



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: CAHSEE Training and Submission of Test Security Forms for 2014-15 School Year

NUMBER: REF-6344

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ROUTING
 ESC Administration
 Principals
 Assistant Principals
 CAHSEE Coordinators
 Testing Coordinators

PURPOSE: The purpose of this Reference Guide is to outline the 2014-15 California High School Exit Examination (CAHSEE) training requirements for principals, coordinators, examiners, and proctors. This document also describes the process for submitting CAHSEE security forms to the District.

MAJOR CHANGES: None.

GUIDELINES: I. BACKGROUND

The CAHSEE regulations contain specific guidance and rules on maintaining the security and integrity of the examination before, during, and after testing. To ensure the security and integrity of the exam, the principal and test site coordinators at each school are required by the CAHSEE regulations to complete a *Test Security Agreement* and a *Test Security Affidavit*.

The Principal and CAHSEE Test Site Coordinator must electronically submit to the District a CAHSEE *Test Security Agreement* and CAHSEE *Test Security Affidavit* before any examinations and before any materials are delivered to the school. A copy of the signed CAHSEE test security documents must be maintained in the school for 24 months from the date signed.

Before being given access to CAHSEE materials, all test examiners, proctors, or anyone else who will have access to CAHSEE test materials must read, agree to, and sign the *Test Security Affidavit*. The test site coordinator is to retain copies of the signed *Test Security Affidavits* on file for at least 24 months from the date signed.



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Principals, CAHSEE coordinators, examiners, and proctors must also participate in training before any examinations take place at the school. The first CAHSEE administration in the 2014-15 school year is scheduled for October 2014.

II. REQUIRED CAHSEE TEST SECURITY FORMS

1. Principal's Test Security Forms

Prior to the delivery of CAHSEE materials to schools, the District is required to obtain a *CAHSEE Test Security Agreement* and a *Test Security Affidavit* from principals. Principals will submit the test security forms on line in the *Principal's Portal* (<https://principalportal.lausd.net>). The *CAHSEE Test Security Agreement* and *Affidavit* links are found under the *State Testing Program Requirements* link.

The principal must electronically certify the CAHSEE security forms in the *Principal's Portal* by Friday, September 5, 2014. Principals at schools that do not have access to the *Principal's Portal* will fax the security forms to the Student Testing Branch at (213) 241-8461. See Attachments A and B for a copy of these forms.

The first CAHSEE administration is scheduled for October 7 and 8, 2014. Schools where the principal and CAHSEE coordinator electronically submit the CAHSEE security forms by September 5th can expect delivery of materials by September 30. All other deliveries will be scheduled accordingly.

Principals are also required to identify their CAHSEE Coordinator in the *Principal's Portal*. See Section IV of this document for procedures on how to enter information in the *Principal's Portal*. The principal can monitor the completion of the coordinator required trainings in the *Principal's Portal*.

2. CAHSEE Coordinator's Test Security Forms

Once a CAHSEE coordinator is identified in the *Principal's Portal*, the appointee will automatically be enrolled in the *2014-15 CAHSEE Security Forms Training* and the *2014-15 CAHSEE Coordinator Training*.

The coordinator must electronically certify CAHSEE security forms in the Learning Zone by Friday, September 5, 2014.

Prior to handling of any secure tests materials, the CAHSEE coordinator is responsible for completing the *2014-15 CAHSEE Security Forms Training* in



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the Learning Zone. After viewing the presentation, the coordinator must complete the online assessment. The assessment contains all the conditions listed on the test security forms, therefore successfully completing the assessment is an acknowledgement of the test security requirements.

3. Examiner and Proctor *Test Security Affidavit*

Examiners and proctors are required to read, agree to, and sign a CAHSEE *Test Security Affidavit* before handling any test materials. The CAHSEE coordinator is to keep a copy of the signed *Test Security Affidavits* on file for at least 24 months from the date signed. The coordinator will also submit a copy of the affidavit to the school's designated Testing Center for all staff members who assist in administering the test after each administration.

III. 2014-15 CAHSEE TRAINING REQUIREMENTS

Principals, CAHSEE coordinators, examiners, and proctors are required to participate in the District trainings annually. The CAHSEE trainings provide State and District proper procedures for administering the test. An online assessment must be successfully completed for each training to receive a certificate of completion. A copy of the certificate must be submitted to the school's testing center for all individuals who participate in each test administration.

