



STAAR



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Introduction

General Information about the STAAR Program

In order to fulfill the requirements of House Bill 3 passed by the 81st Texas Legislature and incorporated into TEC Chapter 39, TEA has implemented STAAR. STAAR is a more rigorous assessment program that provides the foundation for a new accountability system for Texas public education. This new system focuses on increasing postsecondary readiness of graduating high school students and helps to ensure that Texas students are competitive with other students both nationally and internationally.

- STAAR includes assessments of mathematics, reading, writing, science, and social studies at grades 3 through 8.
- STAAR EOC assessments are available for Algebra I, geometry, Algebra II, biology, chemistry, physics, English I, English II, English III, world geography, world history, and U.S. history. The assessments cover only the content from a particular course.
- STAAR Spanish is available at grades 3 through 5 for ELLs for whom an assessment in Spanish provides the most appropriate measure of academic progress. STAAR Spanish is available in each grade and subject assessed by the English versions.
- STAAR L is a linguistically accommodated English version of the STAAR grades 3–8 and EOC mathematics, science, and social studies assessments. STAAR L is provided for ELLs who meet participation requirements for a substantial degree of linguistic accommodation. ELLs not eligible for STAAR Spanish or STAAR L may meet eligibility for allowable linguistic accommodations on other STAAR assessments. All STAAR L assessments for spring 2012 will be administered in paper mode only.
- STAAR Modified is an alternate assessment based on modified academic achievement standards and is intended for a relatively small number of students receiving special education services who meet participation requirements. An ARD committee determines a student's eligibility. Features of STAAR Modified include the following:
 - covers the same grade-level or course content as STAAR
 - is formatted with a larger font, fewer items per page, etc.
 - is designed with fewer answer choices, simpler vocabulary and sentence structure, etc.
- STAAR Alternate meets the needs of students enrolled in grades 3 through high school with significant cognitive disabilities. STAAR Alternate is not a traditional paper or multiple-choice test. Instead, the assessment involves teachers

observing students as they complete state-developed assessment tasks that link to the grade-level or high school course TEKS curriculum through prerequisite skills. Teachers then evaluate student performance based on the dimensions of the STAAR Alternate scoring rubric and submit the results through the Assessment Management System.

The table below shows the STAAR assessments for each grade and subject area, including which assessments are provided on paper and online.

2012 STAAR Assessments			
Enrolled Grade	Subjects Assessed	Assessment Mode	Other Assessments Available
Grade 3	mathematics and reading	paper	STAAR Spanish for both subjects STAAR L, mathematics STAAR Modified for both subjects STAAR Alternate
Grade 4	writing, mathematics, and reading	paper	STAAR Spanish for all subjects STAAR L, mathematics STAAR Modified for all subjects STAAR Alternate
Grade 5	mathematics, reading, and science	paper	STAAR Spanish for all subjects STAAR L, mathematics and science STAAR Modified for all subjects STAAR Alternate
Grade 6	mathematics and reading	paper	STAAR L, mathematics STAAR Modified for both subjects STAAR Alternate
Grade 7	writing, mathematics, and reading	paper	STAAR L, mathematics STAAR Modified for all subjects STAAR Alternate
Grade 8	mathematics, reading, science, and social studies	paper	STAAR L, mathematics, science, and social studies STAAR Modified for all subjects STAAR Alternate
Grade 9*	Only for courses in which a student is enrolled: Algebra I, geometry, Algebra II, biology, chemistry, physics, English I, English II, English III, world geography, world history, and U.S. history	paper and/or online	STAAR L for Algebra I, geometry, Algebra II, biology, chemistry, physics, world geography, world history, and U.S. history; paper only STAAR Modified for Algebra I, biology, English I, world geography; geometry and English II are field tests, paper only STAAR Alternate for Algebra I, geometry, biology, English I, English II, English III, world geography, world history, and U.S. history

*If a student is repeating grade 9 in 2011–2012, TAKS is still his or her assessment graduation requirement, with the exception of those students assessed with STAAR Alternate.

Training

This section of the manual covers the training process for district coordinators, campus coordinators and principals, test administrators, and technology staff (for online administrations). It also includes information about preparing for training sessions, scheduling sessions, materials needed for training, and topics that should be covered at the training sessions.

Prepare for and attend district coordinator training session.

Review Manual

- Read this manual and review additional resources available online before the training session.
- Become thoroughly familiar with the policy and procedure highlights detailed in the front section of this manual.
- Become familiar with the different roles and responsibilities of individuals participating in testing.

Review TAC

- Become thoroughly familiar with the sections of the TAC addressing security and confidentiality, eligibility requirements for assessments, testing accommodations, and testing requirements for graduation.

Review Resources for Online Activities

- Become familiar with the *Assessment Management System User's Guide* that provides details for navigating and using resources of the Assessment Management System.
- Become familiar with the *TestNav 7 Technical Guide* that provides information about navigating TestNav and conducting online administrations.

Attend Training

- Training should be held by the date specified on the Calendar of Events.
- If you have not received notice of the date and location of the district coordinator session for your region, contact the education service center.
- All district coordinators must attend training annually.
- Bring your manual to the session.
- Bring notes of any questions you have and address them at the training session.



Coordinator
Manual
Resources

Texas
Administrative
Code



Assessment
Management
System Resources



Calendar of
Events

☐ Review and Sign Oath

- Understand your obligations concerning test security and confidentiality.
- Initial each item on the oath as completed.
- Your oath must be signed in the appropriate section after training and before handling secure test materials.
- Your oath must be signed in the appropriate section after testing has concluded for the school year.
- Familiarize yourself with the security oaths for superintendents/chief administrative officers, campus coordinators, principals, test administrators, and technology staff.



Oaths

DC Prepare for and conduct campus coordinator training.

☐ Designate Campus Coordinators

- In cooperation with your district's principals, designate a campus coordinator for each campus.
- Campus coordinator responsibilities include:
 - serving as liaison between the district coordinator and campus personnel for test-related communications,
 - monitoring and maintaining test security,
 - designating and training test administrators,
 - preparing and distributing test materials on the campus for each administration,
 - preparing testing materials for return to the district coordinator at the conclusion of test administrations,
 - coordinating online administration activities on the campus,
 - answering questions and resolving problems throughout the testing window, and
 - addressing questions to the district coordinator that cannot be resolved at the campus level.

☐ Schedule Campus Coordinator Training Sessions

- Schedule training sessions by the dates specified on the Calendar of Events.
- Campus coordinators are required to receive annual training in test security and general testing procedures, as well as procedures unique to specific testing circumstances.



Calendar of Events



Planning for
Campus
Coordinator
Training

- Plan each training session so that there is enough time for questions and discussion.

□ Distribute Manuals to Campus Coordinators

- Distribute the *Coordinator Manual* and the *STAAR Test Administrator Manuals* (grades 3–5, 6–8, and EOC) in time for campus coordinators to read before their training sessions.

