

Corrections and Updates to the *2011 District and Campus Coordinator Manual*

March 2, 2011	Page 181	Under “Answering Questions,” the first two bullets have been revised to clarify when translation into sign language is permitted.
	Page 295	Under “Answering Questions,” the first bullet has been corrected to delete “except sign language.” Translation of TELPAS reading test questions and selections into sign language is not allowable.
	Page 382	The language at the top of the page regarding forgotten username for the TrainingCenter has been updated to reflect the correct system functionality.
	Page 393	The information regarding updating personal information has been corrected to show that the <i>First Name</i> , <i>Last Name</i> , <i>Month of Birth</i> , and <i>Day of Birth</i> cannot be updated.
	Pages 403–404	Information has been added and clarified regarding TELPAS processes for moving students within and across districts in the Texas Assessment Management System.

2011

District and Campus COORDINATOR MANUAL



Texas Student Assessment Program

Texas Assessment of Knowledge and Skills (TAKS)

Texas English Language Proficiency Assessment System (TELPAS)

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TELEPHONE ASSISTANCE/REFERENCE SOURCES

For questions about	Contact
student assessment program and policies, State Board of Education or commissioner's rules, accommodation requests, testing irregularities, and general testing questions	Texas Education Agency's Student Assessment Division Telephone: 512-463-9536 Fax: 512-463-9302 E-mail: Student.Assessment@tea.state.tx.us Website: http://www.tea.state.tx.us/student.assessment
shipment status, missing shipments, additional orders, standard and optional reports requests, score code corrections, student information updates or changes, hand-scoring and rescoring requests, and precoding	Pearson's Austin Operations Center Telephone: 800-252-9186 512-989-5300 Fax: 512-989-5375 E-mail: AOCAnswers@support.pearson.com
accessing and navigating the Texas TrainingCenter for TELPAS online rater training and calibration	Pearson's Austin Operations Center Telephone for coordinators and trainers: 800-252-9186 Telephone for raters: 800-627-0225 E-mail for all: telpas.techhelp@support.pearson.com
accessing online resources or online test administration procedures and for online testing technical concerns or issues	Pearson's Austin Operations Center Telephone: 800-252-9186 512-989-5300 Fax: 512-989-5375 E-mail: pearsononlinetesting@support.pearson.com

For general information related to	Access
student assessment program	TEA Student Assessment Division website at http://www.tea.state.tx.us/student.assessment
participation counts and precoding	<i>User's Guide for the Texas Assessment Management System</i> at http://www.TexasAssessment.com/login .
ordering additional test materials	<i>User's Guide for the Texas Assessment Management System</i> at http://www.TexasAssessment.com/login .

continued on next page

For general information related to	Access
ELL assessments	http://www.tea.state.tx.us/student.assessment/ELL
TAKS–M resources	http://www.tea.state.tx.us/student.assessment/resources/taksm
TAKS–Alt resources	http://www.tea.state.tx.us/student.assessment/resources/taksalt
TELPAS holistic rating training courses, online calibration activities, and related training materials	http://www.TexasAssessment.com/telpasonlinetraining
data management tools that allow designated district and campus personnel to monitor completion of TELPAS holistic rating training and calibration activities	http://www.TexasAssessment.com/telpasonlinetraining
TELPAS online reading training and administration materials, online testing technology help documents, and student tutorials	http://www.TexasAssessment.com/resources
reporting incidents of testing irregularities	http://www.tea.state.tx.us/student.assessment/admin/incidents/online

Reference materials available online include the	Located at
<i>Frequently Asked Questions and Answers about the Texas Assessment Program</i>	http://www.tea.state.tx.us/student.assessment/faq
<i>2010–2011 Test Security Supplement</i>	http://www.tea.state.tx.us/student.assessment/admin/security
<i>ARD Committee Decision-Making Process for the Texas Assessment Program</i>	http://www.tea.state.tx.us/student.assessment/resources/ard
<i>Grade Placement Committee Manual</i>	http://www.tea.state.tx.us/student.assessment/resources/ssi
<i>2010–2011 Accommodations Manual</i>	http://www.tea.state.tx.us/student.assessment/resources/accommodations
<i>LPAC Decision-Making Process for the Texas Assessment Program</i>	http://www.tea.state.tx.us/student.assessment/ELL
<i>2011 District and Campus Coordinator Manual Supplement</i> (contains information for coordinators regarding TAKS exit level online tests and end-of-course assessments)	http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual
<i>User’s Guide for the Texas Assessment Management System</i>	http://www.TexasAssessment.com/resources

KEY CHANGES IN TESTING POLICY AND PROCEDURES

The Coordinator Manual incorporates the following key testing policy and procedure changes for 2011.

New Assessment Management Website

The Texas Assessment Management System, delivered through PearsonAccess, consolidates services previously provided by the eMeasurement (online testing), SchoolHouse (Online Data Management), and SchoolSuccess (TAKS–Alt) websites.

The move to the new Assessment Management System will offer several improvements, including the following:

- Both online and paper testing administrative tasks are incorporated into one interface.
- A single login allows an authorized user access to the various assessment management tools.
- User roles can be designated to match the test administration roles, such as campus testing coordinator and online test administrator.
- The process for uploading precode files has been streamlined, and new tools for managing the precode process have been added.
- Functionality to set up test sessions, add students to test sessions, and maintain class rosters for online testing has been improved.
- Online reporting capability has been improved and expanded.

Optional Reports

A paper Optional Reports Order Form will no longer be provided in the TAKS district coordinator packet. Optional reports for TAKS will be ordered online through the Assessment Management System. Refer to TAKS District Coordinator Activity 13 for more information.

Optional reports for TELPAS will also be ordered through the Assessment Management System. Refer to TELPAS District Coordinator Activity 15 for more information.

TELPAS Holistic Rating Training

In spring 2010 districts were notified of plans to modify and streamline TELPAS holistic rating training processes beginning with the 2010–2011 school year. The streamlined processes, which are designed to make the procedures easier to follow and oversee, are detailed in the following TELPAS sections of this manual:

- General Information about Holistically Rated TELPAS Assessments
- District Coordinator Activity 6
- Campus Coordinator Activity 6

TELPAS Validity and Reliability Audit

TEA conducts periodic validity and reliability audits of the TELPAS assessment process to examine the extent to which test administration procedures are followed and the holistic ratings are valid and reliable. An audit of the listening and speaking components of TELPAS will be conducted in spring 2011. Districts selected for the audit will be notified in February 2011.

