

Intradistrict Communication

DATE: Thursday, December 18, 2025

TO: All School Administrators

FROM: Carolyn Gough, Administrator of Teaching and Learning
Ben Jameson, Director of Assessment, Research and Accountability

SUBJECT: Assessment Prep: Tips and Tricks for Administrators and Testing Coordinators

Testing season is nearly upon us! Assessment, Research & Accountability has been working on a few tools to help schools streamline their testing accommodations processes, as well as a couple of guides with tips to help school testing coordinators and assistant principals over testing have a smooth testing season. Whether you are a school with a new testing coordinator and/or assistant principal over testing this year, or you are looking for ways to make the testing season improve from last year, we hope you find these documents helpful:

[Testing Accommodations Worksheet 2025-2026](#)

This Testing Accommodations Worksheet tool was designed to help school testing coordinators work with case managers who oversee IEP/504/EL plans at their school to gather and organize the necessary information needed to ensure all students receive the appropriate testing accommodations. Schools are welcome to create a copy of this accommodations worksheet and make it your own that works for your school. Feel free to make edits, or leave as-is, and share it out with anyone who is involved with testing accommodations at your school.

[Tips for School Testing Coordinators](#)

This Tips for School Testing Coordinators document was designed to provide school testing coordinators of all levels of experience with ideas and suggestions to implement during all phases of testing.

[Tips for Assistant Principals Over Assessment](#)

This Tips for Assistant Principals Over Assessment document was designed to provide assistant principals over assessment with ideas and suggestions for how you can best support your school's testing coordinator in order to run your school's smoothest testing season yet!

For questions about these tools and recommendations, please contact Kassidy Towery in Assessment, Research & Accountability.