

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:

	<b>Categories</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Grade 6</b>	<b>Grade 7</b>	<b>Grade 8</b>	<b>Grade 11</b>
<b>A</b>	<b>Number of students enrolled on the first day of the Smarter Balanced Assessment</b> <i>(Do not use attendance figures)</i>							
<b>B</b>	<b>Number of students eligible to take the California Alternate Assessment (CAA) online Field Test (previously known as CAPA students)</b>							
<b>C</b>	<b>Number of students EXEMPTED for all subtests of the California Alternate Assessment (CAA) online Field Test per parent/guardian written request</b>							
<b>D</b>	<b>Number of students ABSENT for regular and make-up testing of the California Alternate Assessment (CAA) online Field Test</b>							
<b>E</b>	<b>Number of students assessed with any portion of the California Alternate Assessment (CAA) online Field Test</b>							
<b>F</b>	<b>Number of students eligible to take the Smarter Balanced Assessment</b>							
<b>G</b>	<b>Number of students EXEMPTED for all subtests of the Smarter Balanced Assessment</b>							
<b>H</b>	<b>Number of students ABSENT for regular and make-up testing of the Smarter Balanced Assessment</b>							
<b>I</b>	<b>Number of students assessed with any portion of the Smarter Balanced Assessment</b>							
<b>O</b>	<b>Total number of students assessed with the Smarter Balanced Assessment or the California Alternate Assessment (CAA) online Field Test (Box E + Box I)</b>							

Your site's first day of testing: \_\_\_\_\_

School: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CAASPP Test Site Coordinator's Signature: \_\_\_\_\_