Proctor Caching

The Assessment Management System provides proctor caching software to accelerate the delivery of test content to students and to reduce the amount of bandwidth required for electronic testing. To ensure the best possible network performance and testing experience within schools, it is now required that districts use proctor caching.

TAKS Grade 5 Spanish Test Booklets

The April grade 5 mathematics and reading assessments in Spanish will be administered from separate test booklets, not a combined booklet as in past years. Students will continue to mark their answers on a combined answer document.

Data Collection

The following changes have been made to answer document and/or online testing data fields.

Race/Ethnicity Field

TEA will no longer collect ethnicity and race information using both the “old” and “new” federal standards, beginning with Public Education Information Management System (PEIMS) data collection in the 2010–2011 school year.

Answer documents will contain only the fields needed to meet the latest federal standards.

Substitute Assessment

An “ALT” bubble has been added to the June TAKS grade 5 and grade 8 mathematics and reading answer documents to indicate if a district provided an alternate way to meet the SSI requirements for a third testing opportunity.

Years in U.S. Schools

This TELPAS data collection has changed slightly. The previous “5 or more school years” category has been divided into “5 school years” and “6 or more school years.”

Policy Regarding Composition Retention and Duplication

District personnel may retain a copy of each student’s composition and/or open-ended responses for the following TAKS administrations in March only:

- grade 4 writing (English and Spanish)
- grade 7 writing
- grade 9 reading
- the primary form of grade 10 ELA (**NOT** the make-up form)
- exit level ELA (primary and retest)

Districts may **NOT** make copies of TAKS–M tests or any other writing, reading, or ELA tests or field tests.

Looking Ahead: The State of Texas Assessments of Academic Readiness (STAAR) Program

STAAR will replace TAKS, the criterion-referenced assessment program that has been administered since 2003.

The STAAR name (pronounced “star”) will be used for the 12 end-of-course (EOC) assessments mandated by SB 1031 in the 2007 legislative session and the new grades 3–8 assessments mandated by HB 3 in 2009.

The new tests will be administered beginning in the 2011–2012 school year. Students first entering grade 9 in the 2011–2012 school year are the first group of students who will have STAAR EOC assessments as part of their graduation requirements.

GUIDE TO THE 2011 COORDINATOR MANUAL

All sections of the Coordinator Manual must be read carefully. Test preparation and administration procedures must be followed exactly so that all individuals eligible for testing have an equal opportunity to demonstrate their academic achievement. Statewide assessments must be administered to enrolled students and to registered out-of-school examinees according to the provisions of the Texas Administrative Code (TAC).

The instructions in this manual explain the responsibilities of testing coordinators for the TAKS, TAKS (Accommodated), TAKS–M, LAT, and TELPAS administrations.

Coordinator Manual Organization

This manual is divided into four sections: Student Assessment Program Overview, TAKS, TELPAS, and Appendices.

The Student Assessment Program Overview section includes the Calendar of Events and general information about the student assessment program.

The TAKS section focuses on administering the TAKS, TAKS (Accommodated), TAKS–M, and LAT tests. The TELPAS section provides information for administering the holistically rated components of TELPAS and the online reading assessment for students in grades 2–12. Checklists are included in both sections to assist district and campus testing coordinators in tracking the activities and steps involved in administering these statewide assessments.

The appendices provide additional reference materials needed during the TAKS and TELPAS administrations.

Icons

The following icons are used throughout the manual to emphasize important information:



This icon refers to the Calendar of Events in this manual or the Calendar of Events poster provided to school districts.



This icon indicates an Internet address where more information about a topic or an activity is available.



This icon indicates a telephone number to call for assistance on a matter relating to testing.



This icon is an alert or reminder of new and/or important information.

Online Functionality

The Coordinator Manual posted online contains light blue text indicating a link that the reader can click to access a related page or website, either within the Coordinator Manual or on the Internet, to read more about the topic being discussed.

Abbreviations

Certain key terms are abbreviated throughout the manual. The table below lists abbreviations commonly used in the Coordinator Manual.

Abbreviation	Term
ARD	admission, review, and dismissal
AYP	Adequate Yearly Progress
ELA	English language arts
ELL	English language learner
ELPS	English Language Proficiency Standards
EOC	end-of-course
ESL	English as a second language
GPC	grade placement committee
IAP	individual accommodation plan
IEP	individualized education program
LAT	linguistically accommodated testing
LEP	limited English proficient
LMS	learning management system
LPAC	language proficiency assessment committee
LSG	linguistic simplification guide
PLDs	proficiency level descriptors
SSI	Student Success Initiative
TAC	Texas Administrative Code
TAKS	Texas Assessment of Knowledge and Skills
TAKS–Alt	Texas Assessment of Knowledge and Skills–Alternate
TAKS–M	Texas Assessment of Knowledge and Skills–Modified
TEC	Texas Education Code
TEKS	Texas Essential Knowledge and Skills
TELPAS	Texas English Language Proficiency Assessment System

Publication Titles

Several publications are mentioned in the manual. Titles of publications have been abbreviated for better readability. The following table lists official publication titles, the abbreviated names used in the Coordinator Manual, and the URL where each publication can be found online.

Official Component Title:	Abbreviated Name:	URL
<i>2011 District and Campus Coordinator Manual</i>	Coordinator Manual	http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual
<i>2011 TAKS General Test Administrator Manual</i>	General Test Administrator Manual	http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual
<i>2011 TAKS Test Administration Directions (all grades)</i>	Test Administration Directions	http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin
<i>2011 TAKS Grades 3–8 and 10 LAT Test Administrator Manual</i>	LAT Manual	http://www.tea.state.tx.us/student.assessment/ELL
<i>2011 TAKS–M General Test Administrator Manual</i>	TAKS–M General Test Administrator Manual	http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin
<i>2011 TAKS–M Test Administration Directions (grades 3–5, 6–8, and 9–11)</i>	TAKS–M Test Administration Directions	http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin
<i>2011 District and Campus Coordinator Manual Supplement</i>	Coordinator Manual Supplement	http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin
<i>Grade Placement Committee Manual</i>	GPC Manual	http://www.tea.state.tx.us/student.assessment/resources/ssi
<i>LPAC Decision-Making Process for the Texas Assessment Program; Procedural Manual for the 2010–2011 School Year</i>	LPAC Manual	http://www.tea.state.tx.us/student.assessment/ELL
<i>ARD Committee Decision-Making Process for the Texas Assessment Program; Revised Reference Manual for the 2010–2011 Testing Year</i>	ARD Manual	http://www.tea.state.tx.us/student.assessment/resources/ard
<i>2010–2011 Accommodations Manual</i>	Accommodations Manual	http://www.tea.state.tx.us/student.assessment/resources/accommodations
<i>User’s Guide for the Texas Assessment Management System</i>	Assessment Management System User’s Guide	http://www.TexasAssessment.com/techinfo
<i>2011 TELPAS Manual for Raters and Test Administrators</i>	TELPAS Manual	http://www.tea.state.tx.us/student.assessment/ELL
<i>2010–2011 Test Security Supplement</i>	Test Security Supplement	http://www.tea.state.tx.us/student.assessment/admin/security
<i>TAKS–Alt Manual for District and Campus Coordinators Grades 3–11</i>	TAKS–Alt Coordinator Manual	http://www.tea.state.tx.us/student.assessment/resources/taksalt
<i>TAKS–Alt Manual For Test Administrators (Teachers) Grades 3–11</i>	TAKS–Alt Teacher’s Manual	http://www.tea.state.tx.us/student.assessment/resources/taksalt

