



# CALIFORNIA STATE BOARD OF EDUCATION

## SEPTEMBER 2004 AGENDA

<b>SUBJECT</b>	
Standardized Testing and Reporting (STAR) Program: Approval of the 2004-05 Contract for the Spanish Assessment of Basic Education (SABE/2) with CTB/McGraw-Hill	<input checked="" type="checkbox"/> <b>Action</b> <input checked="" type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Public Hearing</b>

### RECOMMENDATION

The California Department of Education (CDE) recommends that the State Board of Education (SBE) approve the 2004-05 Contract for SABE/2 with CTB/McGraw-Hill.

### SUMMARY OF PREVIOUS STATE BOARD OF EDUCATION DISCUSSION AND ACTION

At its May 2004 meeting, the SBE voted to extend use of the SABE/2 as the designated primary-language test for one more year, through the Spring 2005 testing session. The SABE/2, which has been the primary language test in the STAR Program since 1999, is published by CTB/McGraw-Hill. The SABE/2 contract is renewed annually.

### SUMMARY OF KEY ISSUES

Currently, English learners who have been enrolled less than twelve months at the time of testing are required to take the SABE/2, as well as the California Standards Tests (CSTs) and the California Achievement Tests, Sixth Edition Survey (CAT/6 Survey). Districts have the option of administering the SABE/2 to Spanish-speaking English learners who are enrolled twelve months or more.

Legislation authorizing primary language testing sunsets in 2005. Pending legislation, however, would authorize the development or adoption of new primary language assessments aligned to California's English-language arts and mathematics content standards for limited-English proficient students in grades 2 through 11. As the new tests are developed, the SABE/2 or its designated successor will be replaced.

### FISCAL ANALYSIS (AS APPROPRIATE)

SABE/2 costs of approximately \$1.7 million (including the district apportionments for administering the test) are included in the STAR Program budget. No additional funding is required. The costs of the 2004-05 SABE/2 contract reflect a 4 percent cost of living increase from the 2003-04 contract.

**ATTACHMENT(S)**

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Attachment 1: [Scope of Work: SABE/2 STAR 2004-05 \(27 Pages\)](#)

# Scope of Work: SABE/2 STAR 2004-05

## Student Information SABE/2 STAR

All Spanish-speaking students in grades 2 through 11 who have been enrolled in California Public Schools less than 12 months at the time of testing must take the SABE/2 in addition to taking other tests within the STAR Program that are required for their grades. Districts may test Spanish-speaking English learners who have been enrolled in California public schools 12 months or more. This contract does not include any tests that districts may administer to students who are classified as I-FEP, R-FEP, or English only.

Based on previous years, it is estimated that no more than 120,000 students will be tested through this contract.

CTB is responsible for ensuring that districts place separate materials orders for students who are English only (immersion) and all students in grades 1 and 12. SABE/2STAR materials may not to be used for immersion programs or grades 1 and 12. Materials and scoring for students in immersion programs and grades 1 and 12 are not to be included in any STAR Program reports or costs.

### A. Test materials production and publication

CTB is responsible for ensuring that materials sent to districts use the same terminology and language as that used for other tests within the STAR Program, except where this would be inappropriate for a Spanish test series.

CTB will print documents in sufficient quantity to ensure that all districts receive a booklet, answer document, and practice test for each student to be tested. The test booklets and answer documents will include the SABE2/STAR logo. The practice tests will be standard SABE/2 materials.

**Materials to be provided in 2005**

TITLE/CODE	Print Quantity for Spring 2005
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

CTB will contact each district to submit orders for spring 2005 test materials. Ordering information will be sent to districts during October. Order Forms should be received by CTB no later than December 1, 2004.

The 2005 SABE/2 administration window for English learners in grades 2 – 11 is March 14 through May 13, with make-ups through May 20. CTB is not required to provide materials for districts to begin testing earlier than March 14; however, the contractor may approve testing to begin on February 22, 2005, for districts that request testing earlier than March 14. The earliest districts may begin testing is February 22, 2005.

Districts must administer all tests including Word Analysis. Study Skills is the only optional test. (Grades 4 - 12)

### **District SABE/2 Orders**

Each district ordering materials is required 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. Each district is to submit a single order that includes the materials needed for each school in the district.

CTB must have a signed STAR Security Agreement from the district STAR coordinator before shipping any SABE2/STAR materials to a district.

SABE/2 STAR 2005 test materials will be packed by school, and shipped to the district STAR coordinator for distribution within the district. Each shipment will include copies of packing lists for the district STAR coordinator. CTB will notify district STAR coordinators of a toll free number that may be used to notify CTB if a shipment is missing any school boxes (packages). CTB is to forward replacements for the missing materials within two working days of a district coordinator's notification of missing materials.

