

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
1811 S. Laredo Street • San Antonio, Texas 78207
Telephone (210) 228-0055 • Fax (210) 299-1007

Testing Office

ACTION REQUIRED

TO: All Principals
FROM: Leslie Stephens, Director
SUBJECT: Campus Test Coordinators & Authorized to Pick-Up Assignments for 2011-12
DATE: August 15, 2011

The campus principal will need to assign testing coordinators for their campus (see attachment) to coordinate both, state and federal required assessments, as well as college-readiness assessments.

The campus testing coordinator is required to maintain the testing database. Other campus personnel may be given access to the testing database as per campus principal request. The campus principal will also designate what authorities to the testing database your staff will have, Level I viewing only or Level 2 updating authority. If you change your coordinator at any time during the school year, you must notify the Testing Office.

Do not assign a teacher as coordinator for any state testing. We are requesting that campuses designate ONE person on campus to be the main campus testing coordinator for the state assessments **STAAR** and **TAKS**. Additional persons may be assigned to assist them and attend training with them, but we request one main contact person. We request that the person who is the campus LPAC coordinator be the campus testing coordinator for **TELPAS**, to reduce the incorrect assessment of students.

At the secondary level, designated coordinators for LOTE (Languages Other than English) as well as a College Readiness Coordinator for PSAT, Explore and Plan that occur at 8th, 10th, and 11th grades and for Previously Attempted Course Exam (PACE) and Credit by Exam (CBE), which occurs twice a year is also requested.

Coordinators will receive a calendar with test and training session dates. The meetings and testing calendar will be posted on the Testing Department web page. All training sessions are **REQUIRED** for the campus testing coordinator.

In order to comply with security procedures for state testing, each principal must submit a list of people who are authorized to pick up secure materials and results from the Testing Office.

Complete the appropriate attached form and return it by fax (299-1007) or pony to the Testing Department on or before **Monday, August 29**. If you have any questions, contact the Testing Department at 228-0055.

Elementary School Testing Coordinators 2011-2012

Please PRINT the information requested below for the assignments. **List the official first and last names as they appear on the district e-mail.** All assigned personnel must acknowledge the assignment, to include the roles and responsibilities of the position as listed in administrative procedure E11 State Testing.

Campus Name:	
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STAAR Coordinator MUST be a certified professional that does not have classroom teaching duties.			
Printed Name:	Testing Database Rights	<input type="checkbox"/> Viewing Only	<input type="checkbox"/> Updating
Signature of Acknowledgement:			

STAAR ALT Coordinator MUST be a certified professional that does not have classroom teaching duties.			
Printed Name:	Testing Database Rights	<input type="checkbox"/> Viewing Only	<input type="checkbox"/> Updating
Signature of Acknowledgement:			

TELPAS Coordinator LPAC Coordinator , as this position will also complete all other ELL testing, such as Woodcock-Munoz/ITBS/LEP Protocols.			
Printed Name:	Testing Database Rights	<input type="checkbox"/> Viewing Only	<input type="checkbox"/> Updating
Signature of Acknowledgement:			

TELPAS Writing Reviewer MUST NOT be a TELPAS Rater.			
Printed Name:			
Signature of Acknowledgement:			

Testing Database Access			
Other professionals on campus that you want to have testing database access that are NOT listed as a coordinator.			
Printed Name:	Testing Database Rights	<input type="checkbox"/> Viewing Only	<input type="checkbox"/> Updating
Printed Name:	Testing Database Rights	<input type="checkbox"/> Viewing Only	<input type="checkbox"/> Updating
Printed Name:	Testing Database Rights	<input type="checkbox"/> Viewing Only	<input type="checkbox"/> Updating

Authorized Pick-Up (Testing Coordinators are automatically authorized-do NOT list them again.)			
In order to comply with security procedures for state testing, each principal must submit a list of people (other than the coordinators) who are authorized to pick up secure materials and results from the Testing Office. All personnel submitted for pick-up authority must have training on campus in security and confidential integrity by your testing coordinator.			
Name:		Position:	
Name:		Position:	
Name:		Position:	
Name:		Position:	

Principal Signature:		Phone (direct line):	
Remember the test coordinators must have uninterrupted time before each administration to prepare test documents and ensure each student is assessed with the correct assessment and with the correct accommodations. Please keep a copy of this page for your records.			

Leslie Stephens,
SAISD Director
Programmatic Assessments and Testing Support
1811 S. Laredo, St./ San Antonio, TX 78207
Ph#210-228-0055 / Fax#210-299-1007

Academy/Middle/High School Testing Coordinators 2011-2012

Please PRINT the information requested below for the assignments. **List the official first and last names as they appear on the district e-mail.** All assigned personnel must acknowledge the assignment, to include the roles and responsibilities of the position as listed in administrative procedure E11 State Testing.

Campus Name:	
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STAAR Coordinator
MUST be a certified professional that does not have classroom teaching duties.

Printed Name:	Testing Database Rights	<input type="checkbox"/> Viewing Only	<input type="checkbox"/> Updating
Signature of Acknowledgement:			

TAKS Coordinator---HS ONLY
MUST be a certified professional that does not have classroom teaching duties.

Printed Name:	Testing Database Rights	<input type="checkbox"/> Viewing Only	<input type="checkbox"/> Updating
Signature of Acknowledgement:			

STAAR ALT Coordinator
MUST be a certified professional that does not have classroom teaching duties.

Printed Name:	Testing Database Rights	<input type="checkbox"/> Viewing Only	<input type="checkbox"/> Updating
Signature of Acknowledgement:			

TELPAS Coordinator
LPAC Coordinator, as this position will also complete all other ELL testing, such as Woodcock-Munoz/ITBS/LEP Protocols.

Printed Name:	Testing Database Rights	<input type="checkbox"/> Viewing Only	<input type="checkbox"/> Updating
Signature of Acknowledgement:			

TELPAS Writing Reviewer MUST NOT be a TELPAS Rater.	
Printed Name:	
Signature of Acknowledgement:	

PACE/CBE Coordinator MUST be a certified professional that does not have classroom teaching duties.			
Printed Name:	Testing Database Rights	<input type="checkbox"/> Viewing Only	<input type="checkbox"/> Updating
Signature of Acknowledgement:			

College Readiness Coordinator (PLAN 8 th grade, EXPLORE 10 th grade , PSAT 10 th and 11 th grades) MUST be a certified professional that does not have classroom teaching duties.			
Printed Name:	Testing Database Rights	<input type="checkbox"/> Viewing Only	<input type="checkbox"/> Updating
Signature of Acknowledgement:			

Testing Database Access Other professionals on campus that you want to have testing database access, that are NOT listed as a coordinator.			
Printed Name:	Testing Database Rights	<input type="checkbox"/> Viewing Only	<input type="checkbox"/> Updating
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Name:		Position:	
Name:		Position:	
Name:		Position:	
Name:		Position:	

Principal Signature:		Phone (direct line):	
Remember that the test coordinators must have uninterrupted time before each administration to prepare test documents and ensure each student is assessed with the correct assessment and with the correct accommodations. Please keep a copy of this page for your records.			

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