

SAN DIEGO CITY SCHOOLS

**Date:** August 19, 2005

**To:** All School Principals

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

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

**Due Date:** September 9, 2005

**Reference:** None

**Action Requested:** Complete and return the attached form.

**Brief Explanation:**

To ensure testing/assessment timelines are met and tests/assessments are properly secured, administered, and returned for scoring, the Testing Unit and the District Assessment Department distribute important information to sites throughout the school year. **It is important that the individual responsible for coordinating a specific test or assessment at a school site receives ALL information and training for the administration of that test/assessment.**

To be certain that information about testing and assessment timelines, policies, procedures, materials, and training is received by school site test coordinators, please use the attached form to designate the staff member responsible for each of the tests/assessments your site will administer during the 2005-2006 school year. **If forms are not returned or no one is identified as the site test coordinator for any required assessment program, the principal will be assumed to be the designated coordinator.**

Please note that you must select **one** site coordinator for the STAR *California Standards Tests (CST)/California Achievement Test, Sixth Edition (CAT/6)*, STAR Writing Assessment, and *California Alternate Performance Assessment (CAPA)*. You may use other staff to assist this primary contact, however, all official communications via email or hard copy concerning these programs will be addressed to this primary contact.

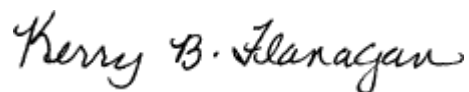
The Testing Unit and the District Assessment Department will use this information to create listservs of all school site test coordinators for each assessment program. Please notify your designees that they have been so designated and will be on the appropriate listserv(s). **If they unsubscribe to a listserv, all emails concerning that assessment program will default to the principal.**

After making a copy for your files, return the form to **Donna Elstad, Testing Unit, Annex 3; FAX completed form to (619) 725-7070; or via e-mail to delstad@sandi.net, by September 9, 2005.** If you have any questions or you need to update or change information on your form, contact Edith at (619) 725-7063.

Robert B. Raines  
Program Manager  
Testing Unit

Eileen Poole  
Program Manager  
District Assessment Department

APPROVED:

A handwritten signature in cursive script that reads "Kerry B. Flanagan".

Kerry B. Flanagan  
Chief of Staff

Attachment

Distribution: Lists B, D, E, and F

SAN DIEGO CITY SCHOOLS  
Office of the Superintendent/Office of School Site Support  
Testing Unit/District Assessment Department

**2005-2006 SCHOOL SITE TEST/ASSESSMENT COORDINATORS**

School \_\_\_\_\_ Grades Served \_\_\_\_\_

- Traditional Calendar
- STYR Calendar
- 4 X 4 Calendar
- Other

Principal's Signature \_\_\_\_\_ Fax Number \_\_\_\_\_

Please send all 2005-2006 information about the timelines, policies, procedures, materials, and training to the individual designated below as coordinator for that specific test/assessment. Spaces left blank or marked "NA" indicate tests/assessments our site will not administer during the 2005-2006 school year.

<u>Test/Assessment</u>	<u>Coordinator's Name</u>	<u>Telephone (w/Ext.)</u>	<u>E-mail Address</u>
<b><u>STATE-MANDATED AND FEDERAL ASSESSMENTS</u></b>			
<i>Aprenda, Third Edition</i> (SABE/2) [Grades 2 – 11]	_____	_____	_____
<b>STAR Program*</b> (includes <i>California Standards Tests/California Achievement Test, Sixth Edition (CAT/6)</i> [Gr. 2 - 11], <b>STAR Writing Assessment</b> [Grades 4 and 7], and <i>California Alternate Performance Assessment (CAPA)</i> [Grades 2 - 11])	_____	_____	_____
<i>California English Language Development Test (CELDT)</i> [Grades K-12]	_____	_____	_____
<i>California High School Exit Exam (CAHSEE)</i> [Grade 10]	_____	_____	_____
<i>FITNESSGRAM (Physical Fitness)</i> [Grades 5, 7, & 9]	_____	_____	_____
<i>National Assessment of Educational Progress (NAEP)</i> [Grades 4, 8, and 12]	_____	_____	_____
<b><u>DISTRICT ASSESSMENTS</u></b>			
<b>Algebra 1-2 End-of-Course Exam</b> (Grades 8 and 9)	_____	_____	_____
<i>Analytical Reading Inventory (ARI)</i> [Grades 4-8]	_____	_____	_____
<b>Biology 1,2 End-of-Course Exam</b> (Grade 11)	_____	_____	_____
<b>Chemistry 1-2 End-of-Course Exam</b> (Grade 10)	_____	_____	_____
<i>Degrees of Reading Power (DRP)</i> [Grades 4-8]	_____	_____	_____
<i>Developmental Reading Assessment (DRA)</i> [Grades K-3]/ <i>Evaluación del desarrollo de la lectura (EDL)</i> [Grades K-3]	_____	_____	_____
<b>District Mathematics Tests</b> (Grades 5, 6, and 7)	_____	_____	_____
<b>English 1,2 End-of-Course Exam/English 1 Semester Exam</b> (Grade 9)	_____	_____	_____
<b>English 3,4 End-of-Course Exam/English 3 Semester Exam</b> (Grade 10)	_____	_____	_____
<b>Geometry 1-2 End-of-Course Exam</b> (Grade 10)	_____	_____	_____
<b>Intermediate Algebra 1-2 End-of-Course Exam</b> Gr. 10-12)	_____	_____	_____
<b>Physics 1, 2 End-of-Course Exam</b> (Grade 9)	_____	_____	_____
<b>World History and Geography 1,2 End-of-Course Exam/World History and Geography 1 Semester Exam</b> (Grade 10)	_____	_____	_____

\* One site coordinator must be selected for all of the STAR assessment programs, excluding *Aprenda/3*