CTB will prepare a bill of lading for each shipment that includes the date of shipment, the number of skids and cartons in each shipment, and the carrier used.

CTB will use secure carriers that have electronic tracking systems for all shipments of test materials to districts.

### **Excessive Material Charges**

If districts do not use 90% of the materials ordered, CTB is authorized to charge the district for the difference between the tests administered and the tests ordered. The charge per test may not exceed the Test Materials Variable Cost per Pupil amount in the Cost Section of this Scope of Work. The 5% district and 10% school overages may not be used in calculating excessive material orders.

### **Delivery**

CTB will ensure that testing materials are delivered to each district no more than 20 nor fewer than 10 working days before each district's first scheduled test date. Single school districts and charter schools are to receive the test materials no more than 10 or fewer than 5 working days before the first day of testing.

CTB will do the following to ensure that all schools receive the materials needed to administer the tests within each district's designated testing period:

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

- Track and log incoming orders
- Contact district STAR coordinators who do not submit orders by December 1
- Provide procedures to accommodate late or additional orders and changes to orders
- Provide a toll-free help-desk number
- Track shipments
- Provide instructions for districts to inventory and return test materials

### **Retrieval**

The SABE/2 STAR 2005 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. District STAR coordinators will be provided a toll-free number to call (with fax backup) when answer documents 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 with the name of the carrier, pickup date, and confirmation number.

Upon arrival of the documents at CTB, 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 will contact district STAR coordinators on the fourth working day after the last scheduled make-up testing day for the district, if the district coordinator has not arranged for pick-up of the district's testing materials.

### **Test Security**

CTB will provide security-handling instructions for STAR district and test site coordinators that detail the receipt, handling, storage, administration, retrieval, and return of materials. This information will be included in the SABE/2 STAR 2005 Test Coordinator's Manual. The manual will include:

**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.**

- 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 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 distributing the Test Coordinator's Manuals and test booklets.
- 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.

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.

CTB understands that SABE/2 STAR 2005 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 2005 who have access

to secure test items or materials will be provided with a copy of CTB's security requirements and procedures.

### **Answer Documents and Pre-ID Files**

CDE will finalize the demographic requirements for the 2005 by late September and forward them to CTB. CTB will then format the demographic pages for SABE/2 test booklets (grades 2 and 3) and answer documents and forward them to CDE for approval.

CTB will print both cut-sheet answer sheets to accommodate both in-school hand coding and pre-coding by CTB.

The pre-ID file will be changed to conform to California School Information System (CSIS) specifications that CDE will provide.

Student biographical data will be collected either by means of the optional pre-ID service or by completion of demographic grids on the SABE/2 STAR 2005 answer document.

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	0
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	1	1	1	0
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	2	2	2	10
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	3	3	3	11
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	4	4	4	12
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	5	5	5	12+
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	6	6	6	Ungraded
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	7	7	7	
I	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	J	9	9		
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				

  

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	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

  

Organization Name: \_\_\_\_\_

Element/District Name: \_\_\_\_\_

SO #: \_\_\_\_\_

State: \_\_\_\_\_


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**Pre-coding Services (Optional)**

For SABE/2 STAR 2005, 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.

Pre-Ided data includes all required student demographic data plus optional information that districts choose to include. CTB will print

the data that is submitted in Pre-ID files on to machine-readable slip-sheets. All data will appear in human-readable format. The final Pre-ID specifications will be approved by CDE and will conform to the CSIS Pre-ID specifications developed for other components of the STAR Program.

CTB will accept district Pre-ID files from mainframe cartridges or tapes or PC diskettes of any format. Districts may submit Pre-ID test files up to three weeks before the final Pre-ID files are due at CTB. 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 (slip sheets) 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.

- Set up carriers to pickup of documents from districts including the specific requirements for tracking the pickup and transfer of materials.

**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.

**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.

#### **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 CTB 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.

**6. Reports provided**

CTB will provide a disaggregated summary report at each of the following levels: school, district, county and the state:

- Special Education\*
- Male
- Female
- Less than 12 months
- 12 months or more
- Economically advantaged
- Not economically disadvantaged

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

**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 the students’ scores will be included in all summary data.**

**7. Reports include:**

- **Basic/CRS** — The Class Summary Report (CSR) provides a permanent record of test results for students in a class or another specified group.
- **Spanish Home Report** — provides parent/guardians with normative information about their child’s academic achievement.
- **Student Profile Report** — identifies an individual student’s strengths and weaknesses in both norm- and criterion-referenced terms, intended primarily for classroom teachers.
- **Evaluation Summary** — helps school and district administrators evaluate the overall effectiveness of their education programs.
- **Internet reports**— include data summarized at four levels: state, county, district, school; research files (data) posted online for public access.
- **GRT**— General Research Tape provides all student data
- **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 five to six weeks after answer documents are received for scoring.

