	65	54
Total Language	N=28331	N=22075	N=15447	N=11504	N=6744	N=6628	N=5441	N=9034	N=4761	N=2307
RPR for "Avg." Student Score	62	64	58	61	58	63	61	54	50	44
% Scoring Above 75th RP	39	37	35	34	34	40	35	29	21	14
% Scoring Above 50th RP	63	67	59	61	56	60	61	54	52	46
% Scoring Above 25th RP	83	85	81	83	83	83	83	79	77	75
Total Spelling	N=28493	N=22289	N=15531	N=11524	N=6793	N=6685	N=5497	N=	N=	N=
RPR for "Avg." Student Score	57	60	55	57	47	58	54			
% Scoring Above 75th RP	35	30	28	30	17	26	19			
% Scoring Above 50th RP	63	61	60	58	49	62	61			
% Scoring Above 25th RP	84	83	78	86	72	82	83			

1. RP stands for Reference Percentile.
2. RPR stands for Reference Percentile Rank.
3. The RPR is based on the Mean Reference Normal Curve Equivalent (MRNCE) score for each group.
4. In order to protect student confidentiality, asterisks appear where scores are based on 10 or fewer students.

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Local intranet

State Internet Reporting: It is anticipated that CTB will provide Internet reporting as in the previous years of the Program. All Internet Reports and Research Files are to include only English learners in grades 2 – 11.

Report	Mode	Scores	# Of Copies (Each mode)	Type of Select
Internet Summary Reports (English text only)	School, District, County & State	Total N by Grade NOTE: All n-counts = total number of students tested. ----- By Total Reading, Total Mathematics, Total Language, & Spelling: RP of the MRNCE-TITLE: "RP for 'Avg.' Student Score" % of students above the 75 th RP: Based on Cumulative N-count % of students above the 50 th : Based on Cumulative N-count % of students above the 25 th : Based on Cumulative N-count	1	Grades 2-11 Eight subgroups in addition to all students: 1) Mandatory only (coded as "Less than 12 months") 2) Non-mandatory only (coded as "12 months or more") 3) Males 4) Females 5) Special Education 6) Not Special Education 7) Economically Disadvantaged 8) Not economically disadvantaged - All data excludes students identified as Special Accommodations - Exclude Grades 1 and 12 and English Immersion - Suppress SPELLING for Grades 9-11 only - Suppress WORD ANALYSIS - Suppress STUDY SKILLS

State Internet Reporting Data Files: The deliverable files are described in the table below.

Report	Mode	Scores	# Of Copies (Each mode)	Type of Select
<p>Data Files on the website identified as "Research Documents" in two formats: Fixed-length ASCII Tab-delimited ASCII Both formats will be provided in both Mac and PC.</p>	<p>School, District, County & State</p>	<p>Total N by Grade NOTE: All n-counts = total number of students tested. ----- By Total Reading, Total Mathematics, Total Language, & Spelling: RP of the MRNCE-TITLE: "RP for 'Avg.' Student Score" % of students above the 75th RP: Based on Cumulative N-count % of students above the 50th RP: Based on Cumulative N-count % of students above the 25th RP: Based on Cumulative N-count</p>	<p>1</p>	<p>Grades 2-11</p> <p>Three populations per mode: 1) All students (<u>mandatory/" Less than 12 months," non-mandatory/" 12 months or more," and blank coded EL</u>) 2) Mandatory only (coded as "Less than 12 months") 3) Non-mandatory only (coded as "12 months or more")</p> <ul style="list-style-type: none"> - All data excludes students identified as Special Accommodations - Exclude Grades 1 and 12 and English Immersion - Suppress SPELLING for Grades 9-11 only - Suppress WORD ANALYSIS - Suppress STUDY SKILLS

State Internet Reporting Data Files: The deliverable files are described in the table below.

