

**SUBJECT: Clarification of Information Provided in the 2016 DCCM**

February 12, 2016

To the ESC and District Testing Coordinator Addressed:

**ACTION REQUIRED**

The purpose of this email is to notify you of some clarifications to the *2016 District and Campus Coordinator Manual*. These updates will impact 2016 test administration activities.

**Return of District Documents**

Districts will be provided with a pre-addressed shipping envelope, not a white shipping box, for the return of answer document packing lists (ADPLs) and Oaths of Test Security for the superintendent and district testing coordinator.

**March Administrations**

March 2016 State of Texas Assessments of Academic Readiness (STAAR®) grades 4 and 7 writing and March 2016 STAAR grades 5 and 8 mathematics and reading are considered two separate administrations. Materials for both administrations will arrive in districts at the same time, but districts will be required to return materials separately. Scorable materials for each administration will be recorded on a separate ADPL. Campuses will receive separate return boxes, and districts will return materials for each administration according to the dates on the 2016 Calendar of Events.

If you have questions about the Coordinator Manual, please call the Texas Education Agency Student Assessment Division at 512-463-9536.

Assessment Contact Information

Texas Education Agency

Department of Assessment and Accountability, Criss Cloudt, Associate Commissioner

Student Assessment Division, Gloria Zyskowski, Director

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