□ Prepare for and Conduct Campus Coordinator Training Sessions

You should discuss the following topics at the required annual campus coordinator training session:

- Roles and responsibilities
 - campus coordinator responsibilities
 - principal responsibilities
 - test administrator responsibilities
 - technology staff responsibilities
 - support staff responsibilities (for example, hall monitors and office staff)
- Test security
 - test security policies, procedures, and oaths
 - test confidentiality requirements
 - active monitoring
 - seating charts and Materials Control Form
 - student honor statements
 - consequences for adult and student cheating
 - policy regarding duplication of written compositions and open-ended responses
 - Web-based test administrator training modules
- Scheduling test administrations
 - testing window
 - time limit
 - grouping across programs, grades, and subjects
 - make-up testing
- Preparing for test administrations
 - identifying eligible students
 - testing students taking a combination of tests (i.e., STAAR and STAAR Modified)
 - receiving, distributing, and storing test materials



Accommodations
Resources

- preparing for online administrations
- Testing with accommodations
 - ensuring that testing personnel have students' most up-to-date testing requirements (for example, STAAR, STAAR Modified, etc.)
 - new accommodation policies for students with disabilities
 - new linguistic accommodation policies for ELLs
 - STAAR L administration procedures
 - new policy regarding dyslexia accommodations
- Precoded labels and answer documents
 - process for verifying elements of precoded labels and answer documents
 - hand-gridding student information
- Grade 3 answer documents
- Ensuring the submission of appropriate answer documents
- New fields on answer documents
 - gridding score codes
 - gridding accommodation information
 - gridding linguistic accommodations
 - career and technical education (CT) field
 - EOC/OFF GRADE field
- Completing Class, Campus and Group, and Voided Answer Document Identification (ID) sheets
- Returning materials

Prepare for and attend campus coordinator training.

Review Manuals

- Read this *Coordinator Manual* and the *STAAR Test Administration Manuals* (grades 3–5, 6–8, and EOC) and review additional resources found online before the training session.
- Become thoroughly familiar with policy and procedure highlights as described in the front of this manual.
- Become familiar with the different roles and responsibilities of individuals participating in testing at your campus.

NOTES



Texas
Administrative Code

Answer Documents
for Training
Purposes



Assessment
Management
System User's
Guide



Calendar of
Events



Oaths

☐ Review TAC

- Become thoroughly familiar with the sections of the TAC addressing security and confidentiality, eligibility requirements for assessments, testing accommodations, and testing requirements for graduation.

☐ Review Materials for Online Activities

- The *Assessment Management System User's Guide* provides details for navigating and using resources of the Assessment Management System.
- The *TestNav 7 Technical Guide* provides information about navigating TestNav and conducting online administrations.

☐ Review Procedures for Preparing and Submitting Answer Documents and ID Sheets

- Become familiar with grade 3 procedures (separate answer document) and STAAR EOC materials (separate test booklet and answer document by course). Note that new policies will likely result in a higher volume of materials to process.
- Become familiar with the answer documents that will be used on your campus as well as the ID sheets for returning materials.

☐ Attend Training

- District coordinators will schedule training sessions by the dates specified on the Calendar of Events.
- Campus coordinators are required to receive annual training in test security, general testing procedures, and procedures unique to specific testing circumstances.
- Bring this *Coordinator Manual* and the *STAAR Test Administrator Manuals* (grades 3–5, 6–8, or EOC) to the session.
- Bring notes of any questions you have and address them at the training session.

☐ Review and Sign Oath

- Understand your obligations concerning test security and confidentiality. Become familiar with the section “Test Security and Confidentiality” in this manual.
- Initial each item on the oath as completed.
- Your oath must be signed in the appropriate section after training and before handling secure test materials.
- Your oath must be signed again in the appropriate section after testing has concluded for the school year.



Prepare for and conduct technology staff training.

☐ Designate Technology Staff

- Technology staff are responsible for technology and computer system administration.
- Technology staff should be available for assistance during test sessions to address technology problems that might occur during testing.
- Depending on district resources, members of the technology staff may include campus coordinators, principals, and test administrators, in addition to district-level technology personnel.
- Ensure technology staff sign the technology oath.

☐ Schedule and Conduct Technology Staff Training Sessions

- Schedule sessions well in advance of test administrations to allow sufficient time to prepare campuses for online administrations.
- Technology staff are required to receive annual training in test security and general testing procedures and sign the technology oath.
- Technology staff are responsible for becoming thoroughly familiar with the online testing processes, technical manuals, and documents, as well as ensuring
 - administrative rights necessary for installing software are obtained;
 - network infrastructure and computers have been assessed and meet the uniform system requirements; and
 - all testing software is properly installed, configured, and tested.

☐ Direct Technology Staff to Review Materials for Online Activities

Technology staff should be directed to review the resources for online testing listed below.

- The *Assessment Management System User's Guide* provides details for navigating and using resources of the Assessment Management System.
- The *TestNav 7 Technical Guide* provides information about navigating TestNav and conducting online administrations.



*Assessment
Management
System User's
Guide*

*TestNav 7
Technical Guide*

Plan for and conduct training sessions for test administrators and principals.

Designate Test Administrators

- Designate test administrators in cooperation with your principal.
- Designate at least one test administrator for every 30 students to be tested.
- Test administrators must hold valid education credentials, such as Texas educator certificates and permits.
- District or campus staff who do not hold the appropriate credentials may administer tests under the supervision of a professional who does meet the criteria.
- Test administrators may include
 - teachers (including those who hold teaching permits or probationary certificates),
 - counselors,
 - librarians,
 - substitute teachers, and
 - other professional educators (such as retired teachers).
- Test administrators who will be providing an oral administration should be familiar with content-specific terms and symbols associated with the subject-area assessment to ensure that the test is administered accurately.
- For STAAR L administrations, keep in mind that
 - individual or small group administrations are necessary in order to respond to individual student requests for reading assistance and English clarification; and
 - personnel providing the accommodation of English clarification should be familiar with the subject matter assessed and the linguistic needs of the students, and should work routinely with the student in assisting with or delivering instruction.

Certified and noncertified paraprofessionals who are currently employed by the district and routinely work with students in the classroom may serve as test administrators, monitors, or assistants, provided they are trained in test administration procedures and sign an oath. Paraprofessionals must be supervised, either directly or indirectly, by a certified professional on the same campus throughout the test administration.

☐ Schedule Test Administrator and Principal Training Sessions

- Schedule sessions by dates specified on the Calendar of Events.
- Test administrators are required to receive annual training in test security and general testing procedures, as well as procedures unique to specific types of tests and testing circumstances.
- Principals are also required to receive annual training in test security and general testing procedures, and must sign an oath.
- Plan each training session so that there is enough time for questions and discussion.



Calendar of Events

☐ Distribute STAAR Test Administrator Manuals (Grades 3–5, 6–8, and EOC)

- Distribute manuals early enough to allow sufficient time before training sessions for all test administrators to read the material thoroughly.
- Highlight the new format of the manuals (combined scripts for programs, grades, and courses).
- Remind test administrators that manuals must be retained for use during the entire testing year.
- Use the manuals in your training sessions.

