

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

MEMORANDUM

JANUARY 5, 2009

TO: LAUREL VORACHEK, DIRECTOR, ASSESSMENT &
EVALUATION
SHARON BREWER, COORDINATOR, ASSESSMENT &
EVALUATION
UNIT PRINCIPALS
SPECIAL EDUCATION AND RELATED SERVICES
ADMINISTRATORS, STAFF AND TEACHERS

FROM: JERRY SJOLANDER, EXECUTIVE DIRECTOR
SPECIAL EDUCATION 

SUBJECT: ALTERNATE ASSESSMENT SUBMISSION

Test Security

- During the test window, all test materials are secure test items. It is the responsibility of individuals who administer the tests to follow test security regulations and procedures.
- **February 3-23, 2009** ~ Test security forms must be signed by all assessors and by anyone who is handling test materials. This applies to all teacher assistants or other staff who are copying or adapting materials for the test. **All signed Test Security forms must be given to your Alternate Assessment Mentor.**

Test Window

- **February 23 to April 3, 2009** ~ Test window for administering the Extended Reading, Writing, Math and Science assessments in ASD.

Test Submission

- **April 3, 2009** ~ Online data entry completed.
- **April 3, 2009**
 - Alternate Assessment Mentors will review completed tests.
 - Submit **original test protocols and online Individual Student Score Report** to test coordinator.

- Test coordinators/Principals deliver original protocols to Assessment and Evaluation when returning SBA materials.
- The original protocols will be kept by Assessment and Evaluation for one year.
- Keep one copy of the protocols/online score report in student's **working file**.