A. Principals

Principals are required to complete the *2014-15 CAHSEE Principal Training*. This training must be completed before any CAHSEE tests are administered at the school in the 2014-15 school year.

B. Coordinators

CAHSEE coordinators are required to participate in two separate trainings:

1. *2014-15 CAHSEE Security Forms Training* – This training must be completed by September 5, 2014. By completing this training and the assessment in the Learning Zone, CAHSEE coordinators electronically certify the *Test Security Agreement* and *Test Security Affidavit*.
2. *2014-15 CAHSEE Coordinator Training* – This training is a comprehensive training that covers test security, test administration procedures, and coordinator's responsibilities before, during and after testing. This training must be completed before any CAHSEE tests are administered at the school.



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C. CAHSEE Examiners and Proctors Training

Examiners and proctors are required to participate in two separate trainings:

1. *2014-15 CAHSEE Examiner and Proctor Training* – All CAHSEE examiners and proctors must complete this training before administering any CAHSEE tests. This training must be completed before examiners and proctors are allowed to administer or proctor any CAHSEE tests. Examiners and proctors must self-enroll in this class in the Learning Zone.
2. The second training is conducted by the CAHSEE coordinator at the school. This training concentrates on the logistics for administering the test. It should include a viewing of the test administration video as well as a thorough discussion of the guidelines, procedures, and responsibilities specified in the *CAHSEE Directions for Administration* and the *CAHSEE Coordinator's Manual*.

This training should also include a discussion of the following:

- Security of test materials
- Testing schedules and locations
- Preparation of test locations for test administration
- Daily Inventory Control Form and procedures for checking materials out and in each day of testing
- Arrangements for proctors
- Students to be tested (based on State and District guidelines)
- Verification of student's identity for admission to the testing room
- Distribution of test booklets to students
- Actively monitoring the test administration
- Procedures for allowing students with disabilities to use accommodations and modifications
- Allowing English Learner variations
- Students who need additional time
- Dealing with students, examiners and proctors who use electronic devices during testing
- Collection of and accounting for test materials
- Schedule and procedures for returning materials after testing

IV. PRINCIPAL'S PORTAL

The District uses the *Principal's Portal* to electronically collect the CAHSEE *Test Security Agreement* and *Test Security Affidavit* in accordance with State and District testing guidelines. The *Principal's Portal* is also used for designating a CAHSEE coordinator and entering the CAHSEE examiner and



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proctor training date. To access the *Principal's Portal*:

1. Open an Internet Browser and go to <https://principalportal.lausd.net/>
2. Click on *State Testing Program Requirements* located towards the bottom of the webpage
3. Locate the *CAHSEE Certification* section

CAHSEE Security Forms Procedures

The principal must certify both the CAHSEE Security Agreement and the CAHSEE Security Affidavit Separately.

CAHSEE Security Agreement:

1. From the *CAHSEE Certification* section, select the *Security Agreement* link
2. Read and agree to all the statements
3. Click on the check box
4. Print for your own records
5. Click on *Submit*

CAHSEE Security Affidavit:

6. From the *CAHSEE Certification* section select the *Security Affidavit* link
7. Read and agree to all statements
8. Click on the check box
9. Print for your own records
10. Click on *Submit*

Designation of CAHSEE Coordinator Procedures

1. From the *CAHSEE Certification* section click on the *Coordinator/ Designee* link
2. In the CAHSEE Coordinator/Designee section, click on the *Staff Icon* 
(Only in the *Resource Search Screen* can the CAHSEE Coordinator/ Designee be identified)
3. Type the first and last name of that staff member
4. Click on *Search* box
5. *Select* the staff member from the list
6. Click *Done* to confirm selection
7. Confirm staff name and email address on the *CAHSEE Coordinator/ Designee* section
8. Scroll to the bottom of page, *Print* and *Submit*



Staff Training Procedures
<p>The date is required for the October administration.</p> <ol style="list-style-type: none">1. Click <i>Training Date for Test Examiners & Proctors</i>2. Use the calendar to select the completed <i>CAHSEE Test Examiner & Proctor Training Date</i>3. Scroll to the bottom of the page, <i>Print</i> and click on <i>Submit</i>

V. REQUIRED ONLINE REGISTRATION PROCEDURES

1. Principals:

The District will automatically register principals in the *2014-15 CAHSEE Principal Training* in the Learning Zone. Due to possible assignment changes and/or other reasons, principals will need to self-register in the Learning Zone if they do not receive a registration confirmation email in their LAUSD email inbox by September 19, 2014.