☐ Direct Test Administrators Who Will Conduct Online Administrations to Review Resources Listed Below

- The *Assessment Management System User's Guide* provides details for navigating and using resources of the Assessment Management System.
- The *TestNav 7 Technical Guide* provides information about navigating TestNav and conducting online administrations.

☐ Prepare for and Conduct Test Administrator Training Sessions

You should discuss the following topics (as applicable) at the session:

- Roles and responsibilities
 - test administrator responsibilities
- Test security
 - test security regulations and oaths
 - active monitoring
 - seating charts
 - student honor statements



Assessment Management System User's Guide

TestNav 7 Technical Guide



Administrations
in Alternative
Education
Settings



Accommodations
Resources

- consequences of cheating
- policy regarding duplication of written compositions and open-ended responses
- optional Web-based test administrator training modules
- Scheduling test administrations
 - testing window
 - time limit
 - grouping students across programs, grades, and subjects
 - make-up testing
- Preparing for test administrations
 - identifying eligible students
 - receiving, distributing, and storing test materials
 - administrations in alternative education settings
 - testing students taking a combination of tests (i.e., STAAR and STAAR Modified)
 - preparing for online administrations
- Testing with accommodations
 - accommodations for students with disabilities
 - linguistic accommodations for ELLs
 - STAAR L administration procedures
 - STAAR Modified administration procedures
 - new policy regarding dyslexia accommodations
- Precoded labels and answer documents
 - process for verifying elements of precoded labels and answer documents
 - hand-gridding student information
- Ensuring submission of appropriate answer documents
- New elements on answer documents
 - separate grade 3 answer document
 - gridding accommodation information
 - career and technical education (CT) field
 - EOC/ABOVE GRADE field
 - TEST TAKEN INFO field
- Completing Class, Campus and Group, and Voided Answer Document Identification (ID) sheets
- Returning materials

Prepare for Paper Administrations

Introduction

This section of the manual is intended to help coordinators manage the steps involved in preparing for paper administrations of the STAAR assessments. This section includes information about receiving materials from the testing contractor, resolving shortages, and managing secure documents. Details regarding receiving and verifying precoded materials and hand-gridding blank answer documents are also included.

Review advance letter and materials list.

Review Advance Letter and Materials List

- The advance letter and materials list are available online approximately one month prior to administration.
- The advance letter provides details about using the materials list to determine if the quantities scheduled to be shipped to your district are sufficient. It also provides instructions for ordering additional materials, if needed.
- The materials list indicates quantities of materials that will be shipped for each administration, including district overage. Overage amounts will be limited.

Ensure Quantities of Test Materials Are Sufficient for Each Campus

- Contact each campus coordinator to confirm that the quantity of test materials listed on the materials list is sufficient for their campus.
- Compile a list of any additional materials that are needed at each campus.

Quantities shown on the materials list cannot be decreased. Any overages can be used to resolve shortages on campuses.

Review district coordinator packet.

Familiarize Yourself with the Materials in the District Coordinator Packet

You will receive a coordinator packet for each test administration. The materials listed below will be in the coordinator packet.

- Packing Lists and Sample Materials
 - sample answer documents
 - sample Class Identification Sheets
 - sample Campus and Group Identification Sheets
 - sample Voided Answer Document Identification Sheets
 - standard reports list
 - optional reports and services brochure
- Materials for Return Shipping
 - answer document packing lists
 - return shipping labels and freight bills
 - district coordinator's security oath
 - superintendent/chief administrative officer's security oaths
 - pre-addressed envelope for returning superintendent/chief administrative officer's and district coordinator's oaths to the testing contractor

Receive, verify, and distribute shipment of test materials.

Receive Test Materials for STAAR Administrations

- Refer to the Calendar of Events for dates of when to expect shipments of test materials.
- Shipments will be combined and include both nonsecure materials and secure test booklets.
- Materials in the shipments will include these testing materials:
 - Box 1 (white box)
 - district packing list
 - pallet detail report
 - district coordinator packet



Calendar of
Events

- District overage box
 - paper bands
 - Class ID Sheets
 - Campus and Group ID Sheets
 - Voided Answer Document ID Sheets
 - blank answer documents
 - limited number of test booklets for resolving shortages
 - limited number of secure English Clarification Guides for STAAR L administrations for resolving shortages
- Campus box
 - campus packing list
 - paper bands
 - Class ID Sheets
 - Campus and Group ID Sheets
 - Voided Answer Document ID Sheets
 - blank answer documents
 - test booklets
 - secure English Clarification Guides for STAAR L administrations
- Depending on the size of a campus, the boxes maybe be packed differently. For instance, materials in the white box and the district overage box may be combined in one box for a smaller district.

□ Verify the Quantities of Testing Materials in Your Shipment

- Verify that your boxes contain STAAR materials. The name of the testing program is printed on the boxes and on the shipping labels.
- Inspect the sequence of numbers on the boxes to make sure that you have accounted for all boxes.
- Locate the packing list inside Box 1 (white box) and review it carefully.
 - This list specifies the types and quantities of materials shipped and the range of test booklet security numbers assigned to each campus and to the district overage.
 - You do not need to open campus boxes to verify the contents.
- Carefully check to verify that the quantities listed meet your district's needs.
 - Make a list of any additional test booklets needed.
 - Even if the quantities on the packing list are not sufficient, forward the campus boxes to your campus coordinators.



Diagram of
Shipping Box
Contents

- Wait until campus coordinators have opened their boxes and checked their individual packing lists before you begin to resolve shortages.

❑ Distribute Test Materials to Campuses

- Make sure all campus coordinators verify that the nonsecure materials and secure test booklets received match the quantity indicated on the packing list.
- Instruct campus coordinators to immediately report to you any discrepancy between their individual campus packing list and the contents of their boxes.
- If a discrepancy is found, report it to Pearson’s Austin Operations Center by calling 800-252-9186.

❑ Resolve Shortages

- Eliminate shortages for a particular campus by first providing test booklets from the district overage. If additional test booklets are needed, move booklets from one campus to another. Keep an exact record of the security numbers of booklets that are distributed from the overage or moved from one campus to another.
- Resolve all shortages as quickly as possible to ensure delivery of test materials before the testing date.
- Districts with insufficient STAAR EOC test booklets that are unable to resolve shortages may be required to test online.
- Test booklets and answer documents may not be duplicated to resolve shortages.

Keep secure test booklets in locked storage when not in use.



Calendar of
Events

❑ Order Additional Materials for Your District

- Refer to the Calendar of Events for deadlines for ordering additional materials. Note that ordering after the deadlines may result in delayed delivery of materials or a requirement to test online in the case of EOC assessments.
- Before each test administration, compile a list of any additional materials needed for all campuses in your district, including, but not limited to the following:
 - test booklets (including STAAR Spanish, STAAR L, and STAAR Modified)
 - large-print test booklets
 - answer documents
- Order additional materials through the Assessment Management System. Only district coordinators may place additional orders.
- Faxed orders for additional materials will not be accepted.