Keep this manual for reference throughout the 2011 testing year. The Coordinator Manual is NOT included in the coordinator packet for each test administration. It is shipped to districts only in December 2010, along with the Calendar of Events poster. Refer to TAKS District Coordinator Activity 6 and TELPAS District Coordinator Activity 4 for information about ordering additional coordinator manuals and posters.

The Coordinator Manual is also available online at <http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual>. The online version is in PDF format, which can be searched using keywords. You may print pages from the manual or the entire manual. Links used in an electronic version of the Coordinator Manual are live and can be used to navigate to resources on the Internet for additional information.

Supplements to the Coordinator Manual

Three additional manuals are available to supplement information in the Coordinator Manual.

- The *2011 District and Campus Coordinator Manual Supplement* explains the responsibilities of district and campus testing coordinators for administering TAKS online and EOC assessments.
- The *TELPAS Coordinator Supplement for Paper Administrations* explains the responsibilities of district and campus testing coordinators for a paper administration of TELPAS.
- The *TAKS–Alt Manual for District and Campus Coordinators Grades 3–11* explains the responsibilities of testing coordinators for administering the TAKS–Alt assessment.

Texas Administrative Code

The Texas Administrative Code (TAC) and updates to the TAC are available on the Internet in PDF format, which allows users to print copies as needed and search the electronic version for specific topics.



The TAC in its entirety is available at <http://www.tea.state.tx.us/rules/tac>. Title 19, Chapter 101, Assessment, is available at <http://www.tea.state.tx.us/rules/tac/chapter101/index.html>.

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Student Assessment Program Overview

Calendar of Events—2011 Testing

Events		Test Administration/Grade Level				
		March TAKS Exit Level Retest	March TAKS/ TAKS–M Grades 4, 7, 9, 10, 11, & Exit Level	March TELPAS Grades K–12	April TAKS/ TAKS–M Grades 5 & 8 Math/Reading	April TAKS/ TAKS–M Grades 3–10, 11, & Exit Level
Districts receive precode file layouts		9/7	9/7	9/7	9/7	9/7
District coordinators submit participation counts (paper and online testing)		—	9/17–11/14	—	1/3–1/28	1/3–1/28
District coordinators select precode option		11/10–12/10	11/10–12/10	11/10–12/10	11/10–1/7	11/10–2/18
Districts receive Advance Letter/Materials List (online only)		1/31	1/14	—	2/28	3/7
District coordinators submit precode files/send student data		1/3–1/21	1/3–1/21	—	1/24–2/11	3/7–3/18
Registration site open for student data submission (online testing only)		1/3–3/8	—	1/3–4/15	—	—
Districts receive nonsecure shipment of test materials		—	1/24–1/28	1/3–1/7	—	3/14–3/25
Registration for TAKS out-of-school/district examinees (online only)		12/6–1/21	—	—	—	—
District coordinator training sessions		By 1/7	By 1/7	By 1/7	By 1/7	By 1/7
Districts receive combined shipment of test materials		2/7–2/11	—	—	3/7–3/18	—
Districts receive secure shipment of test materials		—	2/7–2/18	—	—	3/28–4/1 (TAKS–M) 4/4–4/15 (TAKS)
Deadline for district coordinators to order additional materials		2/21	2/21	2/28	3/29	4/18
Districts receive precoded materials		By 2/22†	By 2/22†	By 2/18*	By 3/28	By 4/19†
Districts receive TAKS out-of-school/district materials		2/22	—	—	—	—
Campus coordinator training sessions		By 2/22	By 2/22	Holistic By 1/21 Reading By 2/14	By 3/30	By 4/18
Test administrator training sessions		By 2/25	By 2/25	Holistic By 2/1 Reading By 3/4	By 4/1	By 4/25
TEST ADMINISTRATIONS	Writing	—	3/1	—	—	—
	English Language Arts	3/1	3/1 3/3 (G10 make-up)	—	—	4/26–4/27 (LAT)
	Mathematics	3/2	—	—	4/4	4/25 (G3, 4, 6, 7, 10 LAT) 4/26 (G3, 4, 6, 7, 10) 4/27 (G11, XL) 4/28 (G9)
	Reading	—	3/1 (G9)	—	4/5	4/26–4/27 (G3, 4, 6, 7 LAT) 4/27 (G3, 4, 6, 7)
	Science	3/3	—	—	—	4/28 (G5, 8, 10, 11, XL) 4/29 (G5, 8, 10 LAT)
	Social Studies	3/4	—	—	—	4/29
	TELPAS	—	—	3/7–4/8	—	—
Campus coordinators return scorable materials to district coordinator		3/4	3/4	—	4/7	5/2
District coordinators ship all scorable materials; order optional reports through Assessment Management System		3/7	3/7	—	4/8	5/4
Districts complete verification of TELPAS student records		—	—	4/13	—	—
Campus coordinators return all nonscorable materials to district coordinator		3/14	3/14	4/19	4/13	5/11
District coordinators ship all nonscorable materials		3/21	3/21	4/26	4/19	5/17
Districts may distribute and discuss written compositions/ English language arts essays		3/21	3/21	—	—	—
Districts receive preliminary rosters (online only)		3/25	—	—	—	—
Districts receive Standard and Optional Reports		4/22	5/25	5/13	4/22¶	5/25
Districts notify students and parents of test results		By 5/24	By 5/31	By 5/24	By 5/5	By 5/31
Districts submit student alerts		4/20–5/6	5/23–6/3	5/11–6/3	4/19–5/6	5/23–6/3
Districts submit test information changes		—	5/23–6/3	—	4/22–5/6	5/23–6/3
Districts receive corrected CSRs and data files (online only)		5/20	6/17	6/17	5/20	6/17
Regional Service Centers receive final region reports (online only)		6/10	7/1	6/24	5/27	7/1
Districts report results to local board of trustees		By 9/30	By 9/30	By 9/30	By 9/30	By 9/30

*For TELPAS, these are electronic student records.

