

SUBJECT: *December 2015 District and Campus Coordinator Manual Supplement*

November 05, 2015

TO THE DISTRICT AND ESC TESTING COORDINATOR ADDRESSED:

ACTION REQUIRED

The purpose of this email is to inform you that the *December 2015 District and Campus Coordinator Manual Supplement* is now available at <http://www.tea.texas.gov/student.assessment/manuals/dccm/>. Districts should use this supplement as they prepare for the upcoming December end-of-course (EOC) test administration.

The December 2015 Supplement highlights changes specific to the December 2015 EOC administration. Districts should continue to use the *2015 District and Campus Coordinator Manual* and the *2015 End-of-Course Test Administrator Manual*, along with the December 2015 Supplement, to guide them through the steps of coordinating and administering the December 2015 EOC assessments.

Specific changes to note include the receipt of test materials, the return of test materials, and adjustments to test administrator directions.

For questions about EOC policy and test administration procedures, call the Texas Education Agency's Student Assessment Division at 512-463-9536 or e-mail: student.assessment@tea.texas.gov. For assistance with shipping information, additional orders, or precoded materials contact the Texas Assessment Support Center at (855) 333-7770, or email at STAAREOC@ets.org.