



## Request for a Waiver to the Eligibility Requirements for School Test Coordinator

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MSDE regulations require local school systems to appoint a School Test Coordinator (STC) for each school in the system (COMAR 13A.03.04).

Eligible STCs for any Maryland state test administration must be an employee of the local school system and possess a valid Maryland State Department of Education (MSDE) certificate for professional school staff. Eligible STCs include the following:

- State-certified academic classroom teachers
- Other state-certified teachers who teach in Special Education, Gifted and Talented, and ELL programs
- State-certified teachers in physical education, health, dance, art, family and consumer sciences, industrial arts, and technology education
- State-certified guidance counselors, library media specialists, school psychologists, pupil personnel workers, and school administrators (***other than the Principal***)

**Notes:** 1) Non-certified instructional assistants or aides who are regular employees of the school district for the purpose of providing instruction are NOT PERMITTED to serve as STCs. 2) In the unusual situation where no other school staff but the Principal can serve as the STC, the school system should apply to the State Test Administration and Security Committee (STASC) for a waiver and submit a plan for appropriate system-level monitoring of the school during testing and packaging of test materials. (Non-public schools requiring a waiver, must submit an application as well.)

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**This form must be completed by the Local Accountability Coordinator (LAC) and returned to the State Test Security Officer for review and approval by MSDE's State Test Administration and Security Committee. All waiver requests are due no later than September 10<sup>th</sup> of each school year. LACs will receive written documentation for approval of all waiver requests.**

\_\_\_\_\_  
*Local School System (Name & Number)*

\_\_\_\_\_  
*Name of individual completing form (Please print)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

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**Name of the School Making the Request:** \_\_\_\_\_  
*Name & MSDE Number*

**Rationale for Request:** (i.e. specific explanation of why the school cannot meet the STC Eligibility Requirement)

**Proposed School Test Coordinator**

**Name:** \_\_\_\_\_

**Credentials:** \_\_\_\_\_

**Role/title in school:** \_\_\_\_\_

**Check one:**  New request     Renewal request

Details of the plan for appropriate system-level monitoring of the school during testing and packaging of test materials: *(In the space below, outline the plan that will be followed to thoroughly monitor the performance of this person as he/she executes the responsibilities of STC, with particular emphasis on ensuring that there are no conflicts of interest that could endanger the integrity of the students' results or the testing program. Provide details on how the school will ensure that the proposed STC will not have inappropriate opportunity or influence to deviate from test administration procedures.)*

**Superintendent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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Please return this completed form to the State Test Security Officer by e-mail at [tamara.lewis@maryland.gov](mailto:tamara.lewis@maryland.gov), by fax at (410) 333-0052, or mail it to:

Maryland State Department of Education  
Attn: Dr. Tamara L. Lewis – Mezzanine  
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Baltimore, Maryland 21201-2595