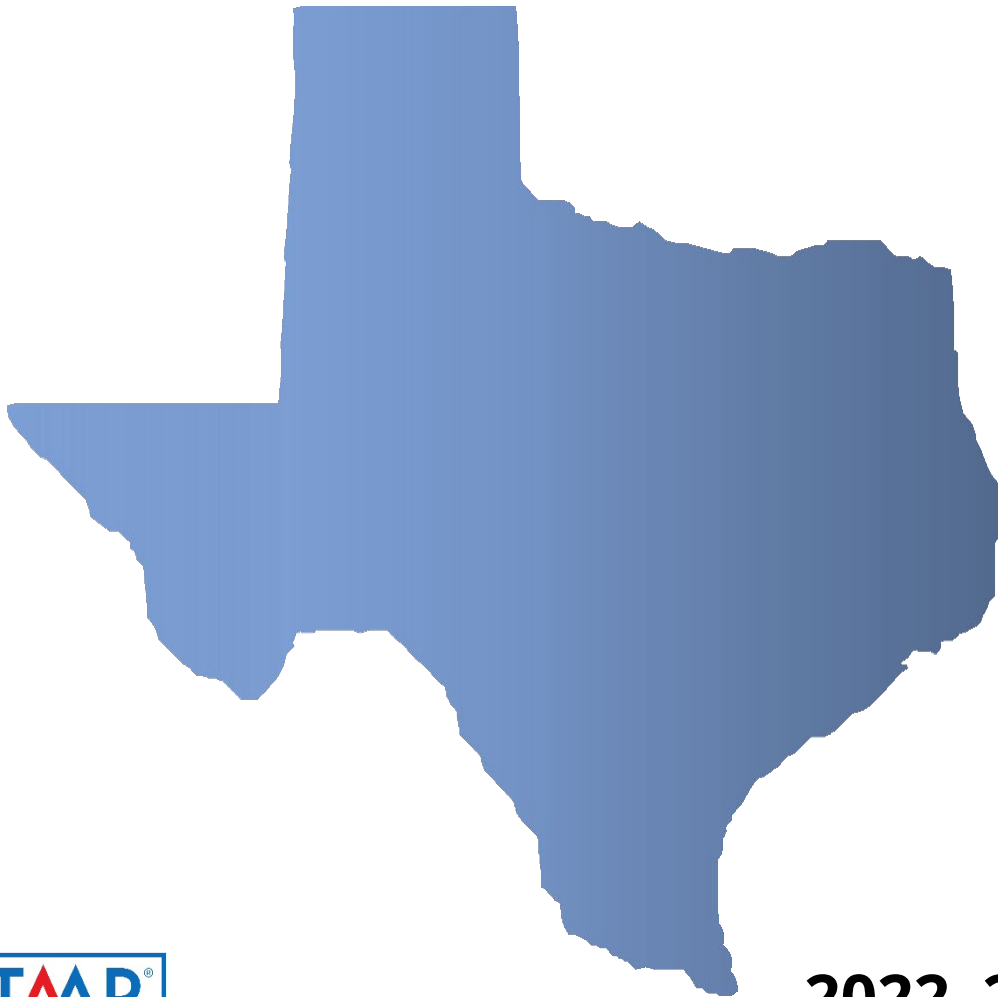


# STAAR

## Paper

# Test Administration Information



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# Overview

## General Information

This document is to be used in conjunction with the [District and Campus Coordinator Resources](#) and the *State of Texas Assessments of Academic Readiness (STAAR®) Test Administrator Manual*. It contains information about how to provide a special paper administration for the following versions of STAAR grades 3–8 and end-of-course (EOC) assessments.

The following print formats are available for the assessments listed.

