

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: **4846**

PAGE: **1 OF 2**

CATEGORY: **Instruction, Testing**

EFFECTIVE: **1-29-62**

SUBJECT: **College Board Admission(s) Testing Program (SAT, Assessment Tests)**

REVISED: **8-4-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for supplying students with information and applications necessary for participation in the College Board Admission(s) Testing Program (ATP).

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-8000, H-8000.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Testing Unit, Office of the Superintendent.
2. Admission(s) Testing Program (ATP) tests are administered to participating students to determine their qualifications for entrance into certain colleges. Tests are given upon application by the student and payment of fee(s). Usually tests are taken by twelfth-grade students.
3. **Fees** are determined annually for the Scholastic Assessment Tests (SAT I—Reasoning Test; and SAT II—Subject Tests) by the ATP.

D. IMPLEMENTATION

1. **School** automatically receives a supply of bulletins and applications from ATP if school participated in program the previous year. If supply received is not sufficient, school sends supplementary application for additional materials directly to College Board ATP at Educational Testing Service in Princeton, New Jersey.
2. **Testing Unit** registers new schools that did not participate in ATP program the previous year.
3. **School** provides bulletins and applications to interested students.
4. **Student** obtains bulletin; submits application and pays fees directly to College Board ATP.
5. **Educational Testing Service** handles administration of tests and collection of fees.

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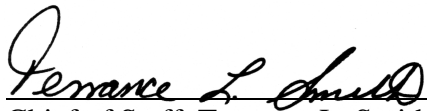
E. FORMS AND AUXILIARY REFERENCES (Provided by Educational Testing Service directly to schools)

1. Student Bulletin for the SAT and Achievement Tests.
2. Taking the SAT.
3. About the Achievement Tests.
4. ATP Guide for High Schools and Colleges.

F. REPORTS AND RECORDS

1. Your Score Report, provided by Educational Testing Service directly to participating students.

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education