

SUBJECT: 2016 District and Campus Coordinator Manual and 2016 Calendar of Events

December 14, 2015

To the District and ESC Testing Coordinator Addressed:

The *2016 District and Campus Coordinator Manual* is now available for viewing or downloading on the Texas Education Agency (TEA) Student Assessment Division website at <http://tea.texas.gov/student.assessment/manuals/dccm/>.

The *2016 District and Campus Coordinator Manual* includes information regarding the responsibilities of district and campus coordinators for the administration of State of Texas Assessments of Academic Readiness (STAAR®), including STAAR Spanish, STAAR L, and STAAR A, as well as STAAR Alternate 2 and the Texas English Language Proficiency Assessment System (TELPAS).

The 2016 Calendar of Events includes important dates for the Texas assessment program and is provided inside the *2016 District and Campus Coordinator Manual* and as a separate document on the TEA website at <http://tea.texas.gov/student.assessment/manuals/dccm/>.

Information in the manual and on the calendar should be referenced throughout the 2016 testing year.

Copies of the *2016 District and Campus Coordinator Manual* and the 2016 Calendar of Events poster will be shipped to districts and are due to arrive by January 15, 2016. The following quantities will be shipped:

- 10 each per education service center
- 10 each per district
- 3 each per campus

Orders for additional manuals and posters may be placed beginning January 4, 2016 by contacting the Texas Assessment Support Center at (855) 333-7770.

NOTE: Language in the *2016 District and Campus Coordinator Manual* stating that students are required to leave the testing room when they have completed their tests should instead read, "After students submit their tests online, or after their paper tests are collected, students may be allowed to quietly read books or leave the testing room." Replacement pages for the *2016 District and Campus Coordinator Manual* will be made available online only and will be posted to the TEA website in January 2016.

If you have questions about the *2016 District and Campus Coordinator Manual* or the 2016 Calendar of Events, please contact the Student Assessment Division at (512) 463-9536 or studentassessment@tea.texas.gov.