Regular Print	Large Print	Braille (contracted and uncontracted)
<ul style="list-style-type: none"><li>▪ STAAR</li><li>▪ STAAR Spanish</li><li>▪ STAAR with Embedded Supports</li><li>▪ STAAR Spanish with Embedded Supports</li></ul>	<ul style="list-style-type: none"><li>▪ STAAR</li><li>▪ STAAR Spanish</li><li>▪ STAAR with Embedded Supports</li><li>▪ STAAR Spanish with Embedded Supports</li></ul>	<ul style="list-style-type: none"><li>▪ STAAR</li><li>▪ STAAR with Embedded Supports</li></ul>

All district and campus personnel who participate in state-mandated testing or handle secure test materials and content are required to be trained at least once in test security and administration procedures. Annual test administration training is strongly encouraged, especially for policies and procedures that have changed. In addition, testing personnel who administer large-print, embedded supports, or braille versions of STAAR must receive specific training and special instructions for administering these versions. Coordinators should ensure that testing personnel have the information they need in time to ask questions and prepare for the test administration.

Prior to testing, all testing personnel must have a copy of and must have reviewed the *STAAR Test Administrator Manual*.

# Test Materials

For each STAAR administration, a district's initial shipment will include printed test material for each student who is eligible and registered for a special paper administration of a STAAR online assessment. It is important that test materials be distributed to test administrators in time for them to prepare for testing, especially if additional accommodations are needed.

## Test Materials for Regular Print

- STAAR Regular-Print Test Booklet: One subject-specific regular-print test booklet is provided for each student who is eligible and registered for this format.

## Test Materials for Large Print

- STAAR Large-Print Test Booklet: One subject-specific large-print test booklet is provided for each student who is eligible and registered for this format. The large-print test booklets are spiral-bound, and the dimensions of the booklets are 11 inches by 17 inches.
- STAAR Regular-Print Reference Material: For mathematics assessments, a separate copy of the regular-print reference materials with rulers is provided.

## Test Materials for Paper with Embedded Supports

- STAAR with Embedded Supports Test Booklet: One subject-specific embedded supports test booklet is provided for each student who is eligible and registered for this format.
- STAAR with Embedded Supports Secure Test Instructions: Embedded supports secure test instructions are designed to help a test administrator support a student who is eligible for content and language supports.
- STAAR with Embedded Supports Writing Checklist: An English writing checklist is provided as supplemental material to a student who is eligible for content and language supports and is taking an English I or English II test in the December administration or any reading language arts (RLA) test in the spring.
- STAAR with Embedded Supports Biology Punnett Squares: Punnett squares are provided as supplemental material to a student who is eligible for content and language supports and is taking the Biology test.

## Test Materials for Braille

- STAAR Braille Test Booklet: One subject-specific braille test booklet is provided for each student who is eligible and registered for this format. Braille tests are provided in Unified English Braille (UEB) or Unified English Braille with Nemeth (UEBN) in either contracted or uncontracted braille based on the braille test order. Mathematics and science assessments will be provided in Nemeth Code within UEB context. The braille test booklets have single-sided pages with single spacing of braille lines.
- STAAR Regular-Print Test Booklet: A corresponding regular-print test booklet is provided for the test administrator's use, such as if the student is approved for an oral administration or an enlarged photocopy is needed for large-print administration.

- STAAR Braille Secure Test Instructions: Braille secure test instructions are designed to help a test administrator understand and meet the needs of a student taking a braille test.
- STAAR Braille Reference Material: Applicable braille reference materials for mathematics and science are provided as separate documents.
- Braille Rulers: Applicable braille rulers are provided.
- Braille Graph Paper: Braille graph paper for mathematics is provided as a separate document.

# Prepare for Testing

Students with a visual impairment may need to test in a separate setting in cases where their methods of response might distract other students. In addition, any student responding verbally must receive an individual administration, which is an accessibility feature. Refer to the [Accessibility Features](#) section of the *Coordinator Resources* for more information.

## Photocopying for Large-Print and Braille Tests

For a student with a visual impairment who requires printed materials in a size larger than the state-supplied large-print materials (11 inches by 17 inches, spiral-bound), a campus may photocopy secure test materials without submitting an Accommodation Request Form to the Texas Education Agency (TEA).

A student may have a visual impairment that requires the use of two types of test materials. For example, a student may need to use a braille test booklet in conjunction with a large-print test booklet. In this situation, the regular-print test booklet included with the braille materials will need to be photocopied. The contents of the secure braille and regular-print test booklets may be previewed by the test administrator during the district-determined preview window, which may be scheduled during the testing week on any school day before the subject-area test.