Receive shipment of test materials; order additional materials from district coordinator.

Receive Shipment of Test Materials

- Each shipment will be combined and include both nonsecure materials and secure test booklets.
- The nonsecure materials will include:
 - campus packing list
 - paper bands
 - Class ID Sheets
 - Campus and Group ID Sheets
 - Voided Answer Document ID Sheets
 - blank answer documents
- Open the boxes carefully.
 - These boxes will be used to return test materials to the district coordinator after testing has been completed.
- Use the packing list for each shipment to verify that all materials are included in the boxes you receive.
- Verify that all secure test booklets are contained in the boxes as listed on the packing list.
 - Each package of test booklets is sealed in plastic. Do not open the sealed packages.
 - A white form is visible through the plastic wrap. Verify that the quantity of booklets in each package matches the quantity indicated on the white form by counting the booklets through the plastic.
 - Verify that the nine-digit security number range stated on each white form matches the range of numbers on the packing list.
 - If you find a discrepancy between your Campus Packing List and the secure test booklets you receive, report the discrepancy immediately to your district coordinator.
 - Verify that all secure English Clarification Guides are contained in the boxes as listed on the packing list.
- Retain the packing list.

Keep secure test booklets in locked storage when not in use.



Calendar of
Events

Order Additional Secure Materials From District Coordinator

- If you were not sent enough secure materials, contact your district coordinator immediately after determining the quantity and type needed.
- In calculating the quantity of additional STAAR and STAAR Spanish test booklets required, keep in mind that each test administrator who conducts an oral administration must have the same form test booklet as the student(s). Form 01 is the overage available except for STAAR Spanish grade 5 science, which comes in only one form.
- In calculating the quantity of STAAR L test booklets and English Clarification Guides required, keep in mind that an additional test booklet is not needed in order to read aloud designated portions of the test to the students. The test administrator provides reading assistance by reading aloud over the shoulder of the student.
- In calculating the quantity of additional STAAR Modified test booklets required, keep in mind that each test administrator who administers a STAAR Modified reading, writing, or English EOC assessment will require an additional test booklet in order to read aloud designated portions of the test to the students.
- When the additional test booklets arrive, update your original packing list with the nine-digit security number range on the additional test booklets.

Receive and distribute precoded test materials.

Receive Shipment of Precoded Test Materials

- Precoded materials will arrive in a separate shipment.
- Precoded materials will arrive up to three weeks prior to, but no later than, the date noted on the Calendar of Events.

Distribute Precoded Test Materials to Campuses

- Precoded materials should be delivered to campuses in sufficient time for campus personnel to verify precoded information and correct inaccurate information if needed.

Receive precoded labels and answer documents from district coordinator; supervise verification of precoded materials.

Receive Precoded Labels and Answer Documents from District Coordinator

- These materials will arrive in a separate shipment from your district coordinator.

- These materials may arrive up to three weeks prior to the due date noted on the Calendar of Events.

□ Supervise the Verification of Precoded Test Materials by Campus Personnel

- The preprinted information on all precoded labels and answer documents must be verified for accuracy and completeness.
- The information submitted on the answer document should reflect the student's status at the time of testing.
- Inaccurate student information may prevent the current test administration data from merging with a student's permanent record file.
- If the information has been precoded correctly, no hand-gridding is required.
- Inaccurate information can be corrected by hand-gridding the correct information on the answer document.
- Hand-gridded information will override any precoded information other than the student name, PEIMS number, date of birth, and sex.
- Hand-gridded information does not change the student information contained in the PEIMS file at TEA.

Supervise the hand-gridding of blank answer documents.

□ Supervise Hand-Gridding

- Answer documents must be hand-gridded for students who did not receive a precoded answer document.
- Do not hand-grid answer documents with precoded information unless that information is incorrect.
- Become thoroughly familiar with new fields on answer documents as described in the policy and procedure highlights in the front of this manual.
- All student information and program information must be hand-gridded on the answer documents using only a No. 2 pencil.
- If campus personnel hand-grid any of the data elements before the test administration, they must also be sure to complete the STUDENT NAME field so that the appropriate answer document is distributed to each student at the time of testing.
- Identification numbers and data in the FOR SCHOOL USE ONLY section of the answer documents must be gridded by campus personnel.
- You may also choose to have campus personnel grid the rest of the student identification information, such as name and date of birth.



Instructions for
Verifying Precoded
Student Information



Answer Document
Features Sample

- When appropriate, students may grid the student identification information according to the instructions read to them by the test administrator at the beginning of their first test session.
- Test administrators must verify that the student identification information has been completed correctly before returning test materials to you at the end of the test administration.
- The answer documents do not have a place to grid hyphens or apostrophes. If a student's name has a hyphen or apostrophe, grid a "blank" in that position.



Ensure the submission of appropriate answer documents.

□ Ensure the Submission of Appropriate Answer Documents

An answer document or online testing record must be submitted for every enrolled student for each subject area to appropriately account for every student in the STAAR program.

- Grades 3–8
 - For students in grades 3–8, submit one answer document for mathematics and reading. (Grade 3 students will no longer record their answers to test items in a scorable test booklet.)
 - For students in grades 4 and 7, submit one answer document for writing.
 - For students in grade 5, submit one answer document for science.
 - For students in grade 8, submit one answer document for science and social studies.
 - STAAR, STAAR Spanish, and STAAR L will use a single answer document for a given grade and subject or course.
 - If a student is testing one subject in STAAR, STAAR Spanish, or STAAR L and the other subject with STAAR Modified, submit a separate answer document for each program.
 - Students will be required to take the STAAR assessment for the subject in which they are receiving instruction if the content covers the entire curriculum for that subject. For students testing in a subject above grade level, submit one answer document for each grade level tested.
 - For students in grades 3–8 who are taking an EOC assessment, submit one answer document for each EOC assessment taken. Local district policies will determine whether these students are required to take the corresponding STAAR grade-level assessment; however, they must take all other grade-level assessments.

- EOC
 - For students who are taking an EOC assessment, submit one answer document for each EOC assessment taken.

Do not submit an answer document for any students participating in the STAAR Alternate assessment.

Arrange for testing rooms and organize test sessions.

Arrange for Testing Rooms

- In cooperation with your campus principal, arrange for testing rooms.
 - Testing rooms should be well lighted, well ventilated, quiet, and comfortable.
 - Each student must have enough space in which to work; no characteristic of the room's environment should hinder a student's test performance.
 - Each student should be sufficiently separated from other students to work without distraction.
 - If the room is large, you may need to make arrangements for any necessary adaptations, such as a public-address system, in order to give instructions to those being tested.
 - Activities that would interfere with testing conditions or with the established time limits for the tests should be scheduled for another time.
 - Because the STAAR tests are limited to four hours, multiple test sessions may be scheduled for the same day.

