



## Seal of Bilingual Recognition Program Information for District Coordinators

## 2020 Overview

Keep track of the required tasks for a successful experience.

Thank you for coordinating your district's participation in the 2020 Sacramento County Seal of Bilingual recognition program activities!

Listed below are the key activities that you will be responsible for coordinating.

Task	Timeframe
<p><b>1. Identify Eligible High School Seniors (Prequalified students):</b>  <b>Determine the students who qualify for the Seal of Bilingual by meeting all state criteria.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Using district data (test scores and GPA) develop and verify eligibility lists (refer to the excel template). Submit list of Prequalified students to SCOE by <b>March 30, 2020</b></li> <li><input type="checkbox"/> Notify students of their opportunity to participate in the SCOE recognition process.               <ul style="list-style-type: none"> <li>o Provide flyer, disseminate invitation to ceremony (SCOE will provide invitations after the testing results become available).</li> <li>o Note: Depending on location/space limitations, SCOE may only invite students who qualified via the SCOE exam.</li> </ul> </li> </ul>	<p><b>Jan/Feb</b>            Center            Elk Grove            Folsom            Galt            Natomas            NP3            River Delta            Sacto City            San Juan            Visions            Twin Rivers            Futures            Heritage</p>
<p><b>2. Participation on the Language Exam Administration:</b>  <b>Develop a list of potential Seal recipients who meet the English requirement and GPA criteria, and may also be proficient in a language other than English</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Using district data (refer to the excel template) develop and verify candidate lists.</li> <li><input type="checkbox"/> Disseminate flyer, determine who is interested in taking a language exam.</li> <li><input type="checkbox"/> Provide list of all interested students to SCOE, by language and school. * <b>(due to SCOE on February 7, 2020)</b></li> <li><input type="checkbox"/> Assist with identification of exam testers of languages to be offered. *</li> <li><input type="checkbox"/> Notify students who will be tested of exam date and location.</li> </ul> <p><i>*Note: depending upon exam and tester availability, not all students who indicated an interest or qualify may be tested. Students complete the self-assessment</i></p>	<p><b>Feb/Mar</b>            Center            Elk Grove            Folsom            Natomas            Sacto City            San Juan            Visions            Twin Rivers            Futures</p>
<p><b>3. Plan for Language Exam Administration:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verify languages that will be tested.</li> <li><input type="checkbox"/> Provide final list of students who will be tested to SCOE (by language by due date, see task 2).</li> <li><input type="checkbox"/> Arrange for adequate number of testers (by language 2:1 ratio) and proctors to be available. Testers must sign an affidavit, use the survey <a href="https://www.surveymonkey.com/r/SSB2020SCOE">https://www.surveymonkey.com/r/SSB2020SCOE</a> to document language expertise, and participate in training on exam date.</li> <li><input type="checkbox"/> Determine at least of 3-4 rooms (check in area, interview room/s, waiting room).</li> <li><input type="checkbox"/> If testing during school hours, arrange for transportation.</li> <li><input type="checkbox"/> Provide snacks for students (optional).</li> <li><input type="checkbox"/> Post signage on test date.</li> <li><input type="checkbox"/> Notify testers and students of test date/location and expectations.</li> </ul>	<p><b>Testing window is Jan-Mar</b></p>
<p><b>4. Post Language Exam Activities:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SCOE will provide student score sheets and individual exam results to coordinators.               <ul style="list-style-type: none"> <li>o Disseminate student exam results to each student.</li> <li>o Students who pass the language exam will also receive an invitation to the SCOE county ceremony.</li> </ul> </li> <li><input type="checkbox"/> Verify and submit to SCOE the final list of all district students receiving the Seal of Bilingual, by language and school. This list of names will be included in the county program. <b>(Final date to submit names to SCOE is April 2, 2020)</b></li> <li><input type="checkbox"/> Attend the county Seal of Bilingual recognition ceremony (April 23).</li> <li><input type="checkbox"/> Submit request for Seals to CDE*: <a href="http://www.cde.ca.gov/sp/el/er/sealofbilingual.asp">http://www.cde.ca.gov/sp/el/er/sealofbilingual.asp</a></li> </ul>	<p><b>Mar -Apr</b>  <b>Usually 2 weeks after testing</b></p> <p><i>*new format</i></p>



# State Seal of Biliteracy

for Eligible Graduating High School Seniors

## Student Intent to Participate in the Language Exam

Student completes the self-assessment. **Scan** all completed forms of eligible students to SCOE prior to the exam day.

This Intent to Participate form is for a student who met the English proficiency criteria for the State Seal of Biliteracy, and may be proficient in a language other than English but is not taking an AP, IB or SATII world language exam or has not taken a 4-year course of study in the language of interest.