†Precoded materials may arrive up to three weeks prior to the date noted.

¶These reports will arrive ten working days after the testing contractor receives the scorable test booklets or answer documents.

**New coordinators only

NOTE: The TAKS (Accommodated) form is administered on the same day as the TAKS administrations.

Calendar of Events—2011 Testing

Events		Test Administration/Grade Level				
		April TAKS Exit Level Retest	May TAKS/TAKS–M Grades 5 & 8 Math/Reading Retest	June TAKS/ TAKS–M Grades 5 & 8 Math/Reading Retest	July TAKS Exit Level Retest	October TAKS Exit Level Retest
Districts receive precode file layouts		—	—	—	—	9/6
District coordinators submit participation counts (paper and online testing)		—	—	—	—	—
District coordinators select precode option		—	—	—	—	8/8–8/26
Districts receive Advance Letter / Materials List (online only)		4/4	4/25	6/6	6/13	9/12
District coordinators submit precode files/send student data		—	—	—	—	9/6–9/16
Registration site open for student data submission (online testing only)		3/21–5/2	—	—	5/30–7/18	9/6–10/21
Districts receive nonsecure shipment of test materials		—	—	—	—	—
Registration for TAKS out-of-school/district examinees (online only)		—	—	6/3	5/2–6/10	8/8–9/16
District coordinator training sessions		By 1/7	By 1/7	By 6/10**	By 6/17**	By 9/23**
Districts receive combined shipment of test materials		4/11–4/15	5/2–5/6	6/13–6/17	6/20–6/24	9/26–9/30
Districts receive secure shipment of test materials		—	—	—	—	—
Deadline for district coordinators to order additional materials		4/19	5/6	6/21	7/5	10/11
Districts receive precoded materials		By 4/15	By 5/6	By 6/17	By 6/24	By 10/11
Districts receive TAKS out-of-school/district materials		4/19	—	6/21	7/5	10/11
Campus coordinator training sessions		By 4/18	By 5/6	By 6/21	By 7/7	By 10/11
Test administrator training sessions		By 4/25	By 5/13	By 6/27	By 7/11	By 10/17
TEST ADMINISTRATIONS	Writing	—	—	—	—	—
	English Language Arts	4/26	—	—	7/11	10/18
	Mathematics	4/27	5/16 (LAT) 5/17	6/28	7/12	10/19
	Reading	—	5/17–5/18 (LAT) 5/18	6/29	—	—
	Science	4/28	—	—	7/13	10/20
	Social Studies	4/29	—	—	7/14	10/21
	TELPAS	—	—	—	—	—
Campus coordinators return scorable materials to district coordinator		4/29	5/19	6/30	7/19	10/24
District coordinators ship all scorable materials; order optional reports through Assessment Management System		5/2	5/20	6/30	7/19	10/25
Districts complete verification of TELPAS student records		—	—	—	—	—
Campus coordinators return all nonscorable materials to district coordinator		5/5	5/25	7/7	7/20	10/26
District coordinators ship all nonscorable materials		5/16	6/2	7/13	7/26	11/1
Districts may distribute and discuss written compositions/ English language arts essays		—	—	—	—	—
Districts receive preliminary rosters (online only)		—	—	—	—	11/11
Districts receive Standard and Optional Reports		5/18	6/7¶	7/15¶	8/12	12/2
Districts notify students and parents of test results		By 6/8	By 6/10	By 7/22	By 9/9	By 12/30
Districts submit student alerts		5/16–6/3	6/3–6/14	7/13–7/22	8/10–8/26	11/30–12/16
Districts submit test information changes		—	—	—	—	—
Districts receive corrected CSRs and data files (online only)		6/17	6/28	8/5	9/9	1/3
Regional Service Centers receive final region reports (online only)		7/1	7/1	8/19	9/23	1/13
Districts report results to local board of trustees		By 9/30	By 9/30	By 9/30	By 11/4	By 1/27

*For TELPAS, these are electronic student records.

†Precoded materials may arrive up to three weeks prior to the date noted.

¶These reports will arrive ten working days after the testing contractor receives the scorable test booklets or answer documents.

**New coordinators only

NOTE: The TAKS (Accommodated) form is administered on the same day as the TAKS administrations.

GENERAL INFORMATION

The Texas Student Assessment Program encompasses TAKS, including TAKS (Accommodated); TAKS–M; TAKS–Alt; LAT; and TELPAS.

TAKS

TAKS measures a student’s mastery of the state-mandated curriculum, the TEKS. All eligible Texas public school students are assessed in mathematics in grades 3–10 and exit level; reading in grades 3–9; writing in grades 4 and 7; ELA in grades 10 and exit level; science in grades 5, 8, 10, and exit level; and social studies in grades 8, 10, and exit level. Eligible students may meet testing requirements with Spanish versions of the TAKS assessments, available in mathematics and reading at grades 3–5, in writing at grade 4, and in science at grade 5.

TAKS (Accommodated)

TAKS includes a form called TAKS (Accommodated) for students receiving special education services who meet the eligibility requirements for specific accommodations. This is a general assessment based on the same grade-level academic achievement standards as TAKS. The TAKS (Accommodated) form includes format changes (larger font, fewer items per page) and contains no embedded field-test items. For further information regarding eligibility for TAKS (Accommodated), refer to the ARD Manual. TAKS (Accommodated) is available for all English- and Spanish-version TAKS tests, including all SSI and exit level retest opportunities.

TAKS–M

TAKS–M is an alternate assessment based on modified academic achievement standards and is designed to meet the requirements of federal law. TAKS–M is intended for a small number of students receiving special education services who meet participation requirements. Each test covers the same grade-level content as TAKS, but TAKS–M tests have been changed in format (larger font, fewer items per page, etc.) and test design (fewer answer choices, simpler vocabulary and sentence structure, etc.). The decision to administer TAKS–M to a student must be made by the student’s ARD committee; it cannot be based solely on disability category or placement setting, nor can it be determined administratively for accountability purposes. Retest opportunities are available for SSI grades and subjects. However, retest opportunities for grade 11 are not available for TAKS–M because TAKS–M is not a graduation requirement. Spanish versions of the TAKS–M assessment are not available. Additional information about TAKS–M is available at <http://www.tea.state.tx.us/student.assessment/resources/taksm>.