Districts will have a toll-free telephone number to call if there are questions or concerns about the 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.
- Customer concerns will be logged for reporting and analysis purposes.
- An electronic version of the 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 may leave a Voice-mail message with a "0" option to go to the Scoring Help Desk.
- Calls will be returned to customers who leave messages within 24 hours.

**Contingency Plans:**

- An additional line will be activated and staffed during peak periods.
- Additional personnel will be hired, if needed.
- Customer Service may be used if additional coverage is required.

**Program Support**

California Evaluation Consultants representing CTB will conduct pre-test SABE/2 workshops to assist district STAR coordinators to prepare for the spring 2005 test administration. All workshops will be held in conjunction with CAT/6 Survey-CST and CAPA 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 be posted on the SABE/2 STAR 2005 Website.

## **D. SABE/2 STAR scoring deliverables Spring 2005**

**General Requirements**

CDE will review and approve all documents-- letters, forms or other materials that will be distributed to districts. CDE will have five working days to review and approve documents. If CDE does not approve or request changes within five 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.

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.

Report	Mode	Scores	# Of Copies (Each mode)	Type of Select
Student Label	Class	RP, RNCE, RS	1	Does not Exclude Accommodations
Spanish Home Report	Class	RP	2	Does not Exclude Accommodations
Student Profile Report	Class	RP, RNCE, RS	2	Does not Exclude Accommodations
Class Record Sheet	Class w/ class means	RP, RNCE, RS	2	Does not Exclude Accommodations
Class Record Sheet Summary (suppress detail)	School and District	MDRP, MRNCE, MRS	2	Exclude Accommodations
Evaluation Summary	School, District, County, and State	MRNCE and RP of the MNCE ----- RP & RNCE @ 10 <sup>th</sup> , 25 <sup>th</sup> , 50 <sup>th</sup> , 75 <sup>th</sup> , 90 <sup>th</sup> , # of % per quarter	2	Exclude Accommodations

**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 below-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 below-level testing.

**Disaggregate Reports:**

Report	Mode	Scores	# Of Copies (Each mode)	Type of Select
Class Record Sheet Summary (suppress detail) (Title: "MALE")	School and District	MDRP, MRNCE, MRS,	2	Male and No Accommodations, includes all students including below-level
Evaluation Summary (Title: "MALE")	School, District, County, and State	MRNCE and RP of the MNCE ----- RP & RNCE @ 10 <sup>th</sup> , 25 <sup>th</sup> , 50 <sup>th</sup> , 75 <sup>th</sup> , 90 <sup>th</sup> , # of % per quarter	2	Male and No Accommodations
Class Record Sheet Summary (suppress detail) (Title: "FEMALE")	School and District	MDRP, MRNCE, MRS	2	Female and No Accommodations
Evaluation Summary (Title: "FEMALE")	School, District, County, and State	MRNCE and RP of the MNCE ----- RP & RNCE @ 10 <sup>th</sup> , 25 <sup>th</sup> , 50 <sup>th</sup> , 75 <sup>th</sup> , 90 <sup>th</sup> , # of % per quarter	2	Female and No Accommodations
Class Record Sheet Summary (suppress detail) (Title: NSLP/NSLPF)	School and District	MDRP, MRNCE, MRS	2	NSLP and No Accommodations
Evaluation Summary (Title: NSLP/NSLPN)	School, District, County, and State	MRNCE and RP of the MNCE ----- RP & RNCE @ 10 <sup>th</sup> , 25 <sup>th</sup> , 50 <sup>th</sup> , 75 <sup>th</sup> , 90 <sup>th</sup> , # of % per quarter	2	NSLP and No Accommodations
Evaluation Summary (Title: NSLP/NSLPN)	School, District, County, and State	MRNCE and RP of the MNCE ----- RP & RNCE @ 10 <sup>th</sup> , 25 <sup>th</sup> , 50 <sup>th</sup> , 75 <sup>th</sup> , 90 <sup>th</sup> , # of % per quarter	2	NSLP and No Accommodations
Class Record Sheet Summary (suppress detail) (Title: "LESS THAN 12 MONTHS")	School and District	MDRP, MRNCE, and MRS	2	Less than 12 months and No Accommodations

