2016 Texas Migrant Interstate Program (TMIP) Supplement to the Texas Student Assessment Program

To administer a *State of Texas Assessments of Academic Readiness* (STAAR®) test, use this supplement, the *2016 District and Campus Coordinator Manual*, and the appropriate 2016 STAAR test administrator manual. To administer a STAAR Spanish grade 5 mathematics or reading test, use the *2016 District and Campus Coordinator Manual* and the *2016 STAAR Test Administrator Manual—Grades 3–5*. To administer a STAAR L or STAAR A online test, use the *2016 District and Campus Coordinator Manual*, the appropriate 2016 STAAR test administrator manual, and the *User's Guide for the Texas Assessment Management System*.

To administer the *Texas Assessment of Knowledge and Skills* (TAKS) exit level test, use this supplement, the *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS*, and the *User's Guide for the TAKS Assessment Management System*. If TEA has granted permission to test with paper, use the *Texas Assessment of Knowledge and Skills (TAKS) Supplement for Paper Administrations*.

To maintain the security and confidentiality of the Texas student assessment program, refer to the *2016 District and Campus Coordinator Manual* and the *2016 Test Security Supplement*.

This supplement assumes that the test administrator has responsibility for all testing activities. If your test site has more than one person involved in an administration, you should call the Texas Migrant Interstate Program (TMIP).

Contents

TMIP Assessment Schedules

STAAR, STAAR Spanish, STAAR L, and STAAR A
Grades 5 and 8 Test Administration Schedule

	March	May	June
Grade 5 Reading*	3/28 – 4/1	5/9 – 5/13	6/20 – 6/24
Grade 8 Reading*†	3/28 – 4/1	5/9 – 5/13	6/20 – 6/24
Grade 5 Mathematics	3/28 – 4/1	5/9 – 5/13	6/20 – 6/24
Grade 8 Mathematics†	3/28 – 4/1	5/9 – 5/13	6/20 – 6/24

*Does not include STAAR L.

†Does not include Spanish.

STAAR, STAAR L, and STAAR A EOC Test Administration Schedule

	March	May	July	December
English I*	3/28 – 4/1	–	7/11 – 7/15	12/5 – 12/9
English II*	3/28 – 4/1	–	7/11 – 7/15	12/5 – 12/9
English III**	5/9 – 5/13	–	–	–
Algebra I	–	5/2 – 5/6	7/11 – 7/15	12/5 – 12/9
Algebra II**	5/9 – 5/13	–	–	–
Biology	–	5/2 – 5/6	7/11 – 7/15	12/5 – 12/9
U.S. History	–	5/2 – 5/6	7/11 – 7/15	12/5 – 12/9

*Does not include STAAR L.

**Does not include STAAR L or STAAR A.

TAKS Test Administration Schedule

Assessments	March	July	October
English Language Arts	2/29 – 3/4	7/11 – 7/15	10/17 – 10/21
Mathematics	2/29 – 3/4	7/11 – 7/15	10/17 – 10/21
Science	2/29 – 3/4	7/11 – 7/15	10/17 – 10/21
Social Studies	2/29 – 3/4	7/11 – 7/15	10/17 – 10/21

These administrations are scheduled to coincide with the primary administrations of STAAR grades 5 and 8 mathematics and reading, STAAR end-of-course (EOC), and TAKS testing opportunities.

Each test site must arrange a testing schedule with the TMIP far enough in advance so that arrangements can be made for the timely delivery of test materials. For online assessment test sites (STAAR L or STAAR A students, and STAAR EOC and TAKS examinees), coordinators must contact the TMIP in advance to ensure that an online testing infrastructure is in place and to register students for online testing.