There is no need to indicate in the Test Information Distribution Engine (TIDE) that this procedure was used; however, the following guidelines must be adhered to:

- The district must maintain test security and confidentiality when photocopying test materials. All standard test security policies and procedures must be followed.
- Photocopying must be done within the district by a trained test administrator who has signed a test security oath. Information about this requirement and test security oaths is available in the [Test Security](#) section of the *Coordinator Resources*.
- For large print, photocopying a subject-area test must be done on the day that test is administered. Previewing of test content—i.e., photocopying—prior to the day a test is administered is **NOT** allowed.
- The test booklet may not be taken apart for photocopying.
- If the mathematics test is enlarged, the state-supplied ruler (as part of the reference materials) must also be enlarged to the same degree in order to ensure that measurements requiring the use of a ruler will result in the intended measurement. If a mathematics test is photocopied but not enlarged, the copier must be set to copy at 100% and the scaling option set to “no scaling” or “zero” to ensure that graphics will result in the intended measurement.
- The memory on the copier must be cleared after photocopying secure test booklets.
- All photocopies must be returned with the secure shipment.

## Embedded Supports Administration

A district or campus is required to prepare any materials necessary to make subject-area tests accessible to students who are eligible for content and language supports. The contents of an embedded supports version may be previewed by the test administrator during the district-

determined preview window, which may be scheduled during the testing week on any school day before the subject-area test.

Because districts and campuses are responsible for keeping test materials secure, coordinators should do the following to prepare for previewing the materials.


- Designate a secure location (e.g., campus, room, office) to view test materials.
- Limit access by determining a time for the test administrator to preview materials.
- Designate a location where all test materials for the administration, including any supplemental materials needed for student accessibility, can be securely stored.

## Oral Administration

The test administrator may provide an oral administration to eligible students. The test administrator will use a student test booklet to read aloud the following test content based on the needs of the student.

STAAR and STAAR Spanish	Test Questions	Answer Choices	Content and Language Supports	Required Reference Materials (where applicable)	Allowable Designated Supports
Mathematics	✓	✓	✓	✓	✓
Science	✓	✓	✓	✓	✓
Social Studies	✓	✓	✓	✓	✓

STAAR and STAAR Spanish RLA	Test Questions	Answer Choices	Content and Language Supports	Required Reference Materials (where applicable)	Allowable Designated Supports	Direction Lines	Passages
Revising*	✓	✓	✓	✓	✓	✓	✓
Editing				✓	✓	✓	
Reading	✓	✓	✓	✓	✓	✓	

The test administrator may **NOT** read aloud specific test content. A symbol  in the student's booklet will signify that the test administrator may **NOT** read that content aloud.

Refer to the to the [Oral and Signed Administration](#) designated support for more information.

## STAAR Paper with Embedded Supports Secure Test Instructions

The *STAAR Paper with Embedded Supports Secure Test Instructions* supplement the *STAAR Test Administrator Manual* and are designed to help a test administrator understand and meet the needs of a student taking a paper test with embedded supports. The *STAAR Paper with Embedded Supports Secure Test Instructions* are included in the paper shipment. Unless otherwise stated in these instructions, the directions contained in the *STAAR Test Administrator Manual* must be followed. After the paper shipment arrives, but prior to the day of testing, the test administrator should read the *STAAR Paper with Embedded Supports Secure Test Instructions* to determine which materials or procedures a student may need for testing.

Content and language supports may include clarification of words or phrases; the addition of graphics, photographs, and formulas; or indication by the test administrator of certain parts of the passage, test question, or reference materials. Test administrators must use the accommodation tables and supporting images from the *STAAR Paper with Embedded Supports Secure Test Instructions*. These tables contain information about the passages and test questions that may be accommodated throughout the administration of the test.

In the student's test booklet, parts of passages and test questions will contain a dotted underline indicating that the text is eligible for a content or language support. If a student asks for underlined content and language support, the test administrator will refer to the accommodation tables. For each item, test administrators may provide support only for words or phrases that appear in the accommodation table. The test administrator may remind the student that he or she can ask for support when they see this dotted underline in the test booklet.