TAKS–Alt

TAKS–Alt is an alternate assessment based on alternate academic achievement standards and is designed for students with significant cognitive disabilities receiving special education services who meet the participation requirements. TAKS–Alt is administered in the same grades and subjects as TAKS. Information about TAKS–Alt is available at <http://www.tea.state.tx.us/student.assessment/resources/taksalt>.

LAT

LAT is an assessment process for eligible immigrant ELLs who qualify for linguistically accommodated testing provisions in accordance with state and federal law. Linguistic accommodations provided during LAT administrations help eligible immigrant ELLs better understand the language used on the tests, which enables them to better demonstrate what they know and can do related to the content assessed. LAT administrations are available in federally required subjects and grades. Spanish-version LAT tests are available in the same grades and subjects as the Spanish versions of TAKS. LAT administrations of TAKS, including TAKS (Accommodated), and TAKS–M are available for eligible immigrant ELLs who receive special education services.

TELPAS

TELPAS assesses the progress that grades K–12 ELLs make in learning the English language. TELPAS assesses second language development in the domains of listening, speaking, reading, and writing. Multiple-choice assessments are used to assess reading in grades 2–12. For the other grades and domains, holistically rated assessments based on ongoing classroom observations and written student work are used.

2011 Assessments

The 2011 testing schedule includes the grade levels and assessments listed below. Refer to the Calendar of Events for test administration dates and other key dates pertinent to each administration.

TAKS, including TAKS (Accommodated); TAKS–M; and TAKS–Alt	
Grade 3 *	Mathematics and Reading
Grade 4 *	Writing, Mathematics, and Reading
Grade 5 *	Mathematics, Reading, and Science
Grade 6	Mathematics and Reading
Grade 7	Writing, Mathematics, and Reading
Grade 8	Mathematics, Reading, Science, and Social Studies
Grade 9	Mathematics and Reading
Grade 10	English Language Arts, Mathematics, Science, and Social Studies
Grade 11/Exit Level	English Language Arts, Mathematics, Science, and Social Studies

*In grades 3–5, Spanish versions of TAKS and TAKS (Accommodated) are available.

LAT †	
Grades 3–8 and 10	Mathematics and Reading/English Language Arts
Grades 5, 8, and 10	Science

† LAT administrations of TAKS, including TAKS (Accommodated), and TAKS–M are provided for eligible students. Spanish-version LAT forms are available in grades 3–5 but are not available for LAT administrations of TAKS–M.

TELPAS	
Grades K–12	Holistically Rated Assessments of Listening, Speaking, Reading (K–1 only), and Writing
Grades 2–12	Multiple-Choice Assessments of Reading

Online Testing

The following tests will be available online in 2011.

2011 Online Administrations TAKS*	
Grade	Subject Area
Exit Level Retests	English Language Arts, Mathematics, Science, and Social Studies

*Students taking a TAKS (Accommodated) form must be assessed using the paper version.

2011 Online Administrations TELPAS**	
Grade	Subject Area
2-12	Reading

**TELPAS reading tests for grades 2-12 are administered as an online assessment program. TEA approves paper administrations of TELPAS only under rare circumstances.



Information for district and campus coordinators regarding administration of the TAKS online exit level retests is provided in the Coordinator Manual Supplement. This supplement will be shipped in January and will also be available on TEA’s Student Assessment Division website at <http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual>.



For each online administration, all test administrator manuals, tutorials, user’s guides, and materials such as mathematics and science charts are provided at <http://www.TexasAssessment.com/downloads>.

Form 1 of the Test vs. One Form of the Test

“Form 1” refers to the form of a test numbered “01.” This test form is specifically required for certain testing situations. “One form” refers to the fact that there is only one form of a test. Tests with only one form include the TAKS tests for grades 4 and 7 writing, grade 9 reading, grade 9 mathematics, grade 10 mathematics, grade 10 science, grade 10 social studies, and grade 10 and exit level ELA; the LAT tests; TAKS (Accommodated) and TAKS–M tests; paper-based TELPAS reading tests; and retest administrations. Other TAKS tests have multiple forms that are sequentially numbered.

In certain situations, Form 1 of a test **must** be used by the student.

- If a student will need Form 1 of a test for a subject scheduled later in the week, the student must begin testing that week with Form 1. For example, a grade 4 student who is scheduled to receive dyslexia bundled accommodations for the reading test **must** be issued a Form 1 test booklet earlier in the week for the mathematics test.

- If a student begins testing with Form 1 of a test, the student must continue to use Form 1 for all other tests during the week. For example, if a grade 11 student is scheduled to receive an oral administration of the TAKS mathematics test, the student **must** continue using the same Form 1 test booklet for the remaining subject-area tests.

Campus coordinators are responsible for distributing the Form 1 test booklets in appropriate situations. The chart below lists situations in which Form 1 is required.

Accommodations Requiring Form 1 of TAKS

Dyslexia Bundled Accommodations*	
Test Program/Grade	Subject Area for Which Accommodation is Available
TAKS Grade 3 (English and Spanish)	Reading
TAKS Grade 4 (English and Spanish)	Reading
TAKS Grade 5 (English and Spanish)	Reading
TAKS Grade 6	Reading
TAKS Grade 7	Reading
TAKS Grade 8	Reading

Oral Administrations*	
Test Program/Grade	Subject Area for Which Accommodation is Available
TAKS Grade 3 (English and Spanish)	Mathematics
TAKS Grade 4 (English and Spanish)	Mathematics
TAKS Grade 5 (English and Spanish)	Mathematics and Science
TAKS Grade 6	Mathematics
TAKS Grade 7	Mathematics
TAKS Grade 8	Mathematics, Science, and Social Studies
TAKS Exit Level (primary)	Mathematics, Science, and Social Studies

*If a student is taking TAKS (Accommodated) and receiving the dyslexia bundled accommodations or an oral administration, he or she will be assessed with the one form of TAKS (Accommodated).



It is critical that Form 1 test booklets be used to administer the TAKS reading tests with dyslexia bundled accommodations. A proper-nouns list is created for each reading selection, and all questions and answer choices are read aloud to students. Therefore, all students who take the TAKS reading test with the dyslexia bundled accommodations must use Form 1. These students must be issued a Form 1 test booklet to take the April TAKS mathematics test, which is administered prior to the reading test.

NOTE: The use of Form 1 is not an issue for retest opportunities in May and June for grades 5 and 8 mathematics and reading because there is only one form of each test.

