

SAN DIEGO UNIFIED SCHOOL DISTRICT

**Date:** August 13, 2014

**To:** All School Principals

**Subject:** DESIGNATION OF SCHOOL SITE TEST COORDINATORS

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

**Due Date:** September 8, 2014

**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 8, 2014. **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 2014-15 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 8, 2014. If you submit a form, please return it to the Assessment Services Department by September 8, 2014.** Forms may be sent to Teresa Haywood, Assessment Services, Annex 3, faxed to (619) 725-7070, or sent via email to [thaywood@sandi.net](mailto: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 (A)

Distribution: Lists B, D, E and F

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

## 2014-15 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 2014-2015 school year. Please return your form to Assessment Services by Monday, September 8, 2014. 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
<b>State-Mandated &amp; Federal Assessments</b>	California English Language Development Test ( <b>CELDT</b> )	TK-12			
	California High School Exit Examination ( <b>CAHSEE</b> )	10-12			
	California Standards Test ( <b>CST</b> ), California Modified Assessment ( <b>CMA</b> ), California Alternate Performance Assessment ( <b>CAPA</b> )	3-11			
	FITNESSGRAM ( <b>Physical Fitness Test</b> )	5, 7, 9 & 10-12			
	National Assessment of Educational Progress ( <b>NAEP</b> )	4, 8, 12			
	Smarter Balanced Assessments	3-8, 11			
<b>District Assessments</b>	Developmental Reading Assessment ( <b>DRA</b> )	1, 3			
	End-of-Course Examinations ( <b>EOCEs</b> )	6-12			
	Literacy Interim Assessments	1-11			
	Mathematics Interim Assessments	1-11			
	Science Benchmarks	3-5			

Please return completed form by Monday, September 8, 2014 to Teresa Haywood, Assessment Services, in Annex 3, Education Center, fax to (619) 725-7070, or email to [thaywood@sandi.net](mailto:thaywood@sandi.net).