

MEMORANDUM

TO: Superintendents
District Test Coordinators

FROM: Kristi D. Austin, PhD
Director, Office of Assessment and Standards

DATE: May 6, 2025

RE: Designation of District Test Coordinators for 2025-26

S.C. Code Ann. § 59-1-447 (2004) requires the State Board of Education to establish detailed mandatory test security procedures by regulation. Within Regulation 43-100, which addresses test security for statewide assessment programs, Section IV requires district superintendents to

designate annually one individual for each mandated assessment who will be the sole individual in the district authorized to procure test instruments that are utilized in testing programs administered by or through the State Board of Education. The name of the designated individual must be provided to the South Carolina Department of Education in writing.

Please use the following link to designate an individual as District Test Coordinator (DTC) for each group of assessment programs by June 30, 2025:

https://scde.formstack.com/forms/2025_26_dtc_designations.

The same person may be designated for multiple groups of programs.

The individual designated for each program will be the contact between your district and the Office of Assessment and Standards staff and the contractor for the administration of the assessment program. The DTC will manage data submissions, receive secure test materials and test scores, attend required pretest workshops, as well as approve and train qualified School Test Coordinators (STCs). Additionally, it is the responsibility of the DTC to ensure that adequate training is given to all persons who will be administering, monitoring

or contributing to the administration of any statewide assessment program.

Thank you for all you do to ensure that the statewide assessment programs are successful.

If you have questions about these requirements or the completion of the survey, contact Susan Creighton at screight@ed.sc.gov or 803-734-8535.