

# California High School Exit Exam (CAHSEE)

March 16th & 17th

**To:** Faculty and Staff

**From:** Josh Eby, Assistant Principal

**Date:** 3/11/2010

**Re:** CAHSEE - English Language Arts 3/16 and Math 3/17

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## **Who is taking the CAHSEE?**

- All Sophomores and any Juniors that haven't passed

## **When is the CAHSEE?**

- Tuesday and Wednesday, March 16 & 17, 2010 at 8:15 a.m. Students are to report to their testing location by 8:00 a.m.

## **Where are students testing?**

- **Gym:**
  - All Sophomore General Education Students
- **Girl's Activity Room:**
  - 11<sup>th</sup> grade students that haven't passed
  - English Language Learners (10<sup>th</sup> and 11<sup>th</sup> grade)
- **Special Education Students will be assigned specific classrooms:**
  - Special Education (10<sup>th</sup> and 11<sup>th</sup> grade)

## **Is the rest of the school on a regular schedule?**

- We are on a special bell schedule. Tuesday was scheduled as a later start day. Please refer to the memo which is attached.

## **When will students be released from the test?**

- The majority of students should be finished with the test by lunch but we will release them as they finish throughout the morning to return to class. Students will be provided re-admits upon returning to class.

## **If I teach sophomores, should I stay in my classroom?**

- Teachers will be assigned a specific day to report and assist in the gym. Please refer to the schedule at the bottom.

## **Do I mark students absent?**

- Do not mark any sophomores absent. If you have a freshman, junior or senior absent, please mark the student absent as usual.

## **Who will be proctoring the exam?**

- **Gym and Girl's activity room:**
  - Counselors, Administration, and assigned Teachers.
- **Special Education Teachers will proctor in their assigned classrooms:**

**Where will students leave their backpacks?**

- Students will be advised to store their backpack in their personal lockers.

**How will students enter the Gym?**

- Students will enter the gym through 4 different doors and a teacher will give them their assigned seating number. (See Attached)

**How will students find their seat?**

- Each seat is numbered. (See Attached)

**How will test materials be distributed to students?**

- Teachers will hand out numbered booklets and answer sheets to students by seat number.

**How will directions be read to students?**

- One person will read the directions to students using the PA system in the Gym

**What if a student needs to use the restroom?**

- The student will raise his/her hand and a proctor will make sure that the students' answer sheet is inside his/her test booklet before excusing the student.

**What will happen during break?**

- After placing their answer sheets in their test booklets, students will be allowed to stand and stretch at their seat. They will not be allowed to walk around or talk to other students.

**How will we release students?**

- The students will raise their hand and a proctor will make sure they have completed the correct portion of the exam, and collect the answer sheet and test booklet. The student will check out as they leave the gym and return to the class they are currently in at the time of their release. Students will be provided re-admit passes.

**What if students are not finished by lunch?**

- We will collect all of the testing materials and students will return to the gym after lunch.

**The following teachers should report to the gym by 8:00 on Tuesday, March 16th to assist with the CAHSEE:** Science, Math, World Language, and PE departments

**The following teachers should report to the gym by 8:00 on Wednesday, March 17th to assist with the CAHSEE:** English, Social Science, Art, and Career/Technical Ed. departments