TEST SECURITY AND CONFIDENTIALITY REQUIREMENTS

TAKS assessments, including TAKS (Accommodated), TAKS–M, LAT, and TELPAS, are secure testing programs as defined by the TEC, Chapter 39, Subchapter B. All test materials must be handled in strict accordance with the instructions contained in this manual and in the test administrator manuals as specified in 19 TAC, Chapter 101. Each person with access to test materials must maintain and preserve the security and confidentiality of all tests. TAKS–Alt online assessment materials and the holistically rated components of TELPAS are not considered secure. However, student information used or obtained in the administration of these assessments is confidential. Each person with access to student information should maintain and preserve the confidentiality of this information.

As part of TEA’s ongoing efforts to improve the security of the assessment program, a comprehensive 14-point plan was introduced in June 2007 to help ensure that test results are meaningful and valid. A majority of the plan’s measures were instituted during the 2008 and 2009 spring administrations, and an additional measure was implemented prior to the 2010 administrations through the introduction of online standardized training modules.



More information about the recommendations for implementation of the 14-point Test Security Plan can be found online at <http://www.tea.state.tx.us/student.assessment/admin/security>.

For details regarding security measures, please refer to the *2010–2011 Test Security Supplement* available at <http://www.tea.state.tx.us/student.assessment/admin/security>.

Test Security

Test security involves accounting for all secure materials before, during, and after each test administration. Trained, certified personnel and/or their trained designees who meet the requirements to participate in the state assessment program and who have signed an oath beforehand are the only individuals authorized to have access to test materials, and all secure items must be kept in locked storage (for example, in a locked closet or cabinet) when not in use. Upon receipt from the state’s testing contractor, materials must be carefully inventoried in accordance with the activities listed under the district and campus responsibilities. Every test booklet and LAT linguistic simplification guide displays a unique security number that is used for tracking purposes. When testing has concluded, all secure materials assigned to individual campuses must be inventoried, packaged in accordance with the procedures detailed in this manual, and returned to the district testing coordinator. If a student has written on any charts or reference materials or has used scratch paper or graph paper during an online assessment, these items must also be collected and destroyed immediately after the test administration. Districts are required to implement the controls necessary to ensure the accurate and reliable tracking of secure materials. District testing coordinators are responsible for ensuring that all secure items have been accounted for prior to shipping the materials back to the testing contractor.



Districts are required to maintain inventory and shipping records for at least five years in the event that a discrepancy arises or the receipt of the district's materials cannot be confirmed.

Confidentiality Requirements

Confidentiality involves protecting the contents of all test booklets, completed answer documents, LAT linguistic simplification guides, and ancillary materials such as specific braille instructions. Maintaining confidentiality requires compliance with, but is not limited to, the following guidelines:

- All testing personnel who meet the requirements to participate in state testing must be trained and must sign the appropriate security oath before handling secure test materials.
- All tests must be administered in strict accordance with the instructions contained in the test administration materials.
- No person may view, reveal, or discuss the contents of a test or answer documents before, during, or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials. **All test content is considered secure until the tests are released to the public.**
- Secure test materials, including test booklets and LAT linguistic simplification guides, may not be duplicated without prior approval from TEA. No portion of any secure online test may be duplicated, printed, captured, or photographed at any time without obtaining prior authorization from TEA.
- No person providing an oral administration of a test may record confidential test content, write notes, perform calculations or solve test items, or place any other marks in a test booklet. Test administrators conducting an oral administration must be aware that they are viewing secure content and that responding to test items, recording the information they see, or discussing the content of the test at any time is strictly prohibited. As a reminder of this obligation, individuals who give an oral administration of a test are required to sign a separate section (Section #3) of the test administrator's administration-specific oath.
- Districts may retain a copy of each student's TAKS, including TAKS (Accommodated), composition and/or open-ended reading responses for assessments administered in March 2011, **except** the grade 10 TAKS ELA make-up test and all TAKS–M tests. For additional details, refer to Campus Coordinator Activity 11.

Districts are never permitted to make copies of field-test compositions or responses.

- Each subject area in a test booklet is sealed. This seal may be broken during the respective subject-area test session only by persons authorized to do so by the instructions contained in the test administration materials.
- No person may answer verbally or nonverbally any question that relates to the content of a test before, during, or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials.

- No person may review or discuss student responses during or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials. (For information about transcribing, refer to TAKS Campus Coordinator Activity 11.) **If circumstances necessitate that a test booklet be examined, permission MUST be obtained from TEA before the test booklet is examined.**
- No person may change or amend any response recorded by a student or instruct a student to do so.

For additional information, including steps districts can take to maintain test security and confidentiality, and for more detail about security requirements, refer to the Test Security Supplement on TEA's Student Assessment Division website at <http://www.tea.state.tx.us/student.assessment/admin/security>.

Confidentiality Statement for Online Testing

Before qualified testing personnel can access secure online administrative features of the Assessment Management System to administer any online assessment, they must read and accept a statement of confidentiality that is displayed when logging in to the Assessment Management System for the first time.

Refer to the associated section in the Assessment Management System User's Guide for more information on the online testing confidentiality statement.

Security Oaths

All district and campus personnel who participate in state-mandated testing and/or handle secure test materials must meet the eligibility requirements detailed in TAKS Campus Coordinator Activity 3 and be trained and sign a security oath. Any person who has more than one testing role (for instance, a principal who also serves as campus coordinator) must receive appropriate training and sign a security oath for **each** role.

NOTE: Any person who serves as a test administrator, even briefly as relief for a regular test administrator, must receive appropriate training and sign the test administrator oath.

Security oaths for superintendents and district testing coordinators are included in the district coordinator packets issued prior to each administration, as well as in this manual. Security oaths for administrative personnel are included in Appendix B of this manual. Security oaths for test administrators can be found in the test administrator manuals. Security oaths for TELPAS holistic raters and writing collection verifiers can be found in the test administration materials for each administration. Additionally, all oaths are available for viewing or downloading at <http://www.tea.state.tx.us/student.assessment/admin/security>.

Test administrators, technology staff, and other campus personnel who will be present in the testing room must be trained and sign an oath for each administration.

All other testing personnel are required to sign only one oath for the 2011 testing year. All oaths (except for the administration-specific test administrator's oath) are valid for 2011 spring, summer, and fall testing, as well as any field testing conducted during this time period.