Contact Information:

Texas Migrant Interstate Program (TMIP)
800-292-7006

Texas Education Agency (TEA) Student Assessment Division
512-463-9536

STAAR questions:
Educational Testing Service
Texas Assessment Support Center
Telephone – 855-333-7770
Fax – 844-257-3499
Email – STAAR3-8@ets.org
STAAREOC@ets.org

TAKS questions:
Pearson Customer Service Center
Telephone – 800-627-0225
Fax – 512-989-5040

Resources Available Online	
Reference materials available online	**Location**
2016 Test Security Supplement	http://tea.texas.gov/student.assessment/security/
Texas Administrative Code	http://ritter.tea.state.tx.us/rules/tac
STAAR Assessment Management System User's Guide	http://www.TexasAssessment.com/technology
2016 District and Campus Coordinator Manual	http://tea.texas.gov/student.assessment/manuals/dccm/
Directions for District Coordinators, Campus Coordinators, and Test Administrators–TAKS	http://tea.texas.gov/student.assessment/taks/
STAAR A Tutorials and Resources	http://tea.texas.gov/student.assessment/staara/
STAAR L Tutorials and Resources	http://tea.texas.gov/student.assessment/ell/
Accommodation Resources	http://tea.texas.gov/student.assessment/accommodations/
Checklist for STAAR Administrations	http://tea.texas.gov/student.assessment/manuals/dccm/

Testing Program Overview

STAAR General Information

For the TMIP, the STAAR program includes STAAR, STAAR Spanish, STAAR L, and STAAR A. Students first enrolled in grade 9 in the 2011–2012 school year or after are required to take the STAAR EOC assessments for courses in which they are enrolled to fulfill the testing requirements for high school graduation. Students in grades 5 and 8 are required to pass reading and mathematics assessments to meet the promotion requirements for the Student Success Initiative.

■ STAAR includes assessments in mathematics, reading, writing, science, and social studies at grades 3–8 and EOC assessments in Algebra I, English I, English II, biology, and U.S. history. In May 2016, STAAR Algebra II and English III assessments will also be available for districts to administer on an optional basis as postsecondary readiness measures. Only STAAR grades 5 and 8 mathematics and reading and STAAR EOC assessments are offered through the TMIP.

■ STAAR Spanish is available for English language learners (ELLs) in grades 3–5 for whom an assessment in Spanish provides the most appropriate measure of academic progress. Only STAAR Spanish grade 5 mathematics and reading are offered through the TMIP.

■ STAAR L is a linguistically accommodated version of the STAAR grades 3–8 and EOC assessments in mathematics, science, and social studies for students who meet participation requirements. STAAR L is administered online with accommodations integrated into the online system. With special permission from TEA, students may participate in paper administrations of STAAR L. STAAR L is available for grades 5 and 8 mathematics and STAAR EOC assessments for Algebra I, biology, and U.S. history.

■ STAAR A is an accommodated version of the STAAR assessments for students who meet eligibility requirements. It is available in the same grades/subjects and courses as the STAAR assessments. STAAR A will be administered online and will include tools, accommodations to test selections and questions, and accessibility features. With special permission from TEA, students may participate in paper administrations of STAAR A. STAAR A is available for grades 5 and 8 reading and mathematics and EOC assessments for Algebra I, English I, English II, biology, and U.S. history.

TAKS General Information

High school students enrolled in grade 9 before the 2011–2012 school year take the TAKS exit level test as part of their graduation requirement. TAKS is primarily administered online. In rare circumstances, TEA may grant permission to test with paper.

All examinees enrolled in grade 11 or above and for whom TAKS is the graduation requirement are eligible to take any section of the exit level test on which they have not yet met minimum expectations.

STAAR A
Resources

TAKS
Online Resources

Directions for District Coordinators, Campus Coordinators, and Test Administrators— TAKS

Refer to the *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS* to administer the TAKS exit level tests.

For information about the participation of limited English proficient (LEP) examinees or examinees receiving special education services in the Texas Student Assessment Program, refer to the provisions of the Texas Administrative Code (TAC). Contact the TMIP to obtain interpretations of these rules.

Accommodations Information

Accommodations are changes to materials or procedures that enable students with disabilities and ELLs to participate meaningfully in learning and testing activities. Information regarding allowable accommodations for the STAAR and TAKS programs can be found on the Accommodation Resources webpage and in the *2016 District and Campus Coordinator Manual*.

Call the TMIP if an examinee indicates he or she is eligible for accommodations, particularly for an oral administration of any test.

