

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

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

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

I certify that **only** students in Grade 11 (students in the class of 2016) and/or eligible adult education students at _____ School were administered the California High School Exit Examination (CAHSEE) on the state-mandated dates of November 4 and 5, 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 _____ Phone Number _____

Signature _____ Date _____

<p>Note: This form must be submitted at the time CAHSEE materials are turned in to the Assessment Services Department, Annex 3, no later than 4:30 p.m. on November 5, 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.</p>