Test Administrators[†]	
Location of Oath:	General Oath—General Test Administrator Manual Administration-Specific Oath—Test Administration Directions*
When to sign:	General Oath—after training on general test administration procedures and before handling secure test materials. Administration-Specific Oath— after training on testing procedures specific to each administration and before handling secure materials. Test administrators must also sign Section 2 of the administration-specific oath after the completion of each administration to affirm that they have complied with state assessment requirements. In addition, test administrators who conduct oral administrations must sign Section 3 of the oath after the test.
Retention:	Signed oath must be kept on file in the district for at least five years.
TELPAS Raters and Writing Collection Verifiers	
Location of Oaths:	TELPAS Manual
When to sign:	After training and before handling or viewing any secure test materials or confidential information. Raters and writing collection verifiers must also sign the bottom of the oath after the completion of the TELPAS administration to affirm that they have complied with state assessment requirements.
Retention:	Signed oaths must be kept on file in the district for at least five years.
Campus Testing Coordinators[†]	
Location of Oath:	Appendix B of this manual
When to sign:	After training and before handling secure test materials After all testing for the 2011 testing year has been completed, campus coordinators must also sign the bottom of the oath affirming that they have complied with state assessment requirements.
Retention:	Signed oath must be kept on file in the district for at least five years.
Campus Principals[†]	
Location of Oath:	Appendix B of this manual
When to sign:	After training and before handling secure test materials After all testing for the 2011 testing year has been completed, campus principals must also sign the bottom of the oath affirming that they have complied with state assessment requirements.
Retention:	Signed oath must be kept on file in the district for at least five years.
District Testing Coordinators[†]	
Location of Oath:	District testing coordinator packet, Appendix B of this manual
When to sign:	After training and before handling secure test materials After all testing for the 2011 testing year has been completed, district testing coordinators must also sign the bottom of the oath affirming that they have complied with state assessment requirements.
Retention:	Signed oath must be returned in the pre-addressed envelope after all 2011 test materials have been shipped back to the testing contractor.
District Superintendent/Chief Administrative Officers	
Location of Oath:	District testing coordinator packet, Appendix B of this manual
When to sign:	After all testing has been completed and all test materials have been returned to the testing contractor
Retention:	Signed oath must be returned with the district testing coordinator oath in the pre-addressed envelope after all 2011 test materials have been shipped back to the testing contractor.

*The TAKS—Alt oaths and security guidelines are located in the TAKS—Alt Coordinator Manual, which can be found online at <http://www.tea.state.tx.us/student.assessment/resources/taksalt>. The LAT test administrator oath is located in the LAT Manual.

[†]Coordinators, principals, and test administrators for online administrations must read and accept a statement of confidentiality that is displayed when logging in to the Assessment Management System for the first time.

Document Retention

Districts are required to maintain the following documents for a period of five years after a test administration:

- signed security oaths for all testing personnel (with the exception of the district testing coordinator and superintendent/chief administrative officer oaths, which are mailed to the state’s testing contractor)
- testing irregularity and investigation documentation
- inventory and shipping records
- seating charts

Districts may decide how this documentation is to be stored—scanned and kept in an electronic format or retained as hard copy—as long as the information is secure and can be retrieved if necessary.



Districts are required to complete seating charts for all administrations. Seating charts must be maintained at the local level. Sample seating charts can be found in the Test Security Supplement, although districts are encouraged to develop charts that work best for their particular circumstances.

Testing Irregularities

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities. The superintendent and campus principals in each school district, chief administrative officer of each charter school, and any private school administering tests as allowed under TEC §39.033, shall develop procedures to ensure the security and confidentiality of the testing program. They shall also be responsible for notifying TEA in writing of conduct that violates the security or confidentiality of administered tests (19 TAC, Chapter 101).

Each person participating in the testing program is directly responsible for reporting immediately to the campus or district testing coordinator any violation or suspected violation of test security or confidentiality. The district testing coordinator is directly responsible for reporting immediately to TEA all violations or suspected violations within his or her district. Failure to report to the appropriate authority that an individual has engaged in conduct that violates the security or confidentiality of a test is in violation of 19 TAC, Chapter 101 and could result in sanctions. Details regarding what constitutes an irregularity and information concerning how to report incidents are provided later in this section.



Additional information about how to ensure proper testing procedures can be found in the campus coordinator section of this manual for each testing program. Detailed information concerning implementing the statewide testing program—including ensuring correct testing procedures, handling secure materials, and avoiding and reporting testing irregularities—is provided in the Test Security Supplement, available at <http://www.tea.state.tx.us/student.assessment/admin/security>.

Penalties for Prohibited Conduct

In accordance with 19 TAC, Chapter 101, any person who violates, assists in the violation of, or solicits another to violate or assist in the violation of test security or confidentiality, and any person who fails to report such a violation, may be penalized through

- placement of restrictions on the issuance, renewal, or holding of a Texas educator certificate, either indefinitely or for a set term;
- issuance of an inscribed or non-inscribed reprimand;
- suspension of a Texas educator certificate for a set term; or
- revocation or cancellation of a Texas educator certificate without opportunity for reapplication for a set term or permanently.

Additionally, irregularities resulting in a breach of test security or confidentiality may result in the invalidation of students' assessments.



No person may view, reveal, discuss, or score the contents of an assessment instrument at any time unless expressly authorized to do so by the test administration materials. Release or disclosure of confidential test items could result in criminal prosecution under TEC §39.0303, Section 552.352 of the Texas Government Code, and Section 37.10 of the Texas Penal Code.



Districts electing to use certified or noncertified paraprofessionals (e.g., teacher aides) during the administration of a state assessment, including any personnel who have access to secure test materials, must identify a certified staff member who will be responsible for supervising these individuals. If a violation of test security or confidentiality occurs under this circumstance, the supervising certified professional is subject to the penalties listed above.

Examples of Testing Irregularities

The incidents listed below represent departures from prescribed testing procedures. Categories describing the more common irregularities are provided to guide testing personnel in ensuring that appropriate testing procedures are followed. Testing personnel should contact TEA if they are unsure about whether an incident has occurred or if they are unclear regarding what constitutes an irregularity.

Eligibility Error

Examples:

- Eligible students were not tested.
- Ineligible students were tested.

Individualized Education Program (IEP) Implementation Issue

Examples:

- A student receiving special education services was provided an unapproved or undocumented accommodation or was not provided a prescribed accommodation.
- A student receiving special education services was administered the wrong test.

Improper Accounting for Secure Materials

Examples:

- Secure materials were not returned, checked in, and accounted for at the end of each testing day.
- A test administrator, campus testing coordinator, or district testing coordinator lost or misplaced completed answer document(s), test booklet(s), or other secure materials.
- Secure materials were not returned to the testing contractor by the published date.