Organize Test Administrations

- Because some assessments are administered in a window, districts must maintain a schedule specifying which assessments are being administered on which date.
- Students taking STAAR and STAAR Modified administrations may be grouped across programs, grades, and subject areas or courses in some cases. However, remember that some accommodations, for example oral administrations, require separate groups for administrations.
- A bilingual teacher may be permitted to administer STAAR in English to English-dominant ELLs and STAAR in Spanish to Spanish-dominant ELLs in the same test session.
- Organize test sessions in which students are given different tests (STAAR, STAAR Spanish, STAAR Modified) in a way that keeps students from being confused or disturbed by differences in directions read aloud or accommodations provided.

- Students taking STAAR L should not be tested in a room with students taking STAAR, STAAR Spanish, or STAAR Modified assessments.
- Students receiving accommodations might need to be tested individually or in small groups.
- The STAAR assessments are timed. Schedule four hours for each test session.

Distribute test materials to test administrators.

Distribute Materials

- On the day of the testing session, give test administrators the materials listed below:
 - two No. 2 pencils with erasers per student
 - one test booklet per student
 - one answer document per student
 - one answer document for demonstration purposes
 - additional answer documents to replace unusable ones
 - ECGs (if needed)
 - any additional TEA-authorized materials (e.g., dictionaries, calculators) needed for administering the test
- Use the Materials Control Form to ensure security of the test materials.
 - Use the Materials Control Form to help you account for test materials as they are checked out and in by test administrators.
 - The Materials Control Form may be duplicated as needed.
 - You may fill out the first three columns of the Materials Control Form before the first day of the test administration.
 - Locate the nine-digit security number printed on the test booklets or ECGs, as shown below. The digit after the hyphen is used only as a check digit and should be ignored.

10000 0000 –1



- Secure test materials must be checked out and in each day.
- Record the range of security numbers of the secure test materials assigned to each test administrator on the Materials Control Form, in order to account for all the secure test materials while they are signed out to test administrators.



Materials Control Form

- The Materials Control Form has columns labeled “Day 1” and “Day 2” to track test materials as they are used during administrations needing more than one day of testing.
- After test administrators have verified that they have received the exact number of secure test materials, they must initial the “Out” box for the appropriate day. The test administrators’ initials signify that they have received the secure test materials assigned to them, as recorded on the Materials Control Form, and that they have signed their security oaths.
- Retain completed forms for your records.

Test administrators are responsible for test booklets, ECGs, and answer documents until these test materials are returned to you. All secure test materials assigned must be returned after each test session. When the materials are returned, you must initial the “In” box. Your initials indicate that the test administrators have returned all test materials checked out to them as listed on the Materials Control Form.

Prepare for Online Administrations

This section of the manual is intended to help coordinators manage the steps involved in preparing for online administrations of STAAR EOC assessments. Note that STAAR L administrations for EOC and STAAR Modified EOC assessments are administered only on paper in 2012. The section includes the resources and software required for online administrations, steps to ensure testing infrastructure is in place, and requirements for testing environments. District and campus coordinators involved in online administrations must read this section in its entirety.

Note that for online administrations, staffing roles may overlap in some districts. For example, a campus technology staff member may also act as a test administrator. Staff acting in multiple roles must receive the required training and sign the appropriate oaths.

For an overview of the steps involved in setting up and implementing an online administration, review the Quick Guide to Online Testing.



[Quick Guide to Online Testing](#)

Plan for online administrations.

Understand Responsibilities of Testing Coordinators, Technology Staff, and Test Administrators for Online Administrations

- District and campus coordinators must
 - understand the information provided in this manual, including training and security measures, as well as general and program-specific information.
- Technology staff must
 - be familiar with the technology documents found on the Assessment Management System Resources page and software installations described in this section of the manual, and
 - be available for assistance during test administration to address technology problems during testing.
- Test administrators will
 - set up and manage test sessions;
 - update student demographic information in the Assessment Management System;
 - help students open and view their tests;
 - maintain test security and manage any interruptions during testing, such as restroom breaks or student illness; and



[Assessment Management System Resources](#)



Texas
Assessment
Management
System

- make selections in the Assessment Management System to indicate score code selections.

☐ Become Familiar with the Assessment Management System Practice Center

- The Practice Center in the Assessment Management System is where you can practice the test administration tasks without affecting real data. Some of the tasks that can be practiced include the following:
 - creating sample students
 - registering students
 - assigning sample students to additional groups and tests
 - entering participation counts
 - placing additional orders
 - creating test sessions and assigning students to sessions

DC Log in and assign user access to the Assessment Management System.

☐ Receive Login Information for the Assessment Management System

- New district coordinators receive a user account e-mail notification with instructions for establishing a password for the Assessment Management System.
- If you have not been assigned a user ID and password, contact Pearson's Austin Operations Center at 800-627-0225.
- Refer to the *Assessment Management System User's Guide* for more information about logging in to the system for the first time and creating user accounts.
- District coordinators create accounts for campus coordinators as needed.

DC CC Create user accounts for campus personnel and technology staff.

☐ Create Role-Specific User Accounts for Testing Staff

- District and/or campus coordinators are responsible for confirming that user accounts are created for the appropriate testing staff.
- Users are assigned one or more roles. Refer to the *User Roles and Permissions for the Texas Assessment Management System* document for a complete description of roles and associated permissions.
- All staff members accessing the Assessment Management System must be issued a user ID and password.



Assessment
Management
System User's
Guide



User Roles and
Permissions



Ensure that testing infrastructure is in place, test delivery system is configured, and conduct test of online testing system.

□ Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place

The Unified Texas Minimum System Requirements document on the Resources page provides a listing of minimum and recommended levels of functionality with respect to the network's minimum and recommended levels of functionality for network connectivity and devices, Internet browser setup, TestNav setup, and hardware and software requirements.

Technology staff and computer system administration must

- ensure that the network infrastructure and computers meet the uniform minimum system requirements,
- coordinate with the district coordinator to ensure successful online administrations, and
- review applicable technology documents accessible from the Resources page of the Assessment Management System.

Technology staff must

- disable any automatically launching applications such as screensavers, scheduled virus scans, e-mail notification alerts, detectors, instant messenger programs, and power management software on laptops warning of low battery levels;
- follow instructions regarding firewalls and content filters, which can be found in the "Intermediate Network Devices" section of the *TestNav 7 Technical Guide*;
- confirm that the network is secure if testing via a wireless network; and
- alert network users at each campus to the schedule for online administrations and, if necessary, request that they avoid bandwidth activity on those days.

Contact Pearson's Austin Operations Center at 800-627-0225 if you require technical assistance.



Unified Texas
Minimum
System
Requirements



TestNav 7
Technical Guide



☐ Ensure That Technology Staff Have Downloaded and Installed Software and Tools for Online Administrations

- Previously installed TestNav and proctor caching software from all server and local installation areas must be removed.
- Purge all test information cached using the previously installed proctor caching software.
- After removing old software, install new software and tools prior to testing:
 - proctor caching software
 - Proctor Caching Testing Tool

Proctor caching is required when conducting an online administration.

- Detailed information about the software and tools can be found in the *TestNav 7 Technical Guide*.

