

State Test Program Responsibilities

State Testing (MSA; HSA; Alt MSA; Mod HSA; Mod MSA) is a school wide responsibility but requires priority coordination and interpretation. The following chart assigns key coordination responsibility to the School Test Coordinator at each site, but depends heavily upon the active involvement of School Counselors, Administrators, Deans, Support Staff, and Teachers.

LAC= Local Accountability Coordinator

STC= Site Testing Coordinator

Date	Activity	Person(s) Responsibility
August	Identify STC (Site Test Coordinator) and assistants	Principals
	Set up DocuShare accounts for new STC	LAC
	Professional Development for Alt MSA	LAC & Alt MSA Coordinator
	Identify Alt MSA students and begin portfolios	LAC & Alt MSA Coordinator
	Pre Test file upload for October HSA/Mod HSA	Student Information Systems Specialist
	Apply any test score stickers to permanent record cards	STC/school secretary
September	Orient STC's to all responsibilities and procedures	LAC
	Provide Excel and Power School training for STC 's and SE Clerks as needed	Student Information Systems Specialist
	Update Power School with SE accommodations	Special Education Clerks
	Participate in LAC state meeting	LAC
	Special Education accommodations list given to STC's	Special Education Clerks
	Alt MSA Portfolio review	LAC & Alt MSA Coordinator
October	STC training for October HSA/Mod HSA	LAC
	Participate in LAC state meeting	LAC
	TE HSA training	STC
	Administer HSA/Mod HSA	LAC/STC
	Alt MSA Portfolio review	LAC & Alt MSA Coordinator
November	Submit Pre test file for Jan. HSA/Mod HSA	Student Information Systems Specialist
December	Technology Assessment	Technology Supervisor
	Complete HSA training for STC	LAC
	TE HSA Training	STC
	Alt MSA Portfolio Review	LAC & Alt MSA Coordinator
	Distribute October HSA scores to students	STC
January	Participate in LAC state meeting	LAC
	Special Education accommodations list given to STC's	Special Education Clerks
	Administer HSA/Mod HSA	LAC/STC
	Submit Pre test file for MSA/Mod MSA/Alt MSA	Student Information Systems

		Specialist
	Alt MSA Portfolio Review	LAC & Alt MSA Coordinator
February	Complete MSA/Mod MSA Reading and Math training for STC	LAC
	TE training for MSA Reading and Math	STC
	Participate in LAC state meeting	LAC
	Alt MSA Portfolio Review	LAC & Alt MSA Coordinator
	Complete Online Readiness Survey	LAC/Jon
March	Administer MSA/Mod MSA Reading and Math	LAC & STC
	Alt MSA Portfolio Review/Packing	LAC & Alt MSA Coordinator
	Participate in LAC state meeting	LAC
	Submit Pre test file for Senior HSA administration and MSA Science administration	Student Information Systems Specialist
	Complete MSA Science training for STC	LAC
	Distribute Jan. HSA scores to students	STC
	Submit Pre test file for May HSA	Student Information Systems Specialist
April	ELPT test Window	ELL staff
	TE training for MSA Science	STC
	Participate in LAC state meeting	LAC
	Administer MSA Science	STC
	STC training for Senior HSA/Mod HSA	LAC
	TE training for Senior admin	STC
	Administer Senior HSA	STC
May	Complete MSA Science test	STC
	TE training for HSA/Mod HSA	STC
	Administer HSA/Mod HSA	STC
June	Distribute MSA student results	STC
	Apply test stickers to permanent record cards	STC/School Secretary
	Submit Pretest file for summer HSA/Mod HSA	Student Information Systems Specialist
	Train STC and administer summer HSA/Mod HSA	LAC