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

**General Research Tapes:**

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

## 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 <sup>th</sup> RP: Based on Cumulative N-Count* % of students above the 50 <sup>th</sup> : Based on cumulative N count* % of students above the 25 <sup>th</sup> : Based on cumulative N count*	1	Grades <b>2-11</b> Eight subgroups in addition to All Student reports * <b>1)</b> Mandatory only (coded as "less than 12 months <b>2)</b> Non-mandatory only (coded as "12 months or more <b>3)</b> All FEMALE (same as #1) <b>4)</b> All MALE (same as #1) <b>5)</b> Special Education <b>6)</b> Not Special Education <b>7)</b> Economically Disadvantaged <b>8)</b> Not Economically Disadvantaged - All data excludes students identified as Special Accommodations, except for #6 All SPECIAL EDUCATION. - 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.

CTB will provide CDE the layout for this file.

The student data file must be delivered to the CDE no later than August 5, 2005. 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 Friday, August 5 and available for public access on Monday, August 15.

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> Go

## 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
<b>Total Reading</b>		N=28500	N=22336	N=15619	N=11803	N=6902	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
<b>Total Mathematics</b>		N=28115	N=22213	N=15558	N=11806	N=6832	N=6878	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
<b>Total Language</b>		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
<b>Total Spelling</b>		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: 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, and 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 <sup>th</sup> RP: Based on Cumulative N-count % of students above the 50 <sup>th</sup> : Based on Cumulative N-count % of students above the 25 <sup>th</sup> : Based on Cumulative N-count	1	Grades 2-11 <b>Eight subgroups in addition to all students:</b> <b>1)</b> Mandatory only (coded as "Less than 12 months") <b>2)</b> Non-mandatory only (coded as "12 months or more") <b>3)</b> Males <b>4)</b> Females <b>5)</b> Special Education <b>6)</b> Not Special Education <b>7)</b> Economically Disadvantaged <b>8)</b> Not economically disadvantaged  - All data excludes students identified as Special Accommodations - 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
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.	School, District, County, and 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 <sup>th</sup> RP: Based on Cumulative N-count % of students above the 50 <sup>th</sup> RP: Based on Cumulative N-count % of students above the 25 <sup>th</sup> RP: Based on Cumulative N-count	1	Grades <b>2-11</b>  Three populations per mode: <b>1) All students (mandatory/" Less than 12 months," non-mandatory/"12 months or more," and blank coded EL)</b> <b>2) Mandatory only</b> (coded as "Less than 12 months") <b>3) Non-mandatory only</b> (coded as "12 months or more")  - All data excludes students identified as Special Accommodations - 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
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.	School, District, County, and 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 <sup>th</sup> RP: Based on Cumulative N-count % of students above the 50 <sup>th</sup> RP: Based on Cumulative N-count % of students above the 25 <sup>th</sup> RP: Based on Cumulative N-count	1	Grades 2-11  Two populations per mode: <b>1) All students (mandatory/"Less than 12 months," non-mandatory/" 12 months or more" and blank coded EL)</b> <b>2) Mandatory only (coded as "12 months less")</b> <b>3) Non-mandatory only (coded as "12 months or more")</b>  <ul style="list-style-type: none"> <li>All data excludes students identified as Special Accommodations</li> <li>Suppress Spelling for Grades 9-11 only</li> <li>Suppress Word Analysis</li> <li>Suppress Study Skills</li> </ul>

**Transition to 2006**

CTB will prepare and transport to CDE all data for 1999-2005 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.)

## Proposed Timeline

A proposed timeline follows. This timeline provides timing and task responsibility for each step in the SABE/2 STAR 2005 process. The major deliverable dates correspond to the invoice dates on the Cost Proposal that follows.