Passages and test questions that do not have any content or language supports are shaded and blank in the accommodation table. If a student asks for clarification of a word or phrase that is NOT included in the accommodation table, the test administrator should say, "I can't help you with that; just do the best you can."

#### Example: Grade 4 Reading Language Arts

The dotted underline indicates that the test administrator may provide the corresponding accommodation located in the accommodation tables.

1 Why does the poet include a simile in line 22?

- A To emphasize the delicateness of the butterflies
- B To identify another animal that inhabits the area
- C To describe how the butterflies become less attractive over time
- D To express the idea that the area will be less beautiful without the butterflies

Test Question Number	Parts of Test Question with Dotted Underlines	Content and Language Supports
1	simile	<b>SAY</b> A simile is a comparison of two things that are not alike using the words <i>like</i> or <i>as</i> .
	line 22	<b>Indicate</b> line 22 in the poem in the student's test booklet.
	<b>A</b> delicateness	<b>SAY</b> weakness
	<b>B</b> inhabits	<b>SAY</b> lives in



## Example: Grade 8 Social Studies

The dotted underline indicates that the test administrator may provide the corresponding accommodation located in the accommodation tables.

- 1 Clara Barton is well known in U.S. history for –
- A establishing the Underground Railroad to assist runaway slaves
  - B organizing the Seneca Falls Convention to promote women’s rights
  - C founding the American Red Cross to assist victims of war and natural disaster
  - D instituting the anti-Saloon League to promote temperance



Photo  
Test Question Number 1

Test Question Number	Parts of Test Question with Dotted Underlines	Content and Language Supports
1	Clara Barton	<b>Show</b> photo on page 41.
	A <u>establishing</u>	<b>SAY</b> creating
	B <u>promote</u>	<b>SAY</b> encourage
	C <u>assist</u>	<b>SAY</b> help
	D <u>instituting</u>	<b>SAY</b> creating

## Content and Language Supports for Students Who Are Blind or Visually Impaired

For students who are eligible for content and language supports and are taking the braille version of STAAR, the test administration must include a STAAR with Embedded Supports test booklet, a STAAR braille test booklet, the secure test instructions for these two test versions, and the *STAAR Test Administrator Manual*.

The information in the accommodation tables of the *STAAR Paper with Embedded Supports Secure Test Instructions* may be reproduced for accessibility (e.g., braille graphics; pairing graphics with tactile symbols, texts, or objects; enlarging or projecting text or images). For charts, tables, and maps that will need to be reproduced in braille or other forms for accessibility, instructions specific to braille test takers will be indicated in the table and on the supporting images. All accommodations specific to braille test takers will be indicated in the “Content and Language Supports” column and identified for the test administrator as “Braille Instructions ONLY.”

The parts of the test question that have been accommodated with content and language supports will NOT be marked in the brailled student booklet; they will be marked only in the embedded

supports test booklet. Students should be made aware that they can ask for clarification of words or concepts and that the test administrator may be able to provide support. For each item, test administrators may provide support only for words or phrases that appear in the accommodation tables.

**Example: GRADE 7 READING LANGUAGE ARTS**

The dotted underline in the STAAR with Embedded Supports test booklet indicates that the test administrator may provide the corresponding accommodation located in the accommodation tables.

The photograph at the end of the passage is included to —

- A illustrate why the *Cutty Sark* needed renovation
- B highlight the *Cutty Sark*'s historical significance
- c indicate the number of people who can visit the *Cutty Sark* each day
- D show how a defining feature of the *Cutty Sark* is displayed

Test Question Number	Part of the Test Question with the Dotted Underline	Content and Language Supports
1	photograph at the end of the passage	<b>Indicate</b> photograph at the end of the passage on page XX. <u>Braille Instructions ONLY:</u> <b>SAY</b> People walk under the hull, or bottom, of the <i>Cutty Sark</i> .
	A renovation	<b>SAY</b> to be fixed
	D defining feature	<b>SAY</b> unique part

Accommodations specific to braille test takers will be provided in the accommodation tables.

