SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: **August 26, 2021**

To: Principals

Subject: DESIGNATION OF TEST SITE COORDINATORS

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

Due Date: August 20, 2021

Reference: None

Action Requested: Complete the online contact form.

Attachment: None

Brief Explanation:

Annually, principals must designate a Test Site Coordinator for *each* testing program. This requirement ensures testing timelines, policies, and procedures are met.

The Assessment Services Department will use this information to create email distribution lists for each assessment. 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. *For your information, user accounts for the Test Operations Management System (TOMS) will be established for those who have been designated the CAASPP and/or ELPAC Test Site Coordinator(s) using the site's completed online contact form.*

Principals must provide their Test Site Coordinator information on the <u>online contact form</u> by Friday, August 20, 2021.

To access the form, users will go to:
https://itd.sandiegounified.org/it_resources/research_and_evaluation.
Then, users will select **Login** at the upper right top of the screen. After logging in, users will click on the **"My Responsibilities"** link in the "Quick Links" box. The Test Site Coordinator Contacts are toward the top half of the screen.

Please note: *If no one is identified as the Test Site Coordinator for any required assessment program, the designation will default to the site principal.*

If you have any questions regarding the **online contact form**, please Erika Simmons at esimmons@sandi.net.

                                            Erika Simmons, Ed. D.
Director,
Assessment Services

APPROVED:

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