

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 13, 2015

To: All School Principals

Subject: DESIGNATION OF SCHOOL SITE TEST COORDINATORS

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

Due Date: September 14, 2015

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 Monday, September 14, 2015. **You may enter the information online by going to our Site Test Coordinator Survey at <http://goo.gl/forms/tzh2X8qYMb>.** 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 2015-16 school year. Please note that if the test does not apply at your site (e.g. CAHSEE at elementary sites) you need to enter "N/A" in the test 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 Monday, September 14, 2015. If you submit a hard-copy form, please return it to the Assessment Services Department by September 14, 2015. Forms may be sent to Teresa Haywood, Assessment Services, Annex 3, faxed to (619) 725-7070, or sent via email to thaywood@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 Teresa Haywood at (619) 725-7065.

Erin Gordon
Director
Assessment Services

APPROVED:



Jim Solo
Executive Director, Leadership and Learning

Attachment

Distribution: Lists B, D, E and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Leadership and Learning
Assessment Services

2015-16 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 2015-2016 school year. Please return your form to Assessment Services by Monday, September 14, 2015. If you complete the online survey, it is not necessary to submit a hard copy.

	Test	Grade Level(s)	Coordinator's Information		
			Name	Phone Number w/Ext.	E-mail Address
State-Mandated Assessments	California English Language Development Test (CELDT)	TK-12			
	California High School Exit Examination (CAHSEE) *	10-12			
	California Alternate Assessment (CAA)	3-8, 11			
	FITNESSGRAM (Physical Fitness Test)	5, 7, 9 & 10-12			
	Science California Standards Test (CST), Science California Modified Assessment (CMA), Science California Alternate Performance Assessment (CAPA)	5, 8, 10			
	Smarter Balanced Assessments	3-8, 11			
District Assessments	Developmental Reading Assessment, Second Edition (DRA2)	TK-5**			
	Honors End-of-Course Examinations (EOCEs)	9-12			
	Literacy Interim Assessments	2-11			
	Mathematics Interim Assessments	2-11			

*Pending legislation, the CAHSEE may be suspended.

**Students with a DRA2 level over 40 need not be tested.

Please forward the completed form to the Assessment Services Department by September 14, 2015. Forms may be sent to Teresa Haywood, Assessment Services, Annex 3, faxed to (619) 725-7070, or sent via email to thaywood@sandi.net.