☐ Coordinate and Conduct a Test of Online Testing Environment

There are tools available for technology staff to check the functionality of the TestNav configuration and proctor caching software required for online testing. It is recommended that technology staff perform these tests to ensure successful test delivery, particularly if your campus is new to online testing.

- TestNav delivery system. The current version of TestNav should be opened by launching a browser and entering the URL. For specific TestNav information, refer to the *TestNav 7 Technical Guide*.
- Texas Practice Test. Use this testing tool to check the functionality of TestNav.
- Proctor Caching Testing Tool. Use this testing tool to check the functionality of the proctor caching software. This test includes a 70-question practice test to simulate a live test.
- Written Composition Tool. Use this tool to confirm that your infrastructure is configured to support the Flash-based questions for the English I, English II, and English III written compositions.

Technology staff should be available for assistance during test administration sessions should a technical problem arise.

Coordinate the review and updating of records in the Student Data Upload.

Ensure That Student Information Has Been Verified

- Changes to student name and date of birth can be made through the Assessment Management System.
- Refer to the *Assessment Management System User's Guide* for specific instructions on editing a student's master record.

Plan and schedule STAAR online administrations.

Establish a Schedule for STAAR Administrations

- Because STAAR administrations are limited to four hours, multiple test sessions may be scheduled for the same room.
- Students taking STAAR administrations may be grouped across programs, grades, and subject areas or courses.

Arrange for Testing Rooms

- Campus coordinators should work with principals to ensure testing environments are properly prepared.
 - To support test security, testing staff should take necessary steps to prevent students from seeing one another's monitor. This may include providing an obstruction such as a manila folder taped to each side of the monitor or a cardboard carrel placed around each computer.
- It is recommended that technology staff verify on the day of testing that computers are ready for testing; changes may occur between initial set up and the test day.

Ensure that test sessions are created and student and proctor authorizations are generated and printed.

Ensure That Test Sessions Are Created

- Test sessions are electronic groupings of students who will take the same test at the same time in the same location. Specific instructions on creating test sessions can be found in the *Assessment Management System User's Guide*.



*Assessment
Management
System User's
Guide*



*Calendar of
Events*

- It is recommended that campus testing coordinators create test sessions at least one to two weeks before testing.
- Technical staff should be involved in the test session setup in order to understand the interaction between TestNav and test session management activities in the Assessment Management System.

☐ Ensure That Student Authorizations Are Generated and Printed Before Test Sessions

- Student authorizations contain the URL that students enter into a browser to access TestNav and the unique username and test code needed to log in to take an assessment.
- Student authorizations should be printed at least one day before the test administration and stored in a secure location.

☐ Ensure That Proctor Authorizations for Oral Administrations Are Printed Before Test Sessions

- Proctor authorizations are used by test administrators to log in to an oral administration session in TestNav.
- Proctor authorizations should be printed at least one day before the test administration and stored in a secure location until the day of the test. Refer to the *Assessment Management System User's Guide* for specific instructions on printing authorizations.

Monitor STAAR Administrations (Paper and Online Administrations)

This section of the manual outlines information about maintaining test security and ensuring proper test procedures. Because assessments are administered in a window, districts must maintain a schedule specifying which assessments are being administered on which date. District and campus coordinators must monitor each administration and be available to answer questions and resolve problems on testing days. Improper testing procedures could result in the invalidation of students' tests, as well as potential penalties for testing personnel.

Ensure proper testing procedures and answer questions.

Ensure Proper Testing Procedures

- Test administrators should be familiar with the testing procedures document, which includes information about breaks, cell phone use, individual emergencies, and changing testing rooms.
- A trained test administrator must be present in each testing room at all times during testing.
- Test administrators must complete seating charts for each test administration.
 - Seating charts must include the names of students testing and the students' locations in the room.
 - The names of all test administrators/monitors involved in the session must also be included.
 - Additional seating charts must be completed if students are moved to another room during testing.
- Districts may establish starting times for testing.
 - When establishing a schedule, four hours must be allowed for test sessions. Districts must establish procedures for adhering to the time limit.
 - A student who arrives after testing has begun for the day may be tested if sufficient time remains to allow the student the full four hours for testing and if the student has not obtained prior knowledge of test content through contact with students who have already finished testing.
- Test administrators must actively monitor the testing room while students are working.
 - Test administrators should confirm that students are working only on the subject-area assessment being administered that day and that they do not have access to nonallowed materials.
 - Test administrators may not view or discuss individual test items or responses unless specifically directed to by the test procedures.



Proper Testing
Procedures



Seating Charts

- Reinforcing, reviewing for, and/or distributing testing strategies during an assessment is strictly prohibited.
 - Providing this type of assistance to students can result in the invalidation of their tests and can compromise the assurance that all individuals are equitably assessed in accordance with the guidelines for standardized assessments.
- Students must remain seated during testing, except when they are acquiring or returning authorized reference materials or calculators.
- Students are not allowed to talk to one another while testing is in progress.
- Students are not allowed to return to a subject-area or course assessment attempted on a previous test day or to work on a subject-area assessment that has not yet been administered.
- Test administrators must alert students periodically of the time remaining in the test session. Students who have not completed their tests within the allotted four hours should submit or turn in what they have completed.
- Students participating in paper administrations must mark their answers on an answer document with a No. 2 pencil.
 - Answers marked in a test booklet will not be scored.
- Test administrators are not allowed to require students participating in paper administrations to first mark their answers in the test booklet and then transfer them to the answer document.
- Test administrators should regularly remind students to record their responses on their answer documents or indicate their responses in TestNav.
- For paper administrations, only students are allowed to erase their stray marks or darken answer-choice circles, and only during the scheduled test session.
- After they submit their tests online or after their paper tests are collected, students may be allowed to quietly read books or leave the testing room.

□ Ensure Proper Testing Environment

- Campus coordinators should work with principals to ensure testing environments meet the following conditions:
 - No element of the testing room environment should hinder any student's performance. The testing room should be quiet, well ventilated, and comfortable. Each student must have enough space in which to work.
 - A "Testing—Do Not Disturb" sign should be posted outside the testing room.
 - Bulletin boards and instructional displays that might aid students during testing must be covered or removed. Any rooms to which students may be relocated must also be prepared.

- Clocks (either analog or digital) in the testing room do not have to be covered or removed.
- All desks or computers used for testing must be cleared of books and other materials not required for the test.

☐ Answer Questions and Resolve Problems

- District and campus coordinators should become familiar with the problems that may arise during testing and be prepared to answer questions and resolve problems.

☐ Become Familiar with the Policies Regarding Dictionary and Thesaurus and Calculator Use

- Dictionaries are a required resource for the assessments listed below. There must be at least one dictionary for every five students taking these assessments. It is also recommended that there be one thesaurus for every five students.
 - grades 6–8 reading
 - grade 7 writing
 - EOC English I, English II, and English III
- Calculators are a required part of standard test administration procedures for the assessments listed below.
 - Algebra I, geometry, and Algebra II: one graphing calculator for each student is required.
 - biology: one calculator (four-function, scientific, or graphing) for every five students is required.
 - chemistry and physics: one calculator (scientific or graphing) for each student is required.

