

GUIDE TO ASSIGNING THE TEST COORDINATOR ROLE IN GALAXY

A “Test Coordinator” role is part of the Tables of Organizations in Galaxy. Designating your test coordinator will ensure that your school’s test coordinator receives assessment communications at the start of school next year. Contact your network assessment liaison with questions. This document will describe how to assign the role of school-based test coordinator, and answer frequently asked questions.

INSTRUCTIONS:

1. Logon to Galaxy (<http://mygalaxy.nycenet.edu>)

Anyone with update or submit level access in Galaxy (including principals and assistant principals) can add test coordinator information. Enter your User ID and password and click the Logon button.

Table of Organization



2. The T.O. page will open. Scroll down in the T.O. screen until you see the name of the individual to be assigned the role of test coordinator



Subject	Grade	Room Job Id	Name	Mode	LOI	Program	Budget Amount	Allocation
Science - Earth	11	[opt] 6A.01	Ramsaroop, Michael	Whole Class	English	None	\$61,725	TL Children First Fun
Social Studies	9	[opt] 6B.02	Geoghegan, Matthew	Whole Class	English	None	\$61,725	TL Fair Student Eval

Right click on the item-level icon

3. Click on Assign Role and select “School Functions”.

People not on TO
Unresolved Personnel Changes
Items with Required or Invalid attributes
Items with Invalid Funding
ARRA Budget Modification(s)

To Do List | FYI | Alloc. Changes | TO Fund Changes



17K408 - Academy of Hospitality (ROC 96MD5C)
911 FLATBUSH AVENUE, BROOKLYN, NY 11226

BREIER, ADAM, Principal
2009 - 2010 School Year
 Automatic approvals

New Item | DHR | Print | Info | Goto | Session | [Enter search text] | Find | Help | Logout

High School Departments

Subject	Grade	Room Job Id	Name	Mode	LOI	Program	Budget Amount	Allocation
		[opt] 6043A	<u>Geoghegan, Elizabeth</u>	Whole Class	English	None	\$61,725	TL Fair Student Fund
		[opt] 6043B	<u>Weinstock, Michael</u>	Whole Class	English	ESOL	\$61,725	TL Fair Student Fund
	1	[opt] 6043C	<u>Ramsaroop, Michael</u>	Whole Class	English	None	\$61,725	TL Children First Fun
	1	[opt] 6043D	<u>...</u>	Whole Class	English	None	\$61,725	TL Fair Student Fund
		[opt] 6043E	<u>...</u>	Whole Class	English	None	\$61,725	TL Fair Student Fund
		[opt] 6043F	<u>...</u>	Whole Class	English	New Teacher	\$61,725	TL Fair Student Fund
		[opt] 6043G	<u>...</u>	Whole Class	English	Maintain Cr E	\$61,725	TL DR A Stabilization
		[opt] 6043H	<u>...</u>	Whole Class	English	Culinary	\$63,082	Many?

4. On the “Assign Roles” screen, select the check box next to “Test Coordinator” (you will only see one option.)

Assign Roles -- Web Page Dialog

Role Access Assignment

Assign Access
Please select the role you wish to assign to this person

Office: 17K408

Last Name: RAMSAROOP First Name: MICHAEL

Email:

Select Role(s) Location Name

<input checked="" type="checkbox"/>	Test Coordinator
-------------------------------------	------------------

5. Confirm your test coordinator selection.

Assign Roles -- Web Page Dialog

Role Access Assignment

Confirmation
Please confirm whether the security access change you are about to make is correct

Office: 17K408
Last Name: RAMSAROOP First Name: MICHAEL
Email:

MICHAEL RAMSAROOP of [17K408] will be granted the Test Coordinator Role .		
Test_Coordinator	17K408	Assigned

This change will take **24 to 48** hours to take effect.
Please Click '**Confirm**' if this is correct.

<< Back **Confirm** Cancel

FREQUENTLY ASKED QUESTIONS:

Q: Who can assign the role of a test coordinator?

A: Anyone with update or submit level access can assign the role of test coordinator.

Q: Who should I designate as a test coordinator? What does he/she need to do?

A: The Test Coordinator (TC) is the individual at your school who oversees all testing activities for NY State, NY City, and periodic assessments. Your TC (1) ensures that exams are administered according to all relevant NYSED and NYCDOE policies, (2) oversees the data capture and reporting process – e.g. scanning into ATS; and (3) serves as the point of contact with the NYCDOE Office of Assessment for all matters which do not require principal oversight/discretion. TCs are responsible for attending Office of Assessment trainings and for ensuring that schools properly prepare for and administer all exams, that staff are trained on proper administration protocols, and that physical exam materials are handled appropriately (proper storage, distribution on testing days, packaging for scoring, scanned, etc). Test Coordinators are expected to work with school staff to identify which students are eligible for various assessment programs, and to ensure that all students receive the accommodations to which they are entitled.

Q: If I assign someone as a test coordinator now, do I need to designate him/her as test coordinator again next year?

A: No, once you assign the role, the individual selected will continue until he or she comes off the T.O. If you replace an individual in the role of test coordinator midway through the year, you will need to update the screen as well.

Q: Can I assign more than one test coordinator role in Galaxy?

A: No. You may only assign one test coordinator role once in Galaxy, even if you split the function at your school (e.g. you have a testing coordinator as well as a Gifted and Talented testing coordinator). If you assign the role more than once, the last individual designated will be recognized as the test coordinator. If your schools has multiple TC, please make sure the TC designated on the TO shares the TC communications with the TC at your school because only the TC on your TO will receive the communications for TC.

Q: Who should I contact if I have any questions?

A: Contact your BFSC Performance and Assessment Lead.