2. CAHSEE Coordinators

Once the principal designates the CAHSEE coordinator in the *Principal's Portal*, the District will automatically enroll the CAHSEE coordinators in the *2014-15 CAHSEE Security Form Training* and the *2014-15 CAHSEE Coordinator Training* in the Learning Zone.

Note that only LAUSD email accounts will be accepted in the *Principal's Portal*. Self-registration is necessary for coordinators at schools that do not have access to the *Principal's Portal*. Principals that also serve as the CAHSEE Coordinator at the school site must enter their name in the *Principal's Portal* as a designee and complete all the required CAHSEE coordinator trainings.

3. CAHSEE Examiners and Proctors

Examiners and proctors must self-register in the *2014-15 CAHSEE Examiner and Proctor Training* in the Learning Zone.

CAHSEE TRAININGS ENROLLMENT PROCEDURES



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Follow these registration instructions to enroll in any of the CAHSEE trainings:

1. Log into the Learning Zone using your LAUSD single sign-on.
2. From the *Home* page click on *Class Offerings*
3. Click on the *Program* drop-down menu
4. Select *Student Testing Unit*
5. Select your class
 - a. 2014-15 CAHSEE Principal Training
 - b. 2014-15 CAHSEE Coordinator Training
 - c. 2014-15 CAHSEE Security Forms Training (coordinators only)
 - d. 2014-15 CAHSEE Examiner and Proctor Training
6. Click on the *Enroll Now* button

Once registration is completed, a registration confirmation email with instructions is sent to each participant.

VI. ASSESSMENT AND CERTIFICATE OF COMPLETION

An online assessment must be completed by each participant after participating in any CAHSEE training. A passing score of 100% is required. At the end of the online assessment print the *Certificate of Completion*. This certificate should be kept on file at the school and a copy taken to the school's testing center with scorable materials for accountability purposes.

Note: Web-based trainings are not accessible after the assessment has been successfully passed.

How to Take Assessment

1. Log into the Learning Zone using your LAUSD single sign-on
2. Click on the *My Assessment* tab
3. Select the assessment for the CAHSEE training you have completed

How to Print Certificate

1. Log into the Learning Zone using your LAUSD single sign-on
2. Click on *My History* tab
3. Select the certificate for the CAHSEE training you have completed

Use the checklists included in this document (Attachments C1-3) to track completion of the required tasks CAHSEE coordinators are responsible for completing before, during, and after testing.



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- RELATED RESOURCES:**
- REF-6299 – *2014-15 State, District and National Mandated Testing Calendars*
 - REF-5452 – *CAHSEE Exemption and Waiver Process for Students with Disabilities*
 - *2014-15 CAHSEE Administration Instructions* – It will be posted on the Student Testing Branch Website (<http://achieve.lausd.net/testing>) in September 2014
 - *2014-15 CAHSEE Coordinator Manual*
<http://www.ets.org/s/cahsee/pdf/LEATSCM.pdf>
 - *2014-15 Directions for Administration*
<http://www.ets.org/s/cahsee/pdf/DFA.pdf>
 - *CDE CAHSEE Website* <http://www.cde.ca.gov/ta/tg/hs/>
 - *ETS CAHSEE Website (Test vendor)* <http://www.ets.org/cahsee/about>
- ASSISTANCE:** For assistance please contact the Student Testing Branch at 213-241-4104.



CALIFORNIA HIGH SCHOOL EXIT EXAMINATION
Test Security Agreement

- (1) I will ensure that all test examiners are trained to administer the examination in compliance with the test administration manuals.
- (2) I will take all necessary precautions to safeguard all examinations and test materials by limiting access to persons within the LEA with a responsible, professional interest in the examination's security.
- (3) I will not disclose, or allow to be disclosed, the contents of the examination.
- (4) I will keep on file the names of persons having access to test materials. All persons having access to the materials shall be required to sign the *California High School Exit Examination Test Security Affidavit* that will be kept on file in the LEA's office.
- (5) I will keep the test materials in a secure, locked location, limiting access to only those persons responsible for test security, except on actual testing dates as provided in 5 CCR, Division 1, Chapter 2, Subchapter 6.
- (6) I will not copy any part of the examination or test materials unless necessary to administer the examination pursuant to 5 CCR, sections 1215.5 or 1216.
- (7) I will not review test questions, develop any scoring keys, or review or score any student responses except as required by the test contractor's manuals.