Verify that all test booklets are returned and security oaths are signed.

☐ Use the Materials Control Form to Account for Test Booklets

- Check the security numbers of each set of test booklets against the security number range assigned to a particular test administrator.
- Retain your Materials Control Forms for your records.

☐ Ensure That Test Administrators Sign Security Oaths



Problems and
Solutions



STAAR
Dictionary
Policy

Complete Paper Administration Process

This section of the manual is intended to help coordinators manage the steps involved in completing STAAR paper administrations. This section includes directions for returning scorable and nonscorable materials, ordering optional reports, and returning and retaining security oaths.

Direct the collection of materials from test administrations.

Ensure That Answer Document Fields Have Been Completed

- Ensure that answer document fields have been properly completed.
- Refer to Appendix A for guidance on completing answer document fields.

Coordinate preparation of answer documents.

Coordinate Preparation of Answer Documents

- SCORE CODE Field
 - The SCORE CODE field in the FOR SCHOOL USE ONLY section indicates whether a student's test should be scored.
 - For each subject-area assessment select only one score code.
 - The score codes are as follows:
 - A** = Absent
 - O** = Other, such as test administration irregularity, illness during testing, or court-ordered participation in an authorized high school equivalency program (HSEP)
 - *** = The student did not test on the answer document for the subject indicated.
 - S** = Test to be scored
- TEST TAKEN INFO Field
 - Test administrators or other campus personnel will complete the information in the TEST TAKEN INFO field.
 - Mark the form number of each STAAR assessment administered.
 - Mark whether the student took STAAR in English, STAAR Spanish, or STAAR L, as applicable for the grade and subject of the answer document.



Accommodation
Resources

■ ACCOMMODATIONS Field

- Test administrators or other campus personnel will complete the information in the ACCOMMODATIONS field.
- For complete information about accommodations, refer to the Accommodation Resources page on TEA's Student Assessment Division website.

■ Accommodations for Students with Disabilities

- Mark the blank bubble in the column labeled "1" to indicate that a student received a Type 1 accommodation.
- Mark the blank bubble in the column labeled "2" to indicate that a student received a Type 2 accommodation. Then mark a specific Type 2 accommodation the student received, if applicable.

BR = braille administration

LP = large print administration

OA = oral administration

XT = extra time (to end of day)

- Mark the blank bubble in the column labeled "3" to indicate that a student received a Type 3 accommodation. Then mark the specific Type 3 accommodation the student received (extra day), if applicable. An accommodation request form must be submitted and approved before a student receives a Type 3 accommodation.

XD = extra day

■ Linguistic Accommodations for ELLs

- Mark all that apply in the column labeled "LA" (linguistic accommodations) to indicate that a student received one or more linguistic accommodations.

BD = bilingual dictionary

XT = extra time (to end of day)

D = dictionary

CE = clarification of word meaning in English

RA = reading aloud of text

CP = clarification in English of words in writing prompt

CS = clarification in English of words in short-answer reading questions

OT = oral translation

BG = bilingual glossary



Accommodation Resources

Linguistic accommodations are available for eligible ELLs testing in English. The following table shows the allowable linguistic accommodations by test.

Linguistic Accommodations for ELLs Taking STAAR in English

	STAAR	STAAR L	STAAR Modified
Mathematics, Science, Social Studies (All Grades, Including EOC)	BD XT	BD XT CE RA	BD XT CE RA OT BG
Reading and Writing (All Grades), English I-III	D* XT CP CS	Not Applicable	D* XT CE RA OT

*Use of a dictionary as a linguistic accommodation on reading and writing tests (English versions) applies to **grades 3–5 only**; in grades 6 and up a dictionary is part of standard test administration procedures.

☐ Confirm That Test Administrators Have Followed Procedures for Returning Test Materials

- Prior to returning materials, test administrators must
 - verify that no answer documents have been left inside test booklets;
 - review the accuracy of the students' identification or program information;
 - use a No. 2 pencil to transcribe the student identification information from a voided answer document onto the answer document with which the student continued the test, if applicable;
 - use a No. 2 pencil to transcribe onto an answer document the responses of any student who tested with a braille or large-print test booklet or who requires the accommodation of transcribing; and
 - account for all test booklets and answer documents.
- After the final test administration, test administrators must return all test materials to you. These include the following:
 - answer documents to be scored or scanned for demographic data
 - voided answer documents
 - unused answer documents
 - used and unused test booklets
 - test booklets, braille and large-print test booklets, and the specific braille instructions
 - voided and/or unused precoded labels, if applicable
 - secure STAAR L English Clarification Guides

- typed or tape-recorded materials, if applicable
- handwritten student responses on scratch paper, if applicable

Make sure that all answer documents have been removed from test booklets.

Return scorable materials to district coordinator.

Sort, Pack, and Return Scorable Materials

- The following scorable materials need to be returned:
 - used grades 3–8 and EOC answer documents
 - voided grades 3–8 and EOC answer documents
- Scorable materials must be returned beneath the appropriate identification sheets (the Class Identification Sheet, Campus and Group Identification Sheet, or Voided Answer Document Identification Sheet).
- Use the same boxes in which your test materials arrived to pack test materials for returning to your district coordinator. If you do not have enough boxes, you may substitute boxes of similar strength.
- Follow the schedule on the Calendar of Events for returning the scorable materials to your district coordinator.
- A campus coordinator's checklist for returning scorable materials is available online.

Return nonscorable materials to district coordinator.

Return Nonscorable Materials

- Keep all nonscorable materials in locked storage until they are returned to the district coordinator.
- The following nonscorable materials need to be returned:
 - test booklets grouped by grade, for grades 3–8



Calendar of Events



How to Pack Materials for Return to District Coordinator

- test booklets grouped by course for EOC assessments
- braille and large-print materials (if applicable)
- unused or voided precoded labels
- unused ID sheets
- unused answer documents
- secure English Clarification Guides
- The following nonscorable materials do not need to be returned:
 - coordinator manuals
 - test administrator manuals
 - unused paper bands
 - packing lists or assembly identification sheets
 - scratch paper, typed or voice-recorded materials (must be destroyed after testing)
 - reference materials and graph paper that students have removed from their test booklets. If students have written or made notes on these materials, the marked materials must be destroyed.
 - used large print grid sheets (must be destroyed after testing)
 - approved/allowed supplemental aids

Copies of the *STAAR Test Administrator Manuals* should be retained and stored for use during other administrations throughout the school year. Only a limited number of additional manuals may be ordered for subsequent administrations. Other nonscorable materials not to be returned (except for scratch paper or graph paper) may be recycled.

❑ Return Signed Security Oaths From Campus Coordinator and Principal to District Coordinator

- Return oaths after administrations are complete for the testing year. If your campus conducts online and paper administrations, return these oaths after you have returned the last scorable and nonscorable materials for your campus for the testing year.