Report	Mode	Scores	# Of Copies (Each mode)	Type of Select
<p>Data files on the website identified as "Research Documents" in two formats: Fixed-length ASCII Tab-delimited ASCII and Both formats will be provided for both Mac and PC.</p>	<p>School, District, County & State</p>	<p>Total N by Grade NOTE: All n-counts = total number of students tested. ----- By Total Reading, Total Mathematics, Total Language, & Spelling: RP of the MRNCE- TITLE: "RP for 'Avg.' Student Score" % of students above the 75th RP: Based on Cumulative N-count % of students above the 50th RP: Based on Cumulative N-count % of students above the 25th RP: Based on Cumulative N-count</p>	<p>1</p>	<p>Grades 2-11</p> <p>Two populations per mode: 1) All students (<u>mandatory/"Less than 12 months," non-mandatory/" 12 months or more" and blank coded EL</u>) 2) Mandatory only (coded as "12 months less") 3) Non-mandatory only (coded as "12 months or more")</p> <ul style="list-style-type: none"> • All data excludes students identified as Special Accommodations • Exclude Grades 1 and 12 and English Immersion • Suppress Spelling for Grades 9-11 only • Suppress Word Analysis • Suppress Study Skills

Proposed Timeline

A proposed timeline follows. This timeline provides timing and task responsibility for each step in the SABE/2 STAR 2004 process. The major deliverable dates correspond to the invoice dates on the Cost Proposal that follows.

Proposed SABE/2 STAR 2004 Timeline

Date	Task
9/29/03	Meeting: CTB and CDE Planning Meeting in Sacramento
1/11/04-3/11/04	Programming front-end scan and raw score edit programs for the answer sheet, answer booklet, and slip sheet
10/01/03	Acquire Demographic updates from CDE
10/15/03	Confirm 800# up and working and staffed for calls from 7:00am-5: 00pm (Phone: 888-282-0525; FAX: 888-282-0224)
1/12/03	CTB receives CDE approvals to print all test materials (See Approval Timeline)
11/14/03	CTB receives all order forms/address forms with contact information and n-counts for Large Print
12/01/03	In-site delivery of SABE/2 STAR District Coordinator packets (Materials Quantity/Address Form, Optional Materials Order Form, Scoring Services Order Form, , Precode Order Form, , & Pre-Test Workshop Information)
12/03/03	CDE final approval of CTB's precode layout (for districts precoding answer sheets/slipsheets).
12/08/03	In-site: Precode layout to districts precoding answer sheets
1/10/04-3/12/04	Programming back end reporting programs
01/22/04	TCM Camera Copy complete
01/22/04-02/19/04	TCM Printing
01/23/04	Pick and pack of materials begins
02/12/04 - 04/13/04	CTB sends materials to districts, no more than 25 days or less than 10 days prior to districts test date. Single schools and Charter schools should receive test materials no more than 10 days prior to test date.
02/23/04	Early testing window begins (information needed from districts for precoding 3 weeks prior to testing)
03/05/04	Earliest receipt of test materials for scoring (from districts who participated in early testing)
03/15/04 5/28/04	Testing window (information needed from districts for precoding 3 weeks prior to testing)
05/28/04-05/28/0	Latest make-ups testing window
06/16/04	Last day for CTB to receive materials from sites for scoring.
07/30/04	All scoring deliverables (reports and GRTs/diskettes) complete in state and district sites
08/09/04	Web Site available for CDE review
08/16/04	State data available on CTB's website (with link to CDE website).
08/30/04	State evaluates CTB's performance
09/15/03	Web site Transition Requirements

Invoice dates will be subject to completion of each of the component tasks.

Proposed SABE/2 STAR 2004 Approval Timeline

Deliver Date	Due Date	Deliverable to be Approved
9/29/03	10/06/03	Order Form (Materials Quantity/Address Form, Optional Materials Order Form, Scoring Services Order Form, Precode Order Form, & Pre-Test Workshop Information)
11/11/03	11/18/03	Test Coordinators Manual
10/21/03	10/28/03	Biographical, Precode Layout, Slipsheet for release to production
12/15/03	12/22/03	Report Mock-ups
10/29/03	11/04/03	Exam Manuals Pages-for release to production
03/15/04	03/22/03	Edit Error-cover letter
08/16/04	08/23/04	Excessive Materials Notice –cover letter

Cost Proposal

CTB/McGraw-Hill is pleased to provide costs for the SABE/2 STAR 2004. The costs shown in this section correspond to the information and specifications found in our proposal. Costs for each task are provided separately. If changes are made to one task, it may have an impact on all other tasks so that re-pricing of the entire proposal may be required after any negotiation process.

