BUILDING TEST COORDINATOR RESPONSIBILITIES
IN STUDENT ASSESSMENT

The Building Test Coordinator’s responsibilities with respect to the Graduation Examination Program activities are as follows:

1. Serves as liaison between Test Administrators and the System Test Coordinator.

2. Attends appropriate training sessions concerning the Graduation Examination Program.

3. Works closely with Test Administrators and Proctors to provide needed information and to coordinate procedures and schedules.

4. Accounts for security of all testing materials during the time they are in the building and has a method in place to ensure test materials have not been accessed by unauthorized personnel.

5. Assists the High School Principal in planning and implementing a graduation examination orientation session prior to testing for all students who will take the graduation examination. (See Chapter III, pp. 32-33.)

6. Submits Form L-4, LEA Report of Training Activities, to the System Test Coordinator if the Building Test Coordinator is responsible for training Calculator Practice Instructors, Test Administrators, and Proctors. (See Appendix D, pp. 92-93.)

7. Signs Form L-5A, Building Test Coordinator Receipt of Test Administrator’s Manuals and Receipt and Return of Calculator Practice Booklets and Calculators, which is required for receiving these materials during the week prior to the administration of the AHSGE and returning to the System Test Coordinator the calculator practice booklets and calculators on the day of the mathematics subject-area test. (See Appendix D, p. 99.)

8. Assists the High School Principal in planning and implementing the calculator practice session the week prior to testing for all students who will take the mathematics subject-area test of the graduation examination.

9. Assigns numbered Test Administrator’s Manuals, calculator practice booklets, and calculators to each calculator practice session room and complete Form L-7, Calculator Practice Instructor Receipt and Return of Test Administrator’s Manual, Calculator Practice Booklets, and Calculators, to account for Test Administrator’s Manuals, calculators, and calculator practice booklets distributed and collected each session. (See Appendix D, p. 106.)

10. Documents that students have participated in a calculator practice session prior to taking the mathematics subject-area test of the graduation examination by completing Form L-8, School Attendance Report for the Calculator Practice Session. (See Appendix D, p. 107.)

11. Ensures that each testing location is suitable.
12. Assists the High School Principal in assigning Test Administrators and Proctors to appropriate testing rooms.

13. Assigns students to each testing room within the building and provides Test Administrators and Proctors with a list of names of students and a diagram indicating where each student will sit. (The list identifies the students receiving accommodations.)

14. Assigns no more than 35 students to each Proctor.

15. Takes responsibility for the preparation of all testing rooms.

16. Signs Form L-5, Building Test Coordinator Receipt and Return of Graduation Examination Testing Materials, which is required for receiving and returning all testing materials to System Test Coordinator or central office designee each day of testing. (See Appendix D, pp. 94-98.)

17. Counts and assigns numbered booklets to each Test Administrator and completes Form L-6, Test Administrator Receipt and Return of Graduation Examination Testing Materials, to account for material distribution and collection each day of testing. (See Appendix D, pp. 100-104.)

18. Distributes testing materials for the exact number of students being tested in each setting. The directions for completing demographic information and all subject-area tests do not require the use of a test booklet or answer document for demonstration purposes.

19. Distributes materials to and collects materials from Test Administrators daily.

20. Distributes, collects, and shreds scratch paper used by students daily.

21. Monitors compliance with the graduation examination schedules and procedures.

22. Works with the System Test Coordinator, the High School Principal, Test Administrators, and Proctors regarding questions and emergency situations that arise.

23. Reports testing irregularities immediately to the System Test Coordinator and the High School Principal and works with the System Test Coordinator and the High School Principal regarding such irregularities.

24. Coordinates inspection of all answer documents before delivering to the System Test Coordinator daily.
25. Returns all testing materials to the System Test Coordinator and signs Form L-5, Building Test Coordinator Receipt and Return of Graduation Examination Testing Materials, **immediately** following completion of testing each day. (See Appendix D, pp. 94-98.)

26. Completes Form L-9, School Report of Defective Calculators, if applicable, and returns form to the System Test Coordinator on the day of the mathematics subject-area test. (See Appendix D, p. 108.)

27. Submits Form L-6, Test Administrator Receipt and Return of Graduation Examination Testing Materials, and Form L-6A, Test Administrator Receipt and Return of Graduation Examination Testing Materials (Consolidated Group), to the System Test Coordinator. (See Appendix D, pp. 100-105.)