Test Administration Resources

To administer the STAAR grades 5 and 8 mathematics and reading and STAAR EOC tests, refer to the:

- *2016 District and Campus Coordinator Manual*
- appropriate 2016 STAAR Grades 3-5 or EOC test administrator manual

To administer the STAAR Spanish grade 5 mathematics and reading tests, refer to the:

- *2016 District and Campus Coordinator Manual*
- *2016 STAAR Test Administrator Manual—Grades 3–5*

To administer the STAAR L tests, refer to the:

- *2016 District and Campus Coordinator Manual*
- appropriate *2016 STAAR L Paper Administration Guide*
- *STAAR Assessment Management System User's Guide* (for students testing online)
- STAAR L tutorials and practice test directions (for students testing online)

To administer the STAAR A tests, refer to the:

- *2016 District and Campus Coordinator Manual*
- appropriate *2016 STAAR A Paper Administration Guide*
- *STAAR Assessment Management System User's Guide* (for students testing online)
- STAAR A tutorials and practice test directions (for students testing online)

To administer the TAKS tests, refer to the:

- *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS*
- *TAKS Assessment Management System User's Guide*

Test Security

All test administrators are required to be trained and sign an oath of Test Security and Confidentiality. Training materials and guidelines will be provided by TMIP. Oaths are located in the appendix of all test administrator manuals.

For STAAR test security and confidentiality information, refer to the *2016 District and Campus Coordinator Manual*, the appropriate 2016 STAAR test administrator manual, and the *2016 Test Security Supplement*. For TAKS exit level test security and confidentiality information, refer to the *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS.*

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities. Each person participating in the testing program is responsible for contacting the TMIP immediately to report any violation or suspected violation of test security or confidentiality. The TMIP will inform TEA of all violations. To report violations in test security or confidentiality, contact the TMIP immediately at 800-292-7006.

Test Security Supplement

STAAR TESTING

Before STAAR Test Administration

Test sites for students participating in the STAAR grades 5 and 8 mathematics and reading, STAAR EOC, STAAR L, or STAAR A tests must contact the TMIP in advance to ensure that all testing materials have been received.

If testing students online, contact TMIP to ensure an online testing infrastructure is in place and to register participating students for online testing. Test sites should use the *STAAR Assessment Management System User's Guide* with the TMIP's assistance to navigate the system. TMIP will confirm that you have the necessary resources to administer an online test, register your students, and provide you with student login credentials.

Training and Materials

Attend Training

All test administrators and test materials handlers are required to be trained annually in test security and testing procedures and to sign an Oath of Test Security and Confidentiality. This training will be arranged through the TMIP. The signed Oath of Test Security and Confidentiality must be returned to the TMIP once testing has concluded.

Assemble STAAR Test Materials

For those administering paper tests, test booklets have been assigned to you using the unique 10-digit security number printed on each test booklet. The letter "S" before the number is used as a check digit only and should be ignored.

S123456789   1

Verify that you have received the number of test booklets required and that you have received those test booklets assigned to you by security number. You are responsible for these test booklets, as well as the answer documents given to you for your examinees' use, until you return them to the testing contractor.

> **All test materials must be kept in locked storage (e.g., in a locked closet or cabinet) when not in use.**

You will receive answer documents with precoded student information.

STAAR grade 8 mathematics and EOC Algebra I and Algebra II assessments require that students have access to a hand-held graphing calculator. Students participating in STAAR EOC biology tests must have access to a four-function calculator. Dictionaries are required for students participating in STAAR EOC English I, English II, and English III. Once students have been identified as eligible, TMIP will provide the test site with the necessary dictionaries and calculators as required.

During STAAR Test Administration

Verify Examinee Identity

All examinees must present picture identification on the day of the assessment before they are allowed to test.

A driver's license, Department of Public Safety (DPS) ID, school ID, or resident alien card may be used to verify examinee identity. Contact the TMIP at 800-292-7006 if none of these IDs are available to verify an examinee's identity.

Ensuring Proper STAAR Testing Procedures

STAAR has time limits. STAAR EOC English I and English II assessments have five-hour time limits, and all other STAAR grades and subjects have four-hour time limits. Test sessions must be conducted under the best possible conditions. By following the proper procedures, you ensure the security and confidentiality of the STAAR testing program and the uniform evaluation of all Texas eligible examinees. For instructions on proper testing procedures, refer to the appropriate 2016 STAAR test administrator manual.

For additional questions or information, contact the TMIP at 800-292-7006.

