

## **Replacement Pages Reflecting Updates to the *2016 District and Campus Coordinator Manual***

For your convenience, replacement pages to the *2016 District and Campus Coordinator Manual* containing changes as listed below are posted to the Texas Education Agency (TEA) website. Testing personnel will need this information for upcoming administrations.

January 13, 2016	Page O-iii	The Table of Contents has been revised to delete reference to “Students Required to Leave the Testing Room.” Page number references have been updated accordingly.
	Page O-3	Section regarding “Students Required to Leave the Testing Room” has been deleted.
	Page S-5	Direction regarding students who have finished testing has been revised to indicate that students may quietly read books or be allowed to leave the testing room.
	Page S-12	List of training topics has been revised to delete requirement of students to leave the testing area.
	Page S-17	List of training topics has been revised to delete requirement of students to leave the testing area.
	Page S-27	List of activities has been revised to delete requirement of students to leave the testing area.
	Page S-38	List of activities has been revised revised to indicate that a student who has completed and turned in or submitted the test may quietly read a book or be allowed to leave the testing area.

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# Policy and Procedure Highlights

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## STAAR Testing Dates

In response to comments received by TEA to increase instructional time for students, test dates for STAAR administrations for grades 3, 4, 6, and 7 mathematics and reading; grades 5 and 8 science; and grade 8 social studies have shifted and are now scheduled for May 9–May 13 in 2016. Student test results will be delivered to districts by June 15, 2016.

## Implementation of House Bill 743

To meet legislative requirements of House Bill (HB) 743, the STAAR grades 4 and 7 writing assessments have been redesigned so that each assessment can be administered on a single day within a four-hour time period. In 2016, the STAAR grades 4 and 7 writing assessments will be administered on Tuesday, March 29.

HB 743 also requires that STAAR assessments be designed so that 85% of students can complete the grades 3–5 assessments in two hours and 85% of students can complete the grades 6–8 assessments in three hours. To meet this legislative requirement to reduce the length of each assessment while maintaining valid and reliable assessments, there will be no embedded field-test questions for the spring 2016 administrations. There will be only one form of each STAAR assessment in grades 3–8. Therefore, form number information will be removed from test booklets and answer documents.

In addition, to determine more precisely what adjustments to the tests might be needed to meet legislative requirements, TEA will collect data on students' answer documents during the spring 2016 test administrations on the time it takes students to complete the assessments. Instructions for marking the time-to-test on students' answer documents will be provided in the 2016 test administrator manuals.

## First Year Students from Out-of-State

To meet legislative requirements of HB 2349, school districts and charter schools will be required to identify students who have moved to Texas from out-of-state within the past year. Procedures for reporting out-of-state transfer students will be provided in the appropriate test administrator manuals.

## Change to Precoded Materials

Starting in spring 2016, precoded labels will no longer be used on students' answer documents. Instead, answer documents for all tests will be precoded, eliminating the need for districts to affix labels.

## STAAR Algebra II and English III Assessments

In May 2016, STAAR Algebra II and English III assessments will be available for districts to administer on an optional basis as postsecondary readiness measures. Texas Education Code (TEC) specifies that test results cannot be used for class grades, class rank, accountability, or teacher evaluation. However, the TEC stipulates that students can use their scores on STAAR Algebra II and English III to meet the Texas Success Initiative (TSI) testing requirement.

Districts that elect to offer STAAR Algebra II, English III, or both assessments must administer the tests to all students in the district who are enrolled in these courses. STAAR Algebra II and English III will be provided online and on paper. Braille and large print versions of these assessments will also be available. Districts will be required to provide participation counts for students who will be taking STAAR Algebra II and English III assessments.

## TELPAS Testing Window

To accommodate the needs of districts, the Texas English Language Proficiency Assessment System (TELPAS) testing window has been extended by one week. TELPAS is scheduled to be administered March 7–April 6, 2016.

# STAAR Policies and Procedures

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## STAAR Time Limits

Administration times for STAAR English I, English II, and English III, as well as STAAR A English I and English II, are limited to five hours. Administration times for all other assessments for STAAR, STAAR Spanish, STAAR L, and STAAR A are limited to four hours. Students must complete the test within the same school day. Campuses should use a clock or a timer to monitor test time. STAAR time limits policies and procedures are described below.

## Start and Stop Times

Distribution of materials and the reading of the boldface, scripted test administrator “SAY” directions are not included in the time limit. The time period will start after the test administrator has read directions and tells students to begin working on their tests.

- Start time for the test session must be recorded on the seating chart.
- Students must record all responses before the end of the time period. They will not be given additional time to record their responses.
- Once the time period has ended, test administrators will instruct any students still testing to put their pencils down and close their test booklets or to exit their online tests.
- Stop time for the test session must be recorded on the seating chart.
- After students submit their tests online, or after their paper tests are collected, students may quietly read books or be allowed to leave the testing room.

## Announcement of Time Left to Test

Communicate (orally or in writing) the amount of time left to test in one-hour intervals and, if desired, in shorter intervals during the last hour. Students who do not complete their tests within the time limit must submit what they have completed.

## Late-Arriving Students

Districts will need to determine if a late-arriving student will have time to test during that school day or if the student needs to test on another day within the testing week.

- Each student must be allowed the designated time available in which to take the test. Students who begin testing after others have started will have a later stop time.
- Late-arriving students must be kept aware of the time they have left to test.

## Breaks

Students are allowed to take breaks during the administration of STAAR assessments. Some breaks are included in the time limit; others require the test administrator to stop the testing time for the group or for an individual student. Breaks are classified in two ways:

- Breaks included in the time limit (not allowed to stop the time clock)
  - water breaks
  - bathroom breaks
  - snack breaks
  - short physical or mental breaks
- Breaks **NOT** included in the time limit (required to stop and restart the time clock)
  - lunch
  - emergency situations that significantly interrupt testing
  - consolidation and movement of students to another testing area
  - medical breