



STAR Test Site Coordinator Summary of Responsibilities

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

Preparation

1. Learn about the 2012 test administration. *See page 50.*
2. Plan all test administration logistics for the site. *See page 50.*
3. Select CAPA observers. *See page 51.*
4. Provide CST, CMA, and STS test examiner, proctor, and scribe training. *See page 51.*

Before Testing

1. Manage test security. *See pages 56, 63, and 71.*
2. Coordinate testing materials received from the school district. *See pages 56, 63, and 71.*
3. Identify locations (rooms). *See pages 56 and 63.*
4. Organize materials for testing locations (rooms). *See pages 56 and 63.*
5. Distribute testing materials to the test examiners each day of testing. *See pages 56, 64, and 72.*

During Testing

1. Monitor the test administration. *See pages 55, 61, and 69.*
2. Handle defective test booklets and answer documents. *See pages 55 and 61.*
3. Manage emergency situations. *See pages 55, 62, and 69.*

After Testing

1. Collect and process testing materials. *See pages 57, 65, and 72.*
2. Process test documents for students using accommodations and modifications. *See pages 58 and 67.*
3. Count testing materials. *See pages 58, 67, and 72.*

Return Materials

4. Correctly package scorable materials. *See pages 58, 67, and 72.*
5. Correctly package nonscorable materials. *See pages 58, 67, and 72.*
6. Return materials to the school district. *See pages 59, 68, and 73.*