By signing my name to this document, I am assuring that I will abide by the above conditions.

Signed: _____ Date: _____

Print Name: _____

Position: *Principal* *Coordinator* *Check this box if the Principal is also the Coordinator*

School Name: _____ Loc. Code: _____

ESC: _____ District: Los Angeles Unified School District

This form may be photocopied



CALIFORNIA HIGH SCHOOL EXIT EXAMINATION
Test Security Affidavit

I acknowledge that I will have access to the examination and test materials for the purpose of administering the examination. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

- (1) I will not divulge the contents of the examination to any other person through verbal, written, or any other means of communication.
- (2) I will not copy any part of the examination or test materials.
- (3) I will keep the examination secure until the examination is actually distributed to eligible students or eligible adult students.
- (4) I will limit access to the examination and test materials by test examinees to the actual testing periods when they are taking the examination.
- (5) I will collect and account for all materials following each examination and will not permit eligible students or eligible adult students to remove examinations or test materials from the room where testing takes place.
- (6) I will not review any test questions, passages, or other test items with eligible students or eligible adult students before, during, or after the examination.
- (7) I will return all test materials to the designated test site coordinator upon completion of the examination.
- (8) I will not interfere with the independent work of any eligible student or eligible adult student taking the examination and I will not compromise the security of the examination by any means including, but not limited to:
 - (A) Providing eligible students or eligible adult students with access to examination questions prior to testing.
 - (B) Copying, reproducing, transmitting, distributing or using in any manner inconsistent with test security all or any section of any secure examinations or test materials.
 - (C) Coaching eligible students or eligible adult students during testing or altering or interfering with the eligible students' or eligible adult students' responses in any way.
 - (D) Making answer keys available to eligible students or eligible adult students.
 - (E) Failing to follow security rules for distribution and returning of secure examinations and test materials as directed, or failing to account for all secure examinations and test materials before, during, and after testing.



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ATTACHMENT B 2

- (F) Failing to follow test administration directions specified in test administration manuals.
 - (G) Participating in, directing, aiding, counseling, assisting in, or encouraging any of the acts prohibited in this section.
- (9) I will administer the examination in accordance with the directions for administration set forth in the test contractor's manuals for administration of the examination.
- (10) I have been trained to administer the examination.

Signed: _____ Date: _____

Print Name: _____

Position: Principal Coordinator Examiner Proctor Other: _____

School Name: _____ Loc. Code: _____

ESC: _____ District: Los Angeles Unified School District

This form may be photocopied



CAHSEE Coordinator Checklist – 2014-15 Administrations

CAHSEE SECURITY DOCUMENTS AND PRINCIPAL'S PORTAL DESIGNATIONS

CAHSEE Coordinator Activities	Reference	Due Date
<ul style="list-style-type: none"> □ Confirm with your principal that you have been designated as the CAHSEE Coordinator/Designee in the Principal's Portal 	- Principal's Portal	August 29, 2014
<ul style="list-style-type: none"> □ Participate in the <i>2014-15 CAHSEE Security Forms Training</i> <ul style="list-style-type: none"> - 12 min runtime - Complete assessment and print certificate of completion - Required for delivery of CAHSEE materials to school 	- REF- 6344 - Learning Zone	September 5, 2014
<ul style="list-style-type: none"> □ Sign hard copy of CAHSEE Security Affidavit and Security Agreement <ul style="list-style-type: none"> - Keep a copy in your files - Submit original to the school's Testing Center on first turn in 	- REF- 6344 - STB CAHSEE Website	September 5, 2014
<ul style="list-style-type: none"> □ Confirm the principal has electronically certified CAHSEE security documents in the Principal's Portal <ul style="list-style-type: none"> - Required for delivery of CAHSEE materials to schools 	- REF-6344	September 5, 2014
<ul style="list-style-type: none"> □ Obtain signed hard copies of the CAHSEE security documents <ul style="list-style-type: none"> - Principal – Security Agreement and Affidavit - Examiners and Proctors – Security Affidavit - Other staff with access to CAHSEE materials – Security Affidavit 	- REF 6344 - STB CAHSEE Website	Before CAHSEE is administered but after staff members participate in respective training

