

Problems and Solutions

As a testing coordinator, you should be available during test administrations to handle problems as they arise in your district or on your campus. You may encounter the following situations during test administrations.

Lunch Breaks

Problem: Students in several classes at a campus have not completed testing by lunchtime and the allowed time limit has not ended. The campus coordinator would like to give the students a lunch break.

Solution: Students may stop testing to take a supervised lunch. The testing time must be stopped for a lunch break and will restart when students resume taking the test. Stop and restart times must be recorded on the seating chart. Students must place their answer documents inside their test booklets so that all secure materials can be collected and placed in locked storage. If students are testing online, they must exit the test. Students must be monitored by trained testing personnel and are not allowed to discuss any test content during lunch.

Failure to Record Answers/Blank Answer Documents

Problem: A campus coordinator asks for clarification about how a test administrator should respond if a student has neglected to record his responses on his answer document before the end of an allowed time period.

Solution: It is the responsibility of test administrators to actively monitor during testing and to check that answers are being recorded by students. Test administrators should remind students who are not bubbling in their answers to do so by stating, **“Make sure your answers are bubbled dark and neat on your answer document.”** Before a student leaves the room, the test administrator must scan the completed answer document to be sure the student has recorded answers as instructed. If the student has not done so and time remains in the allowed time period, the test administrator must say, **“You have not recorded your responses on the answer document. Please go back and mark your answers on it now.”** The testing materials should then be returned so that the student may record his or her answers. Students will **NOT** be allowed to record answers on the answer document after the allowed time period ends. Test administrators may not look at or comment on answers to individual test questions or point out individually skipped test questions.

Report any blank answer documents to TEA at 512-463-9536.

Incomplete Assessments

Problem: A student leaves the test session to go to the nurse and does not return to complete the assessment. The campus coordinator wants to know how the student’s answer document should be coded.

Solution: If a student is unable to complete the assessment, the district must determine whether the student’s test should be scored. If the district determines that the test should not be scored, the “O” (Other) in the SCORE CODE field on the answer document should be marked to indicate that the test was not completed.

Problem: A campus coordinator wants to know what to do if a student has not finished at the end of the allowed time period.

Solution: Test administrators must alert students (orally or in writing) to the amount of time left to test in one-hour intervals and, if desired, in shorter intervals during the last hour. Students who have not completed their tests within the allotted time limit must submit what they have completed.

Grade 3 Mathematics Reading Assistance

Problem: Several students have been placed in a group to receive reading assistance on the grade 3 mathematics test. The campus coordinator wants to know whether the test administrator may read all the mathematics test questions to the group.

Solution: Even when students are grouped for reading assistance, the test administrator may not read all the mathematics test questions to an individual or to the group. This reading assistance is permitted on an individual basis for any grade 3 student who requests it. The test administrator may read aloud or sign any part of a mathematics test question or answer choice that the student is experiencing difficulty reading.

Test administrators must be aware that they are viewing secure test content and that responding to test questions or recording the information they see is strictly prohibited. If a student needs all of the test questions and answer choices read throughout the mathematics test, then this constitutes a standard oral administration and is limited to students who meet the eligibility criteria. Testing personnel should follow instructions for Oral/Signed Administration on the Accommodation Resources webpage.



Accommodation Resources

Unusable Answer Documents

Problem: A student who is already halfway through the reading section of his test accidentally tears his answer document while erasing.

Solution: If an answer document tears or otherwise becomes unusable, the student should not continue to use the damaged answer document. The test administrator should obtain a new answer document and instruct the student to begin marking answers on the new document at the point where the student stopped on the unusable document. Once testing is over, testing personnel should follow instructions for Basic Transcribing on the Accommodation Resources webpage.

Defective Test Materials

Problem: A student who has already begun testing discovers that there is a page missing from her test booklet. The campus coordinator wants to know what to do.

Solution: If a student discovers a defect (e.g., missing questions or pages) in the test booklet, the student should be given a new test booklet with which to continue testing. The new booklet must have the same form number (if applicable) as the original booklet; otherwise, the student's answers will not be scored correctly. The new test booklet number should be noted on the student's answer document. Report any defective test booklets to the Student Assessment Division.

Unexpected or Emergency Situations

Problem: A student with her arm in a cast arrives at the writing test session and is unable to record her responses on the answer document. The campus coordinator wants to know whether the student should be excused from the test.

Solution: When considering how to meet a student's needs in an unexpected or emergency situation, encouraging student independence should be a priority. If the student's needs can be met with an allowable procedure or material or a Type 1 accommodation, it should be made available to the student during testing. There is no need to contact TEA. If, however, a Type 2 accommodation will be needed, contact TEA's Accommodations Task Force for permission and additional instructions.

After testing, if the student used a Type 1 or 2 accommodation, the general accommodation (GA) bubble should be marked on the student's answer document or in the Assessment Management System.

For additional questions about testing accommodations in unexpected or emergency situations, refer to the Critical Information about Accommodations for Students with Disabilities taking STAAR, STAAR Spanish, STAAR L, STAAR Modified, and TELPAS document on the Accommodation Resources webpage or contact a member of TEA's Accommodations Task Force at 512-463-9536.

Technical Emergencies

Problem: A campus coordinator reports that test administrators at her campus have received a warning screen stating that the testing server is not available.

Solution: If presented with a warning screen stating that the testing server is not available, test administrators should be told not to submit students' tests or mark tests as complete. Follow the instructions provided in the *TestNav 7 Combined Technical Guide* and consult with Pearson as needed.

In the event of a systemwide issue affecting many users, testing coordinators will hear a recorded message including system status and recommended actions.

Students' answers should not be submitted and students' tests should not be marked complete because of a technical issue without first receiving directions from Pearson's Austin Operations Center, which can be reached at 800-627-0225.

Schoolwide Emergencies

Problem: A campus coordinator wants to know what he should do when a fire alarm sounds during testing.

Solution: In the event of a schoolwide emergency that causes a disruption in testing, ensuring the safety of students is top priority. Students should leave their tests where they are and go quietly outside, following the school's regulations for exiting the building. In the case of online administrations, testing staff should not instruct students to exit their test sessions. Test administrators must closely monitor their testing groups to make sure that no one discusses the test. The students should resume testing once the building has been cleared for reentry.

Campus coordinators should report the event to the district coordinator. If the emergency prevents students from resuming testing, the district coordinator should call TEA's Student Assessment Division at 512-463-9536 for guidance on how to proceed.



TestNav 7
Technical Guide

New District Enrollees

Problem: A student from another state enrolls during the designated testing period. The student and his parents want to know whether he will need to take a STAAR test.

Solution: Students who enroll during the testing period are required to test.

If you need assistance in handling unusual circumstances of any kind on the days of testing, call TEA's Student Assessment Division at 512-463-9536.