



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

August 5, 2020

MEMORANDUM

TO: City and County Superintendents of Education
FROM: Eric G. Mackey *Egm*
State Superintendent of Education
RE: System Test Coordinators Fall Training

This correspondence is to provide information pertaining to the Alabama Comprehensive Assessment Program (ACAP).

System Test Coordinators Fall Training

The System Test Coordinators Fall Training will be delivered virtually due to COVID-19. This training will be provided in a series of webinars on the dates listed on the attachment. Due to possible conflicts with other webinars that may be delivered at the same time, the ACAP webinars will be recorded.

The purpose of the System Test Coordinators Fall Training is to instruct all system test coordinators on the procedures, requirements, and logistics involved with the administration of the 2020-2021 ACAP.

It is mandatory that all identified system test coordinators attend each meeting that is reflective of their district's structure.

New System Test Coordinators Academy

A new system test coordinator is defined as one who has been in the position for two years or less. The New System Test Coordinators Academy will be delivered virtually on August 21, 2020.

The purpose of the New System Test Coordinators Training is to familiarize the new coordinators with the ACAP. Specifically, this will be an open forum for questions and answers. All new system test coordinators as defined above are encouraged to attend this unique meeting.

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Superintendent's Identification of Key Assessment Personnel

Each year, the Student Assessment Section requires superintendents to complete the attached *Superintendent's Identification of Key Assessment Personnel* form. This form should only be completed if any of the information has changed from the previous year. Submit this form as changes occur within your district.

If you have any questions, please contact Mrs. Maggie Hicks at (334) 694-4817 or via email at mhicks@alsde.edu.

EGM/MH

Attachments

cc: City and County System Test Coordinators

FY20-2123



System Test Coordinator Trainings

Links to the following webinars will be emailed to the System Test Coordinators.

DATES	APPROXIMATE TIMES	TOPICS
August 3	1:00 p.m. – 2:00 p.m.	<i>Accessibility Supports and Accommodations Policy Webinar</i>
August 13	1:00 p.m. – 2:00 p.m.	Integrity Handbook – Roles and Responsibilities Webinar
August 14	10:00 a.m. – 10:30 a.m.	Charter Schools Guidance Webinar
August 18	1:00 p.m. – 2:00 p.m.	Integrity Handbook - Test Security/Test Administration Webinar
August 19	10:00 a.m. – 11:00 a.m.	<i>Student Assessment Resource Guide for English Learners Webinar</i>
August 20	10:00 a.m. – 11:00 a.m.	<i>ACAP Summative Webinar</i>
August 26	11:00 a.m. – 12:00 noon	<i>ACT WorkKeys Online Administration Webinar</i>
August 27	1:00 p.m. – 2:00 p.m.	<i>ACT WorkKeys Paper Administration Webinar</i>
September 1	11:00 a.m. – 11:30 a.m.	<i>NAEP Webinar</i>
September 3	10:30 a.m. – 11:30 a.m.	<i>PreACT Administration Webinar</i>
September 10	10:00 a.m. – 10:30 a.m.	Virtual School Guidance Webinar
September 15	10:30 a.m. – 11:00 a.m.	Medical Emergency or Severely Medically Fragile Waiver Webinar
September 21	11:00 a.m. – 12:00 noon	Integrity Handbook - Monitoring a State Assessment Webinar
TBD	TBD	<i>ACAP Alternate Webinar</i>

STATE DEPARTMENT OF EDUCATION
STUDENT ASSESSMENT

Superintendent's Identification of Key Assessment Personnel
(System Test Coordinators must be Certificated Personnel)

This form must be completed and returned to the Student Assessment Office. If a change in personnel occurs (Superintendent, System Test Coordinator, Back-up System Test Coordinator, or System Technology Coordinator), please submit a revised form as soon as possible.

School System: _____

System Test Coordinator's Name	
Teacher Certification Number (TCH)	
System Mailing Address	
System Shipping Address	
System Telephone Number	
Cell Phone Number	
Fax Number	
Email Address	

Back-up System Test Coordinator's Name	
Teacher Certification Number (TCH)	
Telephone Number	
Cell Phone Number	
Email Address	

System Technology Coordinator's Name	
Telephone Number	
Email Address	

Superintendent's Name	
Telephone Number	
Email Address	

Date

Superintendent's Signature

Please submit this form to: studentassessment@alsde.edu.

Thank you for your assistance with this information!