Monitoring Error

Examples:

- A test administrator left a room unattended when students or secure materials were present or when secure online tests were visible.
- Secure materials were left unattended or secure online tests were left open and visible during a lunch break, a short break taken in the testing room, or restroom breaks.
- Testing personnel did not monitor students during a break.
- A test administrator did not ensure that students worked independently during testing (for example, examinees were not prevented from gaining an unfair advantage through the use of cell phones, text messages, or other means).
- A test administrator did not verify that a student filled in his or her responses on the answer document.
- A student was allowed to remove secure materials from the testing area.

Procedural Error

Examples:

- An unauthorized individual (for example, a student or untrained personnel) was permitted to transport secure test materials.
- A test administrator failed to issue the correct materials (for example, charts, rulers, No. 2 pencils, dictionaries, calculators), or students were provided nonallowable materials.
- Testing personnel who were not properly trained were allowed to administer tests or handle secure materials.
- Students were administered a test on the wrong day.

- A test administrator failed to use the test administration materials or failed to read aloud the bolded, scripted test administration directions verbatim as outlined in the test administration materials.
- A student was provided an unallowable accommodation.
- A test administrator failed to remove or cover all instructional displays.
- A TELPAS writing collection was not submitted in accordance with required assembly criteria.

Potential Referral to the Educator Certification and Standards Division

The kinds of behaviors described below constitute serious violations of test security or confidentiality. Disciplinary action at both the local and state levels may be taken against the individual(s) involved, including suspension or termination of educator certification credentials.

Examples:

- Testing personnel viewed a test before, during, or after an assessment (unless specifically authorized to do so by the procedures outlined in the test administration materials). This includes viewing an examinee’s secure test booklet without prior approval from TEA to verify whether the student has marked test responses.
- Testing personnel scored student tests, either formally or informally.
- Testing personnel discussed secure test content, student responses, or student performance.
- Testing personnel made a copy of secure materials without permission from TEA.
- Testing personnel directly or indirectly assisted students with responses to test questions.
- Testing personnel tampered with student responses.

Reporting of Testing Irregularities

All testing irregularities must be reported to TEA’s Student Assessment Division. Incidents involving alleged irregularities that can result in a referral to the Educator Certification and Standards Division should be reported to the Student Assessment Division Security Task Force as soon as the district coordinator is made aware of the situation. District testing coordinators or their designees are responsible for investigating potential testing violations.

Reports and documentation submitted to TEA should clearly lay out the sequence of events and include the district’s determination in the matter. TEA may require additional information, such as a Corrective Action Plan, or require certain documentation to be maintained at the district level. All required documentation, including signed statements from individuals involved, should be submitted within 10 working days of the district testing coordinator being made aware of the incident. If more time is needed, contact TEA at 512-463-9536.

Each of the following steps **must** be completed by the district to fulfill the state’s requirements for reporting testing violations:

1. An incident report must be submitted via the Online Incident Reporting Process (see “Submission of Information” on the following page for access to the Online Incident Reporting Process).
2. Typed and signed statement(s) must be collected from the individual(s) involved and submitted to TEA. Statements can be attached and submitted during the online submission process or scanned and e-mailed to testsecurity@tea.state.tx.us.
3. For irregularities involving the loss of secure materials or incidents that can result in a referral to the Educator Certification and Standards Division, districts are required to submit a Corrective Action Plan.

Statements from Responsible/Involved Parties

Statements from parties responsible for or involved in a testing irregularity should include, at a minimum, the following information:

- name, title, and role during testing
- how the individual was responsible for or involved in the incident
- description of the incident from the individual’s perspective
- individual’s signature
- date the statement was generated

NOTE: Statements from responsible parties should be typed, signed, and submitted on district/campus letterhead, stationery, or plain paper. Do not use the Online Student Assessment Incident Report Form document for this purpose as its function is to notify TEA that an irregularity has occurred, and it is not the appropriate format for providing statements from responsible/involved parties.

District coordinators or their designees should review all statements submitted by the responsible/involved parties to ensure that at least the minimum required information has been gathered. If a discrepancy is noted in statements provided in response to an irregularity, coordinators should reconcile any issue(s) with the individual(s) involved, acknowledge the discrepancy in the report to TEA, and provide a district determination regarding the identified inconsistencies.



Statements are required IN ADDITION TO the online incident report form.

Corrective Action Plans

If an incident requires the submission of a Corrective Action Plan, or if TEA determines a plan must be submitted based on an investigation, the following information at a minimum should be included in the plan:

- a brief summary of the incident
- a description of how the incident occurred

- a description of why the incident occurred
 - Examples:
 - someone did not follow a procedure already in place
 - a procedure needs to be developed
- a description of the specific procedure(s) that will be implemented to prevent future occurrences of this type of incident
 - Examples:
 - What is/are the specific procedure(s)?
 - Who will implement the procedure(s)?
 - How will the procedure(s) be implemented?
- name and role (title) of person submitting the plan
- signature of superintendent or chief administrative officer acknowledging and approving this plan

Submission of Information

Incident reports may be submitted to TEA online using the following guidelines:

1. Access the Online Incident Reporting Process located on TEA’s Student Assessment Division website at <http://www.tea.state.tx.us/student.assessment/admin/incidents/online>.
2. Review the procedures for reporting an irregularity online and then click the link titled “Click here to submit an online incident report.”
3. Select your district and campus from the pull-down menus; complete the required information in the form.
4. Using the form’s attachment feature, attach electronic supporting documentation and complete the submission process.
5. If you choose not to use the online attachment option, all supporting documentation must be submitted by e-mail to testsecurity@tea.state.tx.us within 10 working days of the incident. With each set of documentation attached to an e-mail, be sure to include in the subject line the incident identification number provided to you upon completion of the online submission.
6. If you are unable to submit supporting documentation using the online attachment option or e-mail, call the Security Task Force at 512-463-9536 for assistance.

If you encounter difficulties using the online submission process, call the Security Task Force at 512-463-9536 for assistance and additional instructions.

Reporting of Disciplinary Actions Taken Against Students for Cheating on State Assessments

If a district determines that an examinee has cheated on a state assessment, the district may elect to invalidate the student's test. Additional disciplinary action may be taken at the local level in accordance with district policy. Any locally determined disciplinary actions stemming from the cheating must be submitted to TEA via the online reporting form developed for that purpose, which can be accessed at <http://www.tea.state.tx.us/student.assessment/admin/security>.

A separate online incident report form and documentation are necessary **ONLY IF** the district determines that testing personnel contributed to, caused, or did not detect the cheating due to inadequate monitoring or another error.



For more information about test security, refer to the Test Security Supplement available at <http://www.tea.state.tx.us/student.assessment/admin/security>.

