

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 13, 2013

To: All School Principals

Subject: DESIGNATION OF SCHOOL SITE TEST COORDINATORS

Department and/or Persons Concerned: Principals, School Site Test Coordinators

Due Date: September 6, 2013

Reference: None

Action Requested: Complete and return the attached form or complete the online Site Test Coordinator Survey.

Brief Explanation:

To ensure testing timelines are met and tests are properly secured, administered, and returned for scoring, the Assessment Services Department distributes important information to sites throughout the school year. It is important that the individual responsible for coordinating a specific test at a school site receives **all** information for the administration of that test.

To be certain that information about testing, timelines, policies, procedures, materials, and training is received by school site test coordinators, we are asking you to submit the information for your site test coordinators by Friday, September 6, 2013. **You may enter the information online by going to our Site Test Coordinator Survey at <http://www.sandi.net/Page/53462>.** This link is active and is the preferred method for sending in the information. If you are unable to complete the survey online, you may use the attached form. A staff member must be designated as the site test coordinator who will be responsible for each of the tests/assessments administered during the 2013-14 school year. Please note that if the test does not apply at your site (i.e., CAHSEE at elementary sites) you need to enter n/a in the test/assessment listed. **If the survey is completed online, you do NOT need to send in the attached form; if no one is identified as the site test coordinator for any required assessment program, the principal will be recorded as the designated coordinator.**

The Assessment Services Department will use this information to create listservs of all site test coordinators for each assessment program. Each principal must notify his/her site test coordinators that they have been designated and will be on the appropriate listserv(s). **If a site test coordinator unsubscribes to a listserv, all emails concerning that assessment program will default to the principal.**

The online survey must be completed by Friday, September 6, 2013. If you submit a form, please return it to the Assessment Services Department by September 6, 2013. Forms may be sent to Samantha Clabaugh, Assessment Services, Annex 3, or faxed to (619) 725-7070, or sent via email to sclabaugh@sandi.net. Sites should retain a copy of the form for their records.

If you have any questions or you need to update information on the form or online survey please contact Samantha Clabaugh at (619) 725-7061.

Erin Gordon
Director
Assessment Services

APPROVED:



Nellie Meyer
Deputy Superintendent, School Support Services

Attachment

Distribution: Lists B, D, E and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Accountability
Assessment Services

2013-14 Site Test Coordinator Designation Form

School: _____ Grades Served: _____ Traditional Calendar
Principal's Signature: _____ Fax Number: _____ STYR Calendar

4x4 Calendar

Please indicate the site test coordinator below for each test administered at your school. You may mark "N/A" for any/all tests that will not be administered at your school for the 2013-2014 school year. Please return your form to Assessment Services by Friday, September 6, 2013. If you complete the online survey, it is not necessary to submit a form.

	Test	Grade Level(s)	Coordinator's Information		
			Name	Phone Number w/Ext.	E-mail Address
State-Mandated & Federal Assessments	California English Language Development Test (CEDLT)	K-12			
	California High School Exit Examination (CAHSEE)	10-12			
	FITNESSGRAM (Physical Fitness Test)	5, 7, 9 & 10-12			
	Standardized Testing and Reporting (STAR) Program	2-11			
District Assessments	End-of-Course Examinations (EOCEs)	6-12			
	Literacy Assessments	1-8			
	Mathematics Assessments	1-12			
	Science Assessments	3-5			
	Writing and Reading Assessment Profile (WRAP)/Developmental Reading Assessment (DRA)	K-2			

Please return completed form by **Friday, September 6, 2013** to Samantha Clabaugh, Assessment Services, in Annex 3, Education Center, or fax to (619) 725-7070, or email to sclabaugh@sandi.net.