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

CERTIFICATION FORM: 2015 Districtwide Testing for the California Assessment of Student Performance and Progress (CAASPP)
Proper Test Administration – Smarter Balanced Assessments, and California Alternate Assessment (CAA) Online Field Test

PRINCIPAL’S CERTIFICATION TO SUPERINTENDENT

I certify that pupils in Grades __________ at ________________________________ School were administered the required Smarter Balanced Assessments and/or the California Alternate Assessment (CAA) Online field Test during the testing period prescribed for San Diego Unified School District, and that:

• “CAASPP 2015 Test Security Affidavits” were completed by all individuals given access to secure test materials, and access to the Test Operations Management System (TOMS).
• Security procedures required by the CAASPP Program were followed.
• State regulations and criteria with respect to a parent or guardian signature were used to exempt students from testing.
• Only those accommodations, as approved for special education and 504 Plan students, were provided to those students entitled to such accommodations.
• Designated Supports identified for students were set in TOMS and made available during testing.
• All personnel, including certificated staff members and proctors charged with the responsibility of administering the tests, received instruction in proper testing and security procedures.
• Proper procedures as outlined in the Directions for Administration and Test Administration Manual were followed.
• All eligible students were administered all required tests.
• An accurate accounting of the number of pupils eligible for testing, exempted from testing by a parent or guardian, absent from testing for the entire testing window, and/or tested, is provided on the appropriate apportionment form which I have also signed.

Signed: ___________________________________ (Date): ____________________________
(Principal’s Signature)

Test site coordinator to contact if there are any questions regarding the answer documents:

Name: ___________________________________ Phone Number: ___________________________

Note: This form must be returned to the Assessment Services office, Annex 3. Place pages 1-2, along with all of your site’s signed “CAASPP Test Security Affidavits” in the ORANGE envelope provided. Retain copies of these documents for your school’s files.
San Diego Unified School District  
2015 CAASPP: Smarter Balanced Assessment and the California Alternate Assessment (CAA) Online Field Test  
Apportionment Reporting Form  

Each school district and school must report to the California Department of Education information relevant to CAASPP testing for each student tested in Grades 3-8 and 11 as indicated below:

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Your site’s first day of testing:__________________

School: __________________________  Principal’s Signature: __________________________

Date: __________________________  CAASPP Test Site Coordinator’s Signature: __________________________

Pages 1 & 2 must be completed, signed, and returned in the ORANGE Envelope!