CAHSEE TRAININGS

Test Administration Activities	Reference	Due Date
<ul style="list-style-type: none"> □ Complete the <i>2014-15 CAHSEE Coordinator Training</i> <ul style="list-style-type: none"> - 40-50 min runtime - Complete assessment and print certificate of completion 	- REF- 6344 - Learning Zone	Before first CAHSEE administration at the school
<ul style="list-style-type: none"> □ View CAHSEE Administration Videos (Presented by the CDE) <ul style="list-style-type: none"> - Introduction (11 min runtime) - Test Site Coordinator Responsibilities (12 min runtime) - Test Examiner and Proctor Responsibilities (14 min runtime) 	- STB CAHSEE Webpage	Before first CAHSEE administration at the school and before examiner/ proctor training
<ul style="list-style-type: none"> □ Confirm principal completed the <i>2014-15 CAHSEE Principal Training</i> <ul style="list-style-type: none"> - Collect certificate of completion from principal 	- REF- 6344 - Learning Zone	Before first CAHSEE administration at the school
<ul style="list-style-type: none"> □ Confirm examiners and proctors have completed the 2014-15 CAHSEE Examiner and Proctor Training <ul style="list-style-type: none"> - 30-40 min runtime - Collect certificate of completion from examiners and proctors 	- REF- 6344 - Learning Zone	Before first CAHSEE Administration
<ul style="list-style-type: none"> □ Train CAHSEE examiners and proctors at your school <ul style="list-style-type: none"> - Conduct two trainings: Fall 2014 and Spring 2015 - Outline examiner and proctor responsibilities - Address logistics for administering the CAHSEE at your school - View the "Test Examiner and Proctor Responsibilities" video 	- CAHSEE Manual (pp 26-32)	Before examiners and proctors are allowed to assist with any CAHSEE administrations



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ATTACHMENT C2

CAHSEE COORDINATOR RESPONSIBILITIES – CHECKLIST FOR EACH CAHSEE ADMINISTRATION

Before Testing Activities	Reference	Due Date
<ul style="list-style-type: none"> □ Identify a secure lockable cabinet/location to store materials when received from the District and when not being used for testing 	- CAHSEE Admin. Instructions	September 19, 2014
<ul style="list-style-type: none"> □ Identify students and grades to be tested <ul style="list-style-type: none"> - <i>Grade level is determined by the grade level reported during the Fall 2014 Norm Date</i> 	- REF-6299 - CAHSEE Admin. Instructions - CAHSEE Manual (pg 25)	September 19, 2014
<ul style="list-style-type: none"> □ Review IEPs and Section 504 Plans and develop procedures for testing students who require accommodations and/or modifications 	- CAHSEE Manual (pp 63-64)	Before training examiners and proctors
<ul style="list-style-type: none"> □ Order special Versions from Student Testing Branch 	- CAHSEE Admin. Instructions	3-4 weeks before each test administration
<ul style="list-style-type: none"> □ Develop procedures for testing students who may need extra time 	- CAHSEE Admin. Instructions - CAHSEE Manual (pg 6)	Before training examiners and proctors
<ul style="list-style-type: none"> □ Develop procedures for testing students who are eligible to receive English Learner (EL) test variations 	- CAHSEE Manual (pg 65)	Before training examiners and proctors
<ul style="list-style-type: none"> □ Develop procedures for distributing and collecting materials from examiners each day of testing 	- CAHSEE Manual (pp 24-25 and 52)	Before training examiners and proctors
<ul style="list-style-type: none"> □ Develop a testing schedule for your school <ul style="list-style-type: none"> - <i>Arrange for changing the bell schedule if needed</i> 	- CAHSEE Manual (pp 4-6)	Before training examiners and proctors
<ul style="list-style-type: none"> □ Identify testing rooms/locations <ul style="list-style-type: none"> - <i>Consider students who will be tested in small groups</i> 	- CAHSEE Manual (pg 26)	After determining the number of students eligible for testing
<ul style="list-style-type: none"> □ Identify examiners and proctors <ul style="list-style-type: none"> - <i>One examiner is needed in every testing room</i> - <i>There should also be one proctor for every 25 students in a testing room</i> 	- CAHSEE Manual (pg 26)	After determining the number of students eligible for testing
<ul style="list-style-type: none"> □ Prepare list of students to be tested for each examiner <ul style="list-style-type: none"> - <i>Indicate any accommodations, modifications and EL test variations individual students may need</i> 	- CAHSEE Manual (pg 25)	Before training examiners
<ul style="list-style-type: none"> □ Train Test Examiners and Proctors <ul style="list-style-type: none"> - <i>Address logistics for administering the test at the school</i> - <i>Training should include viewing of the "Examiner and Proctor Responsibilities" video (from CDE)</i> 	- CAHSEE Manual (pp 26-32) - STB CAHSEE Webpage	Before examiners and proctors are allowed to assist with any CAHSEE administrations
<ul style="list-style-type: none"> □ Prepare test materials for individual examiners <ul style="list-style-type: none"> - <i>If materials are prepared in advance, materials must be kept in locked storage</i> 	- CAHSEE Manual (pp 31-32)	Before examination
<ul style="list-style-type: none"> □ Evaluate testing rooms/locations to ensure they are in line with CAHSEE guidelines 	- CAHSEE Manual (pg 26)	Monday – the day before the test is administered