DC Direct the collection of scorable materials in the district.

□ Collect Scorable Materials

- Scorable materials must be collected and returned by the date specified on the Calendar of Events for each administration.
- Ensure that campus coordinators use the following rules for packing materials:
 - Do not mix STAAR 3–8 materials, including STAAR Modified 3–8 materials, with STAAR EOC, TELPAS, TAKS, or TAKS–M materials in the same shipment.
 - Do not return the materials from one STAAR administration with the materials from any other STAAR administration. However, do return STAAR, STAAR Spanish, STAAR L, and STAAR Modified materials together from the same administration.
 - Materials for March grades 4 and 7 writing will be returned separately from materials for March grades 5 and 8 mathematics and reading.
 - Use the packing graphic to determine which materials may be returned together.

□ Verify That Campus Coordinators Have Correctly Returned Scorable Materials

- Use the campus coordinator's checklist for returning scorable materials as a verification resource.

DC Prepare scorable materials for shipping.

□ Prepare Scorable Materials for Shipping

- A district coordinator's checklist for returning scorable materials is available online.
- You may pack materials from more than one campus in each box, but you must keep the materials from each campus separated by the accompanying Campus and Group Identification Sheet(s) and gummed paper bands.

DC Return all scorable materials.

□ Prepare Boxes for Shipping and Return Scorable Materials

- Complete a SCORABLE shipping label for each scorable materials box. Shipping labels can be found in your district coordinator packet in the white box.



How to Pack
Materials for
Return to Testing
Contractor

- Verify the district name and county-district number preprinted on the appropriate SCORABLE shipping labels. If the information is incorrect, cross it out and print the correct information clearly.
- Seal the boxes securely.
- Affix the SCORABLE shipping labels to boxes.
- In the space provided on the labels, number each box of scorable materials in sequence (for example, 1 of 3, 2 of 3, 3 of 3).

Return Scorable Materials to the Testing Contractor

- Contact the carrier listed on your freight materials package two working days before the pickup date to request that your scorable materials be collected and returned to the address printed on your SCORABLE shipping labels.
- Districts are required to maintain shipping records for five years.

Order optional reports for the district.

Order Optional Reports Through the Assessment Management System

- Review the Optional Reports Brochure.
- Districts must select the desired reports for each test administration in the Test Setup tab of the Assessment Management System.
- Instructions on how to order optional reports can be found in the *Assessment Management System User's Guide*.

Direct the collection and return of nonscorable materials.

Collect Nonscorable Materials

- The following nonscorable materials must be collected for return to the testing contractor:
 - test booklets grouped by grade for grades 3–8
 - test booklets grouped by course for EOC assessments
 - braille and large-print materials (if applicable)
 - unused or voided precoded labels
 - unused ID sheets
 - unused answer documents



Optional Reports
Brochure

*Assessment
Management
System User's
Guide*

☐ Prepare Nonscorable Materials

- Return each STAAR administration’s materials separately from one another. Do not mix STAAR 3–8 and EOC materials with TELPAS, TAKS, or TAKS–M materials in the same shipment.
- Pack your nonscorable materials for each administration of STAAR (including STAAR Spanish, STAAR L, and STAAR Modified) by campus or by district.
- Braille and large-print test booklets, STAAR and STAAR Modified regular-print test booklets that were included in the braille kits, and the specific braille instructions should be returned with test booklets.
- Complete a STAAR NONSCORABLE shipping label for each box.
- Use the following instructions as you prepare your boxes for shipping:
 - Verify the district name and county-district number preprinted on the appropriate NONSCORABLE shipping labels. If the information on the labels is incorrect, cross it out and print the correct information clearly.
 - Seal the boxes securely.
 - Affix the NONSCORABLE shipping labels to the boxes, making sure that the original box labels are removed or covered.
 - In the space provided on the labels, number each box of nonscorable materials in sequence (for example, 1 of 3, 2 of 3, 3 of 3).

☐ Return Nonscorable Materials

- Contact the carrier listed on your freight materials package two working days before the pickup date to request that your nonscorable materials be collected and returned to the address printed on your NONSCORABLE shipping labels.

DC Ensure security oaths are signed and returned.

☐ Ensure That Campus Coordinators and Principals Have Submitted Security Oaths

- Keep oaths on file for five years from the last day of testing.
- Do not mail the test administrator, campus coordinator, or principal oaths to the testing contractor.

☐ Return Oaths from District Coordinator and Superintendent/Chief Administrative Officer to Testing Contractor

- Sign and initial your district coordinator security oath.



Oaths

NOTES

- Ensure that the superintendent/chief administrative officer has signed and initialed an oath.
- Return these oaths after you return the last of your district's nonscorable materials for 2012.
- Use the pre-addressed envelope in your district coordinator packet to mail these security oaths to the testing contractor.
- Do not include these oaths in the boxes of scorable or nonscorable materials.

Complete Online Administration Process

This section of the manual is intended to help coordinators manage the steps involved in completing STAAR online administrations. This section includes directions on verifying student records as complete, ordering optional reports, and returning and retaining security oaths.

Ensure that student records are verified as complete.

Ensure That Score Codes and Student Records Are Completed

- EOC score codes and student information will be managed and recorded through the Assessment Management System for all online administrations.
- Specific instructions for completing score codes and other student information are listed in Appendix A.

After testing, scratch paper or graph paper must be destroyed. Copies of the *STAAR Test Administrator Manuals* should be retained and stored for use during other administrations throughout the school year. Only a limited number of additional manuals may be ordered for subsequent administrations.

Direct the collection of test materials from test administrators.

Ensure That All Student Authorizations, Proctor Authorizations, Reference Materials, and Scratch Paper Have Been Collected

- These materials must be destroyed after the test sessions.



Optional Reports and
Services Brochure

Assessment
Management System
User's Guide

Order optional reports.

Order Optional Reports for Each Test Administration

- Review the Optional Reports and Services Brochure.
- Districts must select the desired reports for each test administration in the *Test Setup* tab of the Assessment Management System.
- Instructions on how to select optional reports and services can be found in the *Assessment Management System User's Guide*.

Return oaths to district coordinator.

Return Signed Security Oaths From Campus Coordinator and Principal to District Coordinator

- Return oaths after administrations are complete for the testing year. If your campus conducts online and paper administrations, return these oaths after you have returned the last scorable and nonscorable materials for your campus for the testing year.

Ensure that security oaths are signed and returned.

Ensure That Campus Coordinators and Principals Have Submitted Oaths

- Keep oaths on file for five years from the last day of testing.
- Do not mail the test administrator, technology staff, campus coordinator, or principal oaths to the testing contractor.

Return District Coordinator Oaths and Superintendent/Chief Administrative Officer Oath to Testing Contractor

- Sign and initial your district coordinator security oath.
- Ensure that the superintendent or chief administrative officer has signed and initialed the applicable oath.
- Return these oaths after you return the last of your district's nonscorable materials for 2012.
- Use the pre-addressed envelope in your district coordinator packet to mail these security oaths.

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