Administering Each STAAR Subject-Area Test

The instructions for administering the STAAR assessments can be found in the appropriate 2016 STAAR test administrator manuals. In addition, refer to the *STAAR Assessment Management System User's Guide* for administration of STAAR EOC, STAAR L, and STAAR A online assessments.

Test administrators should maintain a roster and complete a seating chart that includes the date, time, test administrator name, and student name(s) for each test administration. Rosters and seating charts should be returned to the TMIP once testing has finished.

If you have any concerns during the administration of a test, contact the TMIP immediately for guidance.

Assessment Management System User's Guide

STAAR Test Administrator Manuals

After STAAR Test Administration

Completing Online Administration

If you have STAAR examinees testing online, notify the TMIP once testing is completed. Follow directions from the TMIP regarding destruction of any allowed supplemental aids or reference materials that students wrote on, scratch or graph paper, and student test tickets.

Completing Examinee Identification Information and Gridding STAAR Answer Documents for Paper Test Administrations

If you have STAAR examinees who are participating in a paper test administration and for whom no answer document has been prepared, follow the instructions in Appendix A of the appropriate 2016 STAAR test administrator manual to prepare an answer document. Ensure that the following information is provided on students' answer documents or on the demographic page in the online system before submitting for scoring.

Some information may be precoded on an answer document or in the online system for students who are registered to participate in an assessment. Do not change this information.

STUDENT-ID

The Student-ID is the examinee's Public Education Information Management System (PEIMS) number. This will be a nine-digit number or a state-approved alternative ID number consisting of an "S" followed by eight digits. The TMIP will provide you with the correct ID number. All identification numbers must be gridded or verified by testing personnel only. It is especially important that the examinee identification number be accurate because it is used to access an individual's permanent record. The Student-ID must be completed before the answer document is submitted for scoring. If you have any questions concerning identification numbers, contact the TMIP at 800-292-7006 or TEA at 512-463-9536.

DATE-OF-BIRTH

The "DATE-OF-BIRTH" field should be completed for each examinee. In the space labeled "MONTH," fill in the circle next to the month in which the student was born. Record the day of birth and the last two digits of the year in which the student was born in the boxes labeled "DAY" and "YEAR." If the birth date is before the tenth day of the month, add a zero in front of the date. Fill in the circles below the printed numbers.

LOCAL USE

This field should be left blank.

LOCAL-STUDENT-ID

This field should be left blank.

MIGRANT USE ONLY

The county-district-campus (CDC) number of each student's or examinee's district and campus should be recorded in the box labeled FOR MIGRANT USE ONLY on the answer document, following the example below.

Example

999001	EXAMPLE ISD	
001	EXAMPLE H S	(09-12)
* 002	EXAMPLE H S	(09-12)
003	EXAMPLE H S	(09-12)
004	EXAMPLE H S	(09-12)
005	EXAMPLE H S	(09-10)
006	ADULT ED	(09-12)
007	ALTERNATIVE CENTE	(01-12)
008	EXAMPLE	(EE-12)
009	EXAMPLE CO JUVENI	(05-12)

FOR MIGRANT USE ONLY

9 9 9 – 0 0 1 – 0 0 2

County | District | Campus

* The last three digits indicate the Texas high school campus the examinee regularly attends and plans to graduate from.

The CDC number is extremely important to the student or examinee. This number determines where test results are sent and can affect the examinee's graduation status. Call the TMIP or TEA for help in determining how to code the CDC number or any other part of the answer document if this information has been left blank.

DISTRICT-NAME

Below DISTRICT-NAME, print the name of the Texas district where the examinee is enrolled.

CAMPUS-NAME

Below CAMPUS-NAME, print the name of the Texas school in which the examinee is enrolled. If you are unable to determine the campus name, print the name of the city in Texas where the examinee went to school and call the TMIP. This information is critical in processing the examinee's test.

Gridding Score Codes, Test Taken Information, and Accommodations

For in-depth information about gridding score codes and test taken information for each grade and subject of each administration, contact the TMIP. Information is also available in Appendix B of the 2016 *District and Campus Coordinator Manual*.

Follow these instructions for gridding the 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 content-area assessment, select only one score code.

The score codes are as follows:

A = Absent

O = Other:

- Student who began testing was unable to complete the test due to illness.

- Student's test is invalidated due to cheating.

- Student is participating in a different level test in this subject.

