



# District STAR Coordinator Summary of Responsibilities

Page numbers refer to locations in the 2012 District and Test Site Coordinator Manual.

## Preparation

1. Review STAR Program security and regulations. *See page 30.*
2. Prepare the school district testing schedule. *See page 30.*
3. Coordinate testing for students assigned by the school district to attend nonpublic, nonsectarian schools. *See page 30.*
4. Prepare and submit Pre-ID files. *See page 31.*
5. Attend a pre-test workshop or view a pre-test Webcast for district STAR coordinators. *See page 31.*
6. Review documents and training videos. *See page 31.*
7. Prepare and conduct a pre-test workshop for all test site coordinators. *See page 31.*
8. Prepare inventory control spreadsheets to track the distribution of materials from school district overage. *See page 32.*

## Before Testing

1. Manage test security. *See pages 35, 41, and 46.*
2. Coordinate distribution of testing materials. *See pages 35, 41, and 46.*
3. Ship testing materials to schools. *See pages 35, 41, and 46.*

## During Testing

1. Provide assistance to test site coordinators as needed. *See pages 35, 42, and 46.*

## After Testing

1. Collect and inspect materials from test sites. *See pages 36, 42, and 47.*
2. Collect, process, and package materials from NPSs. *See pages 36 and 42.*

## Return Materials

1. Prepare the school district's shipment. *See pages 36, 42, and 47.*
2. Coordinate shipping. *See pages 37, 44, and 47.*

**Maintain test security and confidentiality at all times.**