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ATTACHMENT C3

CAHSEE COORDINATOR RESPONSIBILITIES – CHECKLIST FOR EACH CAHSEE ADMINISTRATION (Cont...)

During Testing Activities	Reference	Due Date
<input type="checkbox"/> Distribute CAHSEE materials to individual examiners each day of testing - Use <i>"Inventory Form – Test Site"</i>	- CAHSEE Manual (pg 52)	Tuesday & Wednesday before each test administration
<input type="checkbox"/> Supervise test administration and test security	- CAHSEE Manual (pg 33)	Tuesday and Wednesday
<input type="checkbox"/> Monitor test examiners, administrators, proctors, and scribes (if used) for adherence to prescribed procedures	- CAHSEE Manual (pg 33)	Tuesday and Wednesday
<input type="checkbox"/> Ensure the security of test materials during testing	- CAHSEE Manual (pg 33)	Tuesday and Wednesday
<input type="checkbox"/> Timely address CAHSEE incidents and security breaches and report to Student Testing Branch	- CAHSEE Manual (pg 33)	Tuesday and Wednesday
<input type="checkbox"/> Collect CAHSEE materials from individual examiners each day of testing - Use <i>"Inventory Form – Test Site"</i> - <i>Ensure all test booklets are returned</i>	- CAHSEE Manual (pg 52)	Tuesday & Wednesday after each test administration
After Testing Activities	Reference	Due Date
<input type="checkbox"/> Account for all materials distributed to and collected from each examiner	- CAHSEE Manual (pp 36-38)	No later than Thursday after each test
<input type="checkbox"/> Inspect test booklets to ensure no answer documents have been left inside	- CAHSEE Manual (pp 36-38)	No later than Thursday after each test
<input type="checkbox"/> Check answer documents for completeness - <i>Ensure score codes has been marked</i> - <i>Follow instruction in CAHSEE Admin Instructions</i>	- CAHSEE Manual (pp 36-38) - CAHSEE Admin. Instructions	No later than Thursday after each test
<input type="checkbox"/> Complete an SGID for each grade being tested	- CAHSEE Manual (pg 35)	No later than Thursday after each test
<input type="checkbox"/> Prepare, pack and return scorable materials to the school's designated Testing Center - <i>Include required paperwork (Attachments)</i>	- CAHSEE Manual (pg 37) - CAHSEE Admin. Instructions	By 3 p.m. on Thursday after each test Administration
<input type="checkbox"/> Prepare and pack nonscorable materials for pick up by Trucking	- CAHSEE Manual (pg 38)	By Monday following each test administration
<input type="checkbox"/> Fax <i>"Request for Pick-up of Nonscorable Materials"</i> to the Student Testing Branch at 213-241-8461	- CAHSEE Admin. Instructions	When materials are ready for pick up but no later than Monday following each test administration
<input type="checkbox"/> Work with the Student Testing Branch and the CDE to resolve any test security issues	- CAHSEE Manual (pg 7)	As soon as reasonably possible