NOTE: All of the score codes in the example above will not appear on a single answer document at one time.

- Student is enrolled in the High School Equivalency Program.

- Student has taken and met the required score on an assessment that will substitute for a STAAR EOC assessment.

* = The student participated in an online administration for the subject indicated.

S = Test to be scored

Packing STAAR Scorable Materials for Return

Immediately after testing, test sites are responsible for returning secure STAAR test materials to the TMIP. Scorable test materials must be organized using the identification sheets as instructed below and as directed by the TMIP and returned in the shipping box(es) provided.

- ■ **Complete a STAAR Campus and Group Identification Sheet (pink) with the following information:**
  CAMPUS NAME: Print the name of your test site.
  DISTRICT NAME: Print the city, state, and ZIP code where your test site is located.
  COUNTY-DISTRICT NUMBER: Print and grid 777-777 (this is different than on the student answer document).
  CAMPUS NUMBER: Print and grid 777 (this is different than on the student answer document).
  NUMBER OF ANSWER DOCUMENTS SUBMITTED: Print and grid the number of scorable answer documents to be processed. (Do not include voided answer documents in this count.)
  AGENCY USE: Print and grid the ZIP code of your test site (same as in "DISTRICT NAME" above).
  STAAR ENGLISH and STAAR SPANISH: Mark one only.
  STAAR END-OF-COURSE: Mark the circle for the course of scorable documents submitted.

- ■ **Complete a STAAR Class Identification Sheet (green) with the following information:**
  CAMPUS AND DISTRICT NAMES
  CAMPUS NAME: Print the name of your test site.
  DISTRICT NAME: Print the city, state, and ZIP code where your test site is located.
  GROUP (mark one only): Mark the circle for the course of the scorable documents submitted.
  NAME: Print and grid TMIP, City, and State.
  NUMBER OF ANSWER DOCUMENTS SUBMITTED UNDER THIS IDENTIFICATION SHEET: Print and grid the number of answer documents to be processed. (Do not include voided answer documents in this count.)

- ■ **If necessary, complete a STAAR Voided Answer Document Identification Sheet (gray).**
  Additionally, call the TMIP at 800-292-7006 if you need to void an answer document.

- ■ **Paper-band and pack your materials in the following order, top to bottom:**
  TMIP Test Site Roster
  STAAR Campus and Group Identification Sheet (pink)
  STAAR Class Identification Sheet (green)
  STAAR answer documents to be processed
  STAAR Voided Answer Document Identification Sheet (gray)
  Voided STAAR answer documents (if any)
  All other materials

Use the pre-labeled carton to return these materials.

As test sites prepare their secure test materials for return to the TMIP, they must verify that campus coordinators have

- provided an accurate inventory of the materials submitted;
- submitted all secure test booklets, griddable response documents, and scratch paper; and
- assembled and packaged them correctly for return to the TMIP.

Student rosters, seating charts, and Oaths of Test Security and Confidentiality are also to be mailed back to the TMIP in the postage paid envelope that was provided by the TMIP. Copies of these documents must also be faxed to the TMIP at 956-702-6058, or emailed to tmip@sbcglobal.net. If you received calculators or dictionaries, those will also need to be shipped back to the TMIP.

TAKS

Before TAKS Test Administration

Test sites for students participating in TAKS exit level tests must contact the TMIP in advance to ensure that an online testing infrastructure is in place and to register participating students in the TAKS Assessment Management System. Test sites should use the *TAKS Assessment Management System User's Guide* with the TMIP's assistance to navigate the system. TMIP will confirm that you have the necessary resources to administer an online test, register your students, and provide you with student login credentials.

Training and Materials

Attend Training

All test administrators and test materials handlers are required to be trained annually in test security and testing procedures and to sign an Oath of Test Security and Confidentiality. This training will be arranged through the TMIP. The signed Oath of Test Security and Confidentiality must be returned to the TMIP once testing has concluded.

Assemble TAKS Test Materials

For those administering paper tests, test booklets have been assigned to you using the unique nine-digit security number printed on each test booklet. The digit after the hyphen is used as a check digit only and should be ignored.

38490 0641 −1

Verify that you have received the number of test booklets required and that you have received those test booklets assigned to you by security number. You are responsible for these test booklets until you return them to the testing contractor. Contact the TMIP for instructions for verifying this data.

