

SAN DIEGO UNIFIED SCHOOL DISTRICT
 Office of Leadership and Learning
 Assessment Services

**CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE)
 October 2014**

**PRINCIPAL'S CERTIFICATION TO SUPERINTENDENT
 OF PROPER TEST ADMINISTRATION**

I certify that **only** students in Grade 12 (students in the class of 2015) and/or eligible adult education students at _____ School were administered the California High School Exit Examination (CAHSEE) on the state-mandated dates of October 7 and 8, 2014, and that:

- “California High School Exit Examination Test Security Affidavits” were completed by all individuals given access to secure test materials.
- Security procedures required by the CAHSEE Program were followed, and all test materials have been accounted for and properly packaged for return to the publisher.
- State regulations and district criteria were used to determine students exempt from testing.
- State regulations and district criteria were used to determine appropriate accommodations/modifications provided to special education and 504 students.
- All students used a #2 pencil.
- Certificated personnel charged with the responsibility of administering the tests received instruction in the proper procedures.
- Proper procedures as outlined in the *Directions for Administration* were followed.
- All test materials were returned by the Site Test Coordinator or designated staff member who has signed the *Test Security Affidavit*.
- An accurate accounting of the number of pupils tested is on the second page of this document **which I have also signed**.

 (Date) Signed: _____
(Principal)

Site Test Coordinator to contact if there are any questions regarding the answer documents:

Name (print) _____ Phone Number _____

Signature _____ Date _____

Note: This form must be submitted at the time CAHSEE materials are returned to Assessment Services, Annex 3, no later than 4:30 p.m. on October 8, 2014. Place this form in the **green** envelope. Do not pack the **green** envelope containing this form inside the box(es) of scorable answer sheets. Retain copies of the form for your school’s files.