By completing this form, the student may be selected to participate in the language exam process conducted by the Sacramento County Office of Education (SCOE) and collaborating districts to be eligible for the State Seal of Biliteracy award.

\*The language assessment will include reading and writing sections, and an oral interview conducted in the world language of interest. **See student self-assessment below., submit one form per language.**

**Language exam offerings:** Arabic, Armenian, Cantonese, Dari, Farsi, French, German, Hindi, Hmong, Korean, Lao, Mandarin, Punjabi, Spanish, Russian, Tagalog, Ukrainian, Urdu, and Vietnamese.

**Directions:** Complete and submit this Intent to Participate form to your district’s Seal of Biliteracy contact.

**Student information:**

First Name:	Last Name:
District:	School:
*Language Other than English <b>Name the language to test:</b>	

**I have met the following eligibility requirements:**

Criteria 1 and 2: English		(GPA)
Successful completion of all English-language arts (ELA) course requirements for graduation with an overall grade point average (GPA) of 2.0 or above in those classes.		
Score at “Standard met” or “Standard exceeded” on the 11 <sup>th</sup> grade ELA SBAC. Check (✓) Level	Standard met	
	Standard exceeded	

**Student Self-Assessment (student completed ONLY):**

*Criteria 3: Language other than English		
Circle yes or no to respond to the statements below regarding your proficiency in the language other than English.		
When listening, I can understand the identified language.	Yes	No
I can verbally respond to questions in complete sentences.	Yes	No
I can read with comprehension in the identified language.	Yes	No
I can write fluently in the identified language.	Yes	No

**If your primary language is not English, verify that you also meet the following eligibility requirement:**

For students with a primary language other than English, met overall ELPAC Score of Well Developed or have met Reclassification status.	Level (4)	
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*Completion of this form does not guarantee the student will receive the State Seal of Biliteracy Award.*

**— For District Use Only —**

I verify that the information on this form is accurate. The student named above has met the English-language arts criteria to receive the State Seal of Biliteracy.

Date: \_\_\_\_\_ District Seal of Biliteracy Contact: \_\_\_\_\_ Signature: \_\_\_\_\_

Task # 1: Use the excel template 1 to submit the list of Pre-Qualified students.

Task	Timeframe
<p>1. Identify Eligible High School Seniors (Prequalified students):</p> <p>Determine the students who qualify for the Seal of Biliteracy by meeting all state criteria.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Using district data (test scores and GPA) develop and verify eligibility lists (refer to the excel template). Submit list of Prequalified students to SCOE by <b>March 11, 2018</b></li> <li><input type="checkbox"/> Notify students of their opportunity to participate in the SCOE recognition process.           <ul style="list-style-type: none"> <li>Provide flyer, disseminate invitation to ceremony (SCOE will provide invitations after the testing results become available).</li> <li>Note: Depending on location/space limitations, SCOE may only invite students who qualified via the SCOE exam.</li> </ul> </li> </ul>	<p>Jan/Feb</p> <p>Center Elk Grove Folsom Galt Natomas NPT River Delta Sacto City San Juan Visions Twin Rivers Futures Heritage</p>
<p>2. Participation on the Language Exam Administration:</p>	<p>Feb/Mar</p>

Task # 2: Use the excel template 2 for students taking the language exam. These cells are also a fillable merger of data for the student's form.

<p>2. Participation on the Language Exam Administration:</p> <p>Develop a list of potential Seal recipients who meet the English requirement and GPA criteria, and may also be proficient in a language other than English</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Using district data (refer to the excel template) develop and verify candidate lists.</li> <li><input type="checkbox"/> Disseminate flyer, determine who is interested in taking a language exam.</li> <li><input type="checkbox"/> Provide list of all interested students to SCOE, by language and school. * (due to SCOE on <b>February 25, 2018</b>)</li> <li><input type="checkbox"/> Assist with identification of exam testers of languages to be offered.*</li> <li><input type="checkbox"/> Notify students who will be tested of exam date and location.</li> </ul> <p>*Note: depending upon exam and tester availability, not all students who indicated an interest or qualify may be tested. Students complete the self-assessment</p>	<p>Center Elk Grove Folsom Natomas Sacto City San Juan Visions Twin Rivers Futures</p>
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Task # 2: Confirm the student's qualifications to test, then provide the examinee information. May use the excel template 2a to merge the information.

Task #3 Examiners complete the survey.

