



Calendar of Events

Administrations in Alternative Education Settings

TAKS assessments must be administered to all eligible students assigned to an alternative education setting at the time of regularly scheduled testing. Refer to the Calendar of Events for testing dates.

The instructions contained in this resource apply only to tests administered in the following alternative education settings:

- juvenile justice alternative education programs (JJAEPs)
- disciplinary alternative education programs (DAEPs)
- unusual placements such as hospitals, jails, or shelters

Unlike DAEPs, there are two types of JJAEPs:

- Mandated JJAEPs are required in each county with a population of more than 125,000.

Mandated JJAEPs can receive test materials from either students' home districts or from the state's testing contractor. The source depends upon the agreement between the mandated JJAEP and the individual district. Regardless of the source of test materials, mandated JJAEPs must return the answer documents to the students' home districts.

- Voluntary JJAEPs may be developed in counties with a population of less than 125,000.

Voluntary JJAEPs must receive their test materials from and return them to the students' home school districts.

Like voluntary JJAEPs, DAEPs receive their test materials from and return them to the students' home districts.

Unusual placements such as hospitals, jails, or shelters will also receive their test materials from and return them to the students' home districts. When administering assessments in these settings, follow the same procedures that apply to voluntary JJAEPs and DAEPs. There are no separate instructions in this document for these unusual placements.

Students assigned to a JJAEP (voluntary or mandated) or a DAEP, or other unusual placement such as a hospital, jail, or shelter, must have their test results attributed to the regular campus they would be attending if they were not in an alternative education setting.

Summary of Testing Procedures for Paper Administrations

Before Testing

School District Responsibilities

JJAEPs (voluntary) and DAEPs receive their test materials from the students' home districts. The following is a list of school district responsibilities in regard to testing at JJAEPs (voluntary) and DAEPs:

- Conduct training sessions for all test administrators in the JJAEPs (voluntary) and DAEPs in their district.
- Forward precoded answer documents and other testing materials received from the state's testing contractor to district JJAEPs (voluntary) and DAEPs.

JJAEP (Voluntary) and DAEP Responsibilities

- Ensure that all test administrators attend a training session and sign a security oath.

JJAEP (Mandated) Responsibilities

- Ensure that the campus coordinator and all test administrators attend training sessions and sign a security oath.
- Receive test materials from either their students' home districts or the state testing contractor.

After Testing

JJAEP (Voluntary) and DAEP Responsibilities

- Return scorable documents to the students' home districts no later than the date indicated on the Calendar of Events to return materials to the campus coordinator.
- Return nonscorable test materials to the students' home districts no later than the date indicated on the Calendar of Events to return materials to the campus coordinator.

JJAEP (Mandated) Responsibilities

- Return scorable documents to the students' home districts no later than the date indicated on the Calendar of Events to return materials to the campus coordinator.
- Return nonscorable test materials to the students' home districts or to the state testing contractor no later than the date indicated on the Calendar of Events to return materials to the campus coordinator.



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School District Responsibilities

- Receive scorable documents from JJAEPs (voluntary and mandated) and DAEPs, place them under the appropriate identification sheets, and return them to the state's testing contractor.
- Submit answer documents under the Campus and Group Identification Sheet(s) for JJAEPs (mandatory and voluntary) and DAEPs to the home district.
- Return nonscorable test materials from JJAEPs (voluntary) and DAEPs to the state's testing contractor.

The regular campus of a student going from one district to another to enroll in an alternative setting depends on the attribution of the student's average daily attendance. If the alternative setting is a cooperative program (as are most JJAEPs), daily attendance is attributed to the home districts from which the students come. If the receiving district is counting the student's daily attendance because the alternative setting is not a cooperative program, a student must be assigned to a campus in the receiving district.

Summary of Testing Procedures for Online Administrations

Online testing activities are performed in the organization (district, JJAEP, or DAEP) in the Assessment Management System. Student results for tests administered in these alternative settings are reported to the students' home districts.

Procedures for Administering Tests

Follow the steps below to conduct online administrations with a state-designated testing day:

1. Ensure you have coordinator access to the Assessment Management System.
2. Log in to the Assessment Management System at <http://www.TexasAssessment.com/login>.
3. Enroll the student to your JJAEP or DAEP organization.
4. Register the student for the administration in which the student needs to test.
5. Change the home county-district-campus (CDC) number in the Registered Students Records section of the Assessment Management System to the CDC number of the student's home campus.
6. Assign the applicable tests to the student.
7. Create a test session and add the student to the session.
8. After the test session, ensure that all student information is entered and is accurate on the *Student Test Details* screen.
9. Return materials to the students' home districts.

NOTES

For more information about registering students or managing test sessions, refer to the “Test Management” section of the *Assessment Management System User’s Guide*.

For more information about test setup at alternative settings, contact Pearson’s Austin Operations Center at 800-627-0225.