

This document contains *Appendix A: CAHSEE School Site Testing Coordinator —Spring 2002* from the **California High School Exit Examination (CAHSEE): Year 3 Evaluation Report** dated June 28, 2002 as prepared by the Human Resources Research Organization (HumRRO) for the California Department of Education. All sections of the report are located at <http://www.cde.ca.gov/ta/tg/hs/year3.asp>.

APPENDIX A

CAHSEE School Site Testing Coordinator Survey

7a. How does your school keep track of which students need to take each portion of the CAHSEE?

7b. How does your school keep track of which students passed each portion of the CAHSEE?

7c. How does your school identify students who transfer into your district and school?

7d. What suggestions do you have for managing this process in the future?

8a. What kind of facility did you use to administer the CAHSEE in Spring 2002?

- On-site classrooms
- On-site large room (e.g., auditorium or gymnasium)
- Off-site classrooms
- Off-site large room (e.g., auditorium or gymnasium)
- Not sure

8b. What kind of facility do you plan to use to administer the CAHSEE in Spring 2003?

- On-site classrooms
- On-site large room (e.g., auditorium or gymnasium)
- Off-site classrooms
- Off-site large room (e.g., auditorium or gymnasium)
- Not sure

9. What did you do to prepare proctors and monitors? (Mark all that apply.)

- No preparation
 - Conducted workshop
 - Distributed excerpts of the directions for test administrators
 - Developed step-by-step procedure
 - Described general requirements
 - Other (please specify) _____
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10. Did you take advantage of the option to have NCS pre-code answer sheets?

- No
- Yes

11. Will you take advantage of the pre-coding option for the next administration?

- No
- Yes
- Not sure

12. What proportion of eligible students in each category do you estimate you tested?

	None	Fewer than Half	About Half	Most	All
English Learners (EL)	<input type="radio"/>				
Special Ed	<input type="radio"/>				

13. What accommodations (that did not fundamentally alter what the test measures) did you provide for:

- Large print versions
- Test item enlargement
- Braille transcriptions
- Markers, masks, or other means to maintain visual attention
- Reduced numbers of items per page
- Audio or oral presentation (math only)
- Verbal, written, or signed responses
- Assistive devices and technologies that are regularly used during testing
- Setting accommodation
- Timing/scheduling accommodations

14. What modifications did you provide:

- Calculators for math
 - Audio or oral presentation for E-LA
 - Other (please specify) _____
- _____
- _____
- _____
- _____
- _____

15. What did you do with students who finished the first section early?

- Had them go directly to the second section
- Had them stay in the room until the scheduled break
- Had them wait outside the room until the scheduled break
- Other (please specify) _____

16. What did you do with students who had not finished by the break between sessions?

- All students finished by the time scheduled for the break
- Delayed the break until all students had finished
- Had all students take the break and, if needed, finish the section after the break
- Had students who were not finished work through the break
- Moved students who were not finished to another room
- Other (please specify) _____

17. What did you do with students who had not finished by the time lunch was scheduled?

- All students finished by lunch
- Released students to lunch and had them come back to finish
- Had students work through lunch
- Other (please specify) _____

18. Were any special education students unable to take the test even with accommodation or modification? Please describe the student who was affected and the conditions.

19. What did students in other grades do during the administration of the CAHSEE?

- Special school-wide activity
 - Regular classes but revised schedule
 - Regular classes and regular schedule
 - Other (please specify) _____
- _____
- _____

20. What impact did the testing have on attendance of the other grades?

- Higher attendance than normal
- No impact
- Lower attendance than normal

21. How do you plan to use the results? (Mark all that apply.)

- Guide individual counseling decisions
- Revise current courses
- Design remedial courses
- Other (please specify) _____

22. What will you do differently for the next CAHSEE administration?