> **All test materials must be kept in locked storage (e.g., in a locked closet or cabinet) when not in use.**

Prepare for TAKS Online Test Administrations

Contact the TMIP to verify student participation in online administrations of TAKS. TMIP will confirm that you have the necessary resources to administer an online test, register your students, and provide you with student login credentials.

During TAKS Test Administration

Verify Examinee Identity

All examinees must present picture identification on the day of the assessment before they are allowed to test.

A driver's license, Department of Public Safety (DPS) ID, school ID, or resident alien card may be used to verify examinee identity. Contact the TMIP at 800-292-7006 if none of these IDs are available to verify an examinee's identity.

Ensuring Proper TAKS Testing Procedures

TAKS is untimed. Test sessions must be conducted under the best possible conditions. By following the proper procedures, you ensure the security and confidentiality of the TAKS testing program and the uniform evaluation of all Texas eligible examinees.

For instructions on proper testing procedures, refer to the *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS*. For additional questions or information, contact the TMIP at 800-292-7006.

Administering Each TAKS Subject-Area Test

The instructions for administering the TAKS tests can be found in the *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS*. In addition, refer to the *TAKS Assessment Management System User's Guide* for administration of TAKS online assessments.

Test administrators should maintain a roster and complete a seating chart that includes the date, time, test administrator name, and student name(s) for each test administration. Rosters and seating charts should be returned to the TMIP once testing has finished.

If you have any concerns during the administration of a test, contact the TMIP immediately for guidance.

Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS

After TAKS Test Administration

Completing Examinee Information

Ensure that the following information is provided on the demographic page in the online system before submitting for scoring. Some information may be precoded in the online system for students who are registered to participate in an assessment. Do not change this information unless instructed to do so by the TMIP.

MIGRANT USE ONLY

The county-district-campus (CDC) number of each student's or examinee's district and campus should be recorded in the box labeled FOR MIGRANT USE ONLY on the answer document, following the example below.

Example

```
999001  EXAMPLE ISD
   001          EXAMPLE H S  (09-12)
 * 002          EXAMPLE H S  (09-12)
   003          EXAMPLE H S  (09-12)
   004          EXAMPLE H S  (09-12)
   005          EXAMPLE H S  (09-10)
   006          ADULT ED  (09-12)
   007          ALTERNATIVE CENTE  (01-12)
   008          EXAMPLE  (EE-12)
   009          EXAMPLE CO JUVENI  (05-12)
```

FOR MIGRANT USE ONLY

9 9 9 – 0 0 1 – 0 0 2

County   District   Campus

* The last three digits indicate the Texas high school campus the examinee regularly attends and plans to graduate from.

The CDC number is extremely important to the student or examinee. This number determines where test results are sent and can affect the examinee's graduation status. Do call the TMIP or TEA for help in determining how to code the CDC number or any other part of the answer document if this information has been left blank.

Score Codes

If a score code needs to be chosen, you will need to make these selections from the *Manage Student Tests* screen.

The score codes are as follows:

A = Absent

O = Other: student was not able to complete the test for reasons such as test administration irregularity, illness during testing, or court-ordered participation in an authorized high school equivalency program (HSEP)

S = Test to be scored

For instructions on correctly completing these fields, refer to the *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS*.

Packing TAKS Secure Materials for Return

For TAKS examinees, refer to the section, "Complete Online Administration Process," in the TAKS Manual for completing online administrations.

Returning TAKS Paper Materials

Immediately after testing, test sites are responsible for returning secure TAKS test materials to the TMIP. Secure test materials must be organized as instructed below and as directed by the TMIP.

- Pack your materials in the following order, top to bottom:
  TMIP Test Site Roster
  Secure TAKS Test Booklets
- All other materials
  If possible, use the box(es) in which your materials arrived.

Returning STAAR and TAKS Test Materials to TMIP

All STAAR and TAKS test materials should be returned in the shipping box(es) provided to:

> **Texas Migrant Interstate Program**
> **208 South Cesar Chavez**
> **Alamo, TX 78516**

Test sites should return all calculators and dictionaries to TMIP as directed. Test administrator Oaths of Test Security, seating chart(s), and original shipping records should be returned to TMIP. The testing site may keep copies of the oaths, seating charts, and shipping records.