CTB submits the following proposed costs and invoice schedule. This schedule includes a detailed listing of the costs for each component task by fixed and variable costs.

Costs provided by Task:

Case Count= 100,000 – 126,999	Fixed	Variable n=100,000	Variable per pupil in range	Total n=100,000	Total per pupil n=100,000
A. Test Materials	\$108,636	\$277,464	\$2.77	\$386,100	
B. Delivery of tests	\$164,043	\$148,642	\$1.49	\$312,685	
C. Test processing	\$176,047	\$80,376	\$0.80	\$256,423	
D. Reporting	\$104,027	\$93,590	\$0.94	\$197,617	
E. Reporting to State	\$104,027	\$	\$	\$104,027	
Total	\$656,781	\$600,072	\$6.00	\$1,256,852	\$12.57

Case Count 127,000 – 149,999	Fixed	Variable n=127,000	Variable per pupil in range	Total n=127,000	Total per pupil n=127,000
A. Test Materials	\$ 108,636	\$ 304,836	\$ 2.40	\$ 413,473	
B. Delivery of tests	\$ 164,043	\$ 165,003	\$ 1.30	\$ 329,047	
C. Test processing	\$ 176,047	\$ 86,696	\$ 0.68	\$ 262,744	
D. Reporting	\$ 104,027	\$ 103,477	\$ 0.81	\$ 207,504	
E. Reporting to State	\$ 104,027	\$	\$	\$ 104,027	
Total	\$ 656,781	\$ 660,013	\$ 5.20	\$1,316,794	\$ 10.37

Case Count 150,000 – 199,999	Fixed	Variable n=150,000	Variable per pupil in range	Total n=150,000	Total per pupil n=150,000
A. Test Materials	\$ 108,636	\$ 333,617	\$ 2.22	\$ 442,254	
B. Delivery of tests	\$ 164,043	\$ 178,369	\$ 1.19	\$ 342,413	
C. Test processing	\$ 176,047	\$ 95,791	\$ 0.64	\$ 271,838	
D. Reporting	\$ 104,027	\$ 113,958	\$ 0.76	\$ 217,985	
E. Reporting to State	\$ 104,027	\$	\$	\$ 104,027	
Total	\$ 656,781	\$ 721,736	\$ 4.81	\$1,378,517	\$ 9.19

Invoice Dates

The dates that follow are the anticipated dates of invoicing.

Task	Invoice Date
A. Test Materials production or publication	1/15/04
B. Delivery of test materials to school districts	5/14/04
C. Test processing, scoring and analysis	7/15/04
D. Reporting of test results to school districts	7/30/04
E. Reporting to State including electronic files	8/15/04

Optional Services

CTB also offers districts the option to pre-code their answer documents. This is a process we strongly support since it helps to eliminate errors in the reporting process. Set-up costs for pre-coding are included in the task costs as in the previous year. Pre-coding has been described in the Scope of Work. We delineate the cost to districts.

Also included is the cost of materials to be charged to those districts who over order materials and do not send them in for scoring. Though one Examiner’s Manual is provided per package of five, some districts may wish to order additional manuals. Manuals can be ordered at the price noted in the chart on the following page.

Optional Services

Service	Levels 2 - 3	Levels 4-6
Pre-coding Services	\$.60 per slipsheet*	\$.37 per answer sheet
Examiner’s Manuals	\$11.96 per manual	\$11.96 per manual
Additional Materials	\$5.74 per student	\$ 5.74 per student

Includes cost of slip-sheet.

Editing Services

Service	All Levels
Online editing of student demographic data	\$2.70 per student