

Michael Hinojosa, Ed.D.
Interim Superintendent of Schools



Educating All Students For Success

Action

September 3, 2015

TO: Principals *Cecilia Oakeley*
FROM: Cecilia Oakeley, Assistant Superintendent, Evaluation and Assessment
SUBJECT: Campus Test Coordinator Selection for 2015-2016

In preparation for the upcoming 2015-2016 school year, it is necessary that a Campus Testing Coordinator be designated for your campus. As a reminder, this staff member will be the direct contact responsible for state-mandated and locally-developed assessments at your campus. Information regarding selecting a test coordinator, the principal's responsibilities regarding testing and test coordinator training can be accessed using the links below.

Things to Know or Complete in Preparation for 2015-2016:

1. **Selecting Your Campus Test Coordinator** - When selecting the best candidate for the assignment, please keep in mind the roles and responsibilities of a Campus Test Coordinator. Please refer to Google Docs link: <https://goo.gl/GmMxPF>
2. **Submitting Identification Form** - The campus principal is responsible for ensuring completion of the Test Coordinator Information form no later than **Wednesday, September 9, 2015**. Please refer to the Google Docs link: <https://goo.gl/Zo4SVZ>
3. **Principal Oath** - All campus principals must sign a state oath yearly. This oath will remain on file in the State and National Assessments office. Please send signed oaths to StateAssessments@dallasisd.org. Please refer to Google Docs link: <https://goo.gl/8rkhRJ>
4. **Training** - The Identified Campus Testing Coordinator and Assistant Testing Coordinator are required to attend a mandatory **All Day** training in September. It is recommended that attendees bring a laptop/tablet and 3 inch binder with them to the meeting. Please refer to Google Docs link: <https://goo.gl/wIP82c>
5. **Principal Responsibilities** - In the event your campus is without a Campus Test Coordinator, the duties will become the responsibility of a designated alternate. Please immediately notify your Executive Director and State and National Assessments in the event of this necessity.

As always, thank you for your cooperation. If you have questions or need additional information, please contact Karen Byers at KByers@dallasisd.org or by calling (972) 925-6410.

Approved:

Handwritten signature of Ann Smisko in blue ink.

Ann Smisko, Deputy Superintendent

Handwritten signature of Robert Bravo in black ink.

Robert Bravo, Chief of School Leadership

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