### Proposed SABE/2 STAR 2004 Timeline

Date	Task
9/29/04	Meeting: CTB and CDE Planning Meeting in Sacramento
1/10/05-3/11/05	Programming front-end scan and raw score edit programs for the answer sheet, answer booklet, and slip sheet
9/03/04	Acquire Demographic updates from CDE
10/11/04	Confirm 800# up and working and staffed for calls from 7:00am-5: 00pm (Phone: 888-282-0525; FAX: 888-282-0224)
1/10/04	CTB receives CDE approvals to print all test materials (See Approval Timeline)
12/01/04	CTB receives all order forms/address forms with contact information and n-counts for Large Print
12/01/04	In-site delivery of SABE/2 STAR District Coordinator packets (Materials Quantity/Address Form, Optional Materials Order Form, Scoring Services Order Form, Pre-ID Order Form, and Pre-Test Workshop Information)
11/05/04	CDE final approval of CTB's Pre-ID layout (for districts precoding answer sheets/slip sheets).
12/03/04	In-site: Pre-ID layout to districts
1/10/05-3/11/05	Programming back end reporting programs
01/14/05	TCM Camera Copy complete
01/14/05-02/11/05	TCM Printing
01/24/05	Pick and pack of materials begins
02/14/05 - 04/15/05	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.
02/22/05	Early testing window begins (information needed from districts for precoding 3 weeks prior to testing)
03/04/05	Earliest receipt of test materials for scoring (from districts who participated in early testing)
03/14/04-5/20/05	Testing window (information needed from districts using Pre-ID service 3 weeks prior to testing)
05/13/05-05/20/05	Latest make-ups testing window
06/03/05	Last day for CTB to receive materials from sites for scoring.
07/29/05	All scoring deliverables (reports and GRTs/diskettes) complete in state and district sites
08/05/05	Web Site available for CDE review
08/15/05	State data available on CTB's website (with link to CDE website).
08/31/05	State evaluates CTB's performance
09/16/05	Web site Transition Requirements

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

### Proposed SABE/2 STAR 2005 Approval Timeline

Deliver Date	Due Date	Deliverable to be Approved
10/08/04	10/15/04	Order Form (Materials Quantity/Address Form, Optional Materials Order Form, Scoring Services Order Form, Pre-ID Order Form, & Pre-Test Workshop Information)
11/15/04	11/22/04	Test Coordinators Manual
10/21/04	10/28/04	Biographical, Pre-ID Layout, Slipsheet for release to production
12/15/04	12/22/04	Report Mock-ups
10/29/04	11/05/04	Exam Manuals Pages-for release to production
08/12/05	08/19/05	Excessive Materials Notice –cover letter

## Cost Proposal

The costs shown in this section correspond to the information and specifications found this Scope of Work. 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	Fixed	Variable	Variable per	Total	Total
100,000 – 126,999		n=100,000	pupil in range	n=100,000	per pupil n=100,000
A. Test Materials	\$113,525	\$289,950	\$2.90	\$403,475	
B. Delivery of tests	\$171,425	\$155,331	\$1.55	\$326,756	
C. Test processing	\$183,969	\$83,993	\$0.84	\$267,962	
D. Reporting	\$108,708	\$97,802	\$0.98	\$206,510	
E. Reporting to State	\$108,708	\$	\$	\$108,708	
<b>Total</b>	<b>\$686,335</b>	<b>\$627,076</b>	<b>\$6.27</b>	<b>\$1,313,411</b>	<b>\$13.13</b>

  

Case Count	Fixed	Variable	Variable per	Total	Total
127,000 – 149,999		n=127,000	pupil in range	n=127,000	per pupil n=127,000
A. Test Materials	\$113,525	\$318,554	\$2.51	\$432,079	
B. Delivery of tests	\$171,425	\$172,428	\$1.36	\$343,853	
C. Test processing	\$183,969	\$90,597	\$0.71	\$274,566	
D. Reporting	\$108,708	\$108,133	\$0.85	\$216,841	
E. Reporting to State	\$108,708	\$	\$	\$108,708	
<b>Total</b>	<b>\$686,335</b>	<b>\$689,712</b>	<b>\$5.43</b>	<b>\$1,376,047</b>	<b>\$10.84</b>

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	\$113,525	\$348,630	\$2.32	\$462,155	
B. Delivery of tests	\$171,425	\$186,396	\$1.24	\$357,821	
C. Test processing	\$183,969	\$100,102	\$0.67	\$284,071	
D. Reporting	\$108,708	\$119,086	\$0.79	\$227,794	
E. Reporting to State	\$108,708	\$	\$	\$108,708	
<b>Total</b>	<b>\$686,335</b>	<b>\$754,214</b>	<b>\$5.03</b>	<b>\$1,440,549</b>	<b>\$9.60</b>

## Invoice Dates

The dates that follow are the anticipated dates of invoicing.

<b>Task</b>	<b>Invoice Date</b>
A. Test Materials production or publication	01/14/05
B. Delivery of test materials to school districts	05/13/05
C. Test processing, scoring and analysis	07/15/05
D. Reporting of test results to school districts	07/29/05
E. Reporting to State including electronic files	08/15/05

## Optional Services

CTB also offers districts the option of using pre-identification services for answer documents. 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.

## Optional Services

<b>Service</b>	<b>Levels 2 – 6</b>
Pre-coding Services	\$.61 per slipsheet*
Excessive Materials	\$5.52 per student

\*Includes cost of slip-sheet.