**Braille Administration**

A district or campus is required to prepare any materials necessary to make subject-area tests accessible to students with a visual impairment who otherwise cannot access the test content. The contents of a braille version may be previewed by the test administrator during the district-determined window, which may be scheduled during the testing week on any school day before the subject-area test. If a paper with embedded supports version is used in conjunction with the braille version, it may be necessary to view the paper with embedded supports version and the *STAAR Paper with Embedded Supports Secure Test Instructions* to assist with preparing materials for the administration.

Because districts and campuses are responsible for keeping test materials secure, coordinators should do the following to prepare for previewing the materials.

- Designate a secure location (e.g., campus, room, office) to view test materials.
- Limit access by determining a time for the test administrator to preview materials.
- Designate a location where all test materials for the administration, including any supplemental materials needed for student accessibility, can be securely stored.

## Students Requiring More Time to Complete

Students with visual impairments who take a braille version of STAAR may require considerably more time to complete the test than students without a visual impairment. If the student typically requires more time than is allotted for testing, refer to the Extra Day designated support policy document. An Accommodation Request Form does not need to be submitted to TEA for approval. The appropriate team of people at the local level can determine that a student needs an extra day to test; however, the following guidelines MUST be adhered to:

- The district must maintain test security and confidentiality throughout the extended testing period since the student will be taking a secure state assessment at a different time than other testers. All standard test security policies and procedures must be followed.
- Students will be permitted to test only over two full, regularly scheduled, consecutive school days. Each day of testing must not extend beyond eight hours.
- On day 2 of testing, the student may not return to any passages, test questions, or written responses viewed on day 1.

Refer to the [Extra Day](#) designated support policy document for additional guidelines.

## STAAR Braille Secure Test Instructions

The *STAAR Braille Secure Test Instructions* supplement the *STAAR Test Administrator Manual* and are designed to help a test administrator understand and meet the needs of a student taking a braille test. The *STAAR Braille Secure Test Instructions* are included in the braille materials. Unless otherwise stated in these instructions, the directions contained in the *STAAR Test Administrator Manual* must be followed. After the braille materials arrive, but prior to the day of testing, the test administrator should read the *STAAR Braille Secure Test Instructions* to determine which materials or procedures a student may need for testing.

STAAR Braille Secure Test Instructions are divided into two sections.

- **Specific Instructions:** This section provides information for the test administrator about how a particular braille test differs from the regular-print version. This includes related administration instructions and information about test questions that have been altered to ensure that the test is accessible to a student who reads braille. For example, test questions with a visual element that cannot be rendered in braille will include a description of what is depicted in the regular-print version of the test. Although such descriptions are provided in the braille booklet, the test administrator may read them aloud from the *STAAR Braille Secure Test Instructions* at a student's request. This section also informs test administrators of any manipulatives (e.g., a braille ruler or three-dimensional geometric figure) that a student will need in order to complete the test.

- **Test Administration Directions:** This section includes general and specific information about the braille test that should be read to the students (e.g., whether special symbols or standard braille codes are used on the test). Any information that is on the Transcriber's Notes page in the braille test booklet is also provided in this section. For students who are eligible to receive content and language supports and are taking a braille version of STAAR, districts should submit an order for materials using the paper administration section in TIDE. Please contact Texas Testing Support for questions about ordering these materials.

## Receive Materials

The [Materials Control Form](#) must be used to account for all secure paper materials during the testing window. Secure paper test materials consist of test booklets and secure test instructions, as applicable.

Test administrators initial and log the time that the secure materials are checked out in the "TIME OUT" box. The test administrator's initials in the "TEST ADMINISTRATOR INITIALS" box signify that he or she has received the secure materials indicated and that the test administrator has signed an [Oath of Test Security and Confidentiality](#). A test administrator should not initial this form if the information on the secure materials is incorrect.

All materials must be returned to the campus coordinator at the end of each day and kept in locked, secure storage when not in use. Materials must be checked in and out on a daily basis. A new row must be completed each time secure materials are checked in and out. Missing secure materials must be located before the campus coordinator initials the "TIME IN" box. If missing secure materials cannot be located, the campus coordinator should immediately contact the district testing coordinator.