<p>3. Plan for Language Exam Administration:</p> <ul style="list-style-type: none"> <li>Verify languages that will be tested.</li> <li>Provide final list of students who will be tested to SCOE (by language) (a week prior to testing).</li> <li>Arrange for adequate number of testers (by language 2:1 ratio) and proctors to be available. Testers must sign an affidavit, use the survey <a href="https://www.surveymonkey.com/r/SSB2019SCOE">https://www.surveymonkey.com/r/SSB2019SCOE</a> to document language expertise, and participate in training on exam date.</li> <li>Determine at least of 3-4 rooms (check in area, interview room/s, waiting room).</li> <li>If testing during school hours, arrange for transportation.</li> <li>Provide snacks for students (optional).</li> <li>Post signage on test date.</li> <li>Notify testers and students of test date/location and expectations.</li> </ul>	<p>Testing window is Jan-Mar</p>
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Task #2: Use the template to provide key information to students **before** they come to the exam day.



Sacramento County

## Seal of Biliteracy Language Exam

### INFORMATION FOR EXAMINEES

District: \_\_\_\_\_ Student Name: \_\_\_\_\_  
Location: \_\_\_\_\_ Exam Date: \_\_\_\_\_ Time: \_\_\_\_\_

Welcome to the Seal of Biliteracy language exam event!

The Exam will evaluate your proficiency in a language other than English in three areas: speaking, reading and writing. The speaking portion will include an oral interview conducted in the language other than English. The reading and writing portions will be given in a group setting and recorded in this exam booklet.

#### Reminders about exam procedures:

Prior to being admitted to the language exam, your eligibility must be verified by your district's Seal of Biliteracy contact.

Bring a current form of identification that includes your name and photograph. Examples include a valid driver's license, passport or school ID. If none of these forms of ID are available, an employee of your district must be present to verify your identify.

The examination will be supervised at all times. An examiner or proctor will be present during the entire session.

No outside materials are permitted in the testing area. All personal belongings will be stored during the exam process (i.e., coats, hats, food, beverage containers, books, dictionaries, cameras, cell phones, etc.)

No separate sheets of paper (scratch paper) are allowed in the testing areas for any portion of the examination. There will be spaces in your test booklet that you can use for any notes you may wish to make. Only the responses that you write in the designated sections of your Seal of Biliteracy Exam booklet will be read and scored.

The results of the Exam will be provided to your district's Seal of Biliteracy Coordinator no later than two weeks after the exam date.





# State Seal of Biliteracy

for Eligible Graduating High School Seniors

## Volunteers Needed

The State Seal of Biliteracy is an award given to high school seniors who have studied and attained proficiency in English and one or more other languages.

Task #3: Language experts must complete the survey and participate in the orientation.

The Sacramento County Office of Education (SCOE) in collaboration with participating local districts identifies candidates for this award, verifies their language skills and publicly recognizes students for exemplary achievement.

**Volunteers who are proficient in a language other than English are needed to assist with assessing students' language abilities.**

**How can you help?** We are looking for language experts to participate in the assessment process to rate student's skills (e.g., sit on an oral interview panel, read and score writing samples.)

Please note that we also need volunteers to support the testing procedures, these volunteers need not to be bilingual. They do not need to complete the survey.

### We may need experts in the following languages:

Arabic, Armenian, Chinese (Cantonese / Mandarin), Dari, Farsi, French, German, Hindi, Hmong, Japanese, Korean, Lao, Pashto, Punjabi, Romanian, Russian, Spanish, Tagalog, Turkish, Ukrainian, Urdu, and Vietnamese.

If you are interested in volunteering to assist with the language assessment process this spring, please complete the following secured online application:

<https://www.surveymonkey.com/r/SSB2020SCOE>

For Information about the Sacramento County Office of Education Award Process  
Contact:

Graciela García-Torres

English Learner Programs and Accountability

gtorres@scoe.net

(916)228-2478

# State Seal of Biliteracy

Sacramento County Office of Education

Language Exam Day (DATE) \_\_\_\_\_

## Sample Agenda

Plan for the actions for the exam day.

Time	Action	Location	Notes
8:00-8:15	Registration of Volunteers	SCOE	
8:15 – 9:00	Testers Scoring and Calibration Training	SCOE	
9:45	Student Arrival – Coordinator check in SCOE student confirmation	SCOE	
10:00	Welcome and Overview	Mather Room	Mather Room –RW Board Room -- Lunch/Done/Dismissal
10:15- 1:30	Language Exams	Room A Room B Room C Room D	

**Actions** that need to take place prior to the arrival to SCOE:

Student registration

Particulars:

Bus pick up:

Lunch:

Registration: By school site

- Leads:
- Signage:
- Collection of cell phones

### Proctors-

Reading & Writing:

Oral interviews: (language experts/examiners)

Waiting:

Done and dismissal:

### Examiners:

Arabic:

Cantonese:

Dari:

Farsi:

French:

German:

Hindi:

Punjabi:

Spanish:

Russian:

Tagalog:

Urdu:

Vietnamese:

Calculate the support needed and gather volunteers for the exam day.