On the day of the test, test administrators must be provided the materials listed below for each student. Test administrators should keep the secure materials in locked storage until immediately before testing for each student.

	Mathematics	RLA	Science	Social Studies
<b>Regular print</b>	<ul style="list-style-type: none"> <li>▪ one secure regular-print test booklet</li> </ul>	<ul style="list-style-type: none"> <li>▪ one secure regular-print test booklet</li> </ul>	<ul style="list-style-type: none"> <li>▪ one secure regular-print test booklet</li> </ul>	<ul style="list-style-type: none"> <li>▪ one secure regular-print test booklet</li> </ul>
<b>Large print</b>	<ul style="list-style-type: none"> <li>▪ one secure large-print test booklet</li> <li>▪ regular-print reference materials with rulers (as applicable)</li> </ul>	<ul style="list-style-type: none"> <li>▪ one secure large-print test booklet</li> </ul>	<ul style="list-style-type: none"> <li>▪ one secure large-print test booklet</li> </ul>	<ul style="list-style-type: none"> <li>▪ one secure large-print test booklet</li> </ul>

<b>Embedded Supports</b>	<ul style="list-style-type: none"> <li>▪ one secure embedded supports test booklet</li> <li>▪ secure test instructions</li> </ul>	<ul style="list-style-type: none"> <li>▪ one secure embedded supports test booklet</li> <li>▪ secure test instructions</li> <li>▪ writing checklists</li> </ul>	<ul style="list-style-type: none"> <li>▪ one secure embedded supports test booklet</li> <li>▪ secure test instructions</li> <li>▪ Punnett squares for Biology</li> </ul>	<ul style="list-style-type: none"> <li>▪ one secure embedded supports test booklet</li> <li>▪ secure test instructions</li> </ul>
<b>Braille</b>	<ul style="list-style-type: none"> <li>▪ one secure braille test booklet</li> <li>▪ one secure regular-print test booklet</li> <li>▪ secure test instructions</li> <li>▪ graph paper</li> <li>▪ reference materials</li> <li>▪ braille rulers for grades 3–7</li> </ul>	<ul style="list-style-type: none"> <li>▪ one secure braille test booklet</li> <li>▪ one secure regular-print test booklet</li> <li>▪ secure test instructions</li> </ul>	<ul style="list-style-type: none"> <li>▪ one secure braille test booklet</li> <li>▪ one secure regular-print test booklet</li> <li>▪ secure test instructions</li> <li>▪ reference material for grade 8</li> </ul>	<ul style="list-style-type: none"> <li>▪ one secure braille test booklet</li> <li>▪ one secure regular-print test booklet</li> <li>▪ secure test instructions</li> </ul>

Additionally, there should be:

- one secure test booklet for each test administrator who may need to refer to secure test content (e.g. for braille, oral, or paper with embedded supports administrations);
- pencils or pens, crayons, 20/20 pens, markers;
- scratch paper, braille paper, typing paper, bold-lined paper, raised-line paper;
- any additional TEA-authorized materials or devices that are approved or allowed, as necessary; and
- other allowable accessibility features or designated supports for students provided on the basis of student need or eligibility, including headphones and headsets. Students who take the braille version of a test at any grade level may use slates and styluses, electronic notetakers, word processors, projection or low-vision devices (such as closed-circuit television [CCTV]), braille rulers, tactile drawing boards (such as a Draftsman), tactile graph boards, Cranmer modified abacuses, or speech-output calculators.

# Complete Testing

## Student Response Modes

For special paper administrations, students should be instructed to record their responses in their test booklets. However, some students may be eligible for basic or complex transcribing. In these circumstances, the method of response indicated in the student's paperwork should be followed for the test administration. The test administrator transcribing the student's response must do so in accordance with the transcribing guidelines and should refer to the appropriate policy documents in the [Accessibility](#) section of the *Coordinator Resources*.

For students taking a braille version of STAAR, eligibility for the Basic Transcribing designated support does not need to be determined and does not need to be documented.

## Enter Responses Into the Data Entry Interface

Students taking a special paper administration will mark their answers directly in the test booklet.

Students' responses for special paper administrations must be entered into the Data Entry Interface (DEI) for scoring and reporting. A student's information that has been entered into DEI will be scored automatically when the *Submit Test* button is clicked at the end of the test. Only authorized district staff members who are trained in test security and administration procedures and sign an Oath of Test Security and Confidentiality are permitted to enter student information into DEI. Authorized district staff members who are responsible for entering student responses into DEI must be provided with additional training in specific security protocol regarding transcribing. Tampering with or changing student responses or holistic ratings is strictly prohibited. As a reminder of this obligation, these individuals are required to complete a specific part of a test security oath.

All student responses must be entered and submitted in DEI by 11:59 p.m. (CT) on the last day of the test administration window. Student responses that are not entered and submitted in DEI by the due date will NOT be scored or reported. It is highly recommended that districts establish a local deadline and reserve the last 2–3 days of each testing window for DEI submissions to help ensure all student information is entered and submitted prior to the close of the testing window.

For specific information about how to enter student responses by item type into DEI, refer to the DEI Guidelines in the [Complete Administrations](#) section of the *Coordinator Resources*.

Follow the steps below to enter student responses into DEI.

1. Make sure that you have the test booklet that needs to be entered.
2. Launch DEI.
3. After you log in to DEI, the *Enter Student Information* webpage appears. On this page, you should enter the login information for the student.
  - In the *Student First Name* field, enter the student's first name as it exists in TIDE.
  - In the *TSDS ID* field, enter the student's Texas Student Data System (TSDS) ID as it exists in TIDE.
  - Select *Sign In*.

4. After entering a student's information, the *Is This the Student?* webpage appears. On this page, you can verify the student's information. If all the information is correct, select *Next*. The *Available Tests* page will appear.

If any of the information is incorrect, do not proceed with the data entry for this student. Log out of the application and notify the appropriate campus personnel that the student's information is incorrect. Data entry cannot begin until this information is corrected.

5. The *Available Tests* page displays the tests available for data entry. On this page, you can select the test for the student. If no tests appear for the student, confirm the student's test eligibility in TIDE. Available tests indicate whether you are entering data for a new test opportunity or resuming an open opportunity.

If the tests available for the student are not correct, click *Back to Login*. Verify that the grade associated with the student is correct. The list of tests is determined by the grade associated with the student's record in TIDE.

6. On the *Test Information* page, you can review the additional test information. If a student has signed the honor statement in the paper test booklet, the user clicks the honor statement box in TIDE. If a student has not signed the honor statement in the paper test booklet, the user should leave it blank.

For help understanding how to navigate the site, select *View Help Guide*. The *Help Guide* window appears. To close the window, select *Back*.

7. To officially begin or resume the test opportunity, select *Begin Test Now*. Some test pages may have only one question, and others may have multiple questions. You must select the appropriate response option for each question. DEI automatically captures and saves the response data when you enter it.
8. The *Finished* button appears in the global menu after you have responded to all required questions. When you select *Finished*, the next page gives you two options: Review the data you entered or submit the test for scoring. To review answers and go back to the test, select a question listed on this page. Questions that were not answered display a warning (▲) icon.
9. To complete the testing process, select *Submit Test*. After you select *Submit Test*, the test is officially completed. You cannot log back in and review the data you entered.

After you submit the test, the *Done Reviewing Assessment* page appears, displaying the student's name, the test name, and the data entry completion date. The page also gives options for next steps: Select *Enter Data for a Different Student* to enter responses for another student. For this option, you are directed to the *Enter Student Information* login page.

Select *Enter More Data for This Student* to enter data for the same student without having to enter that student's demographic information again. For this option, you are directed to the *Tests For This Student* page. From there, you can proceed through the test selection and verification process.

If you are finished entering test data, select *Log Out*.

## **Enter Student Information in TIDE**

If you have been assigned to edit score code information in TIDE, you will receive access information and additional training.

## **Return Materials**

- Prior to returning materials, test administrators must account for all secure test materials, including test booklets and secure test instructions.
- Test administrators must return all secure materials to the campus coordinator after each test session.
- Typed or recorded materials and handwritten responses, as well as any scratch paper, graph paper, and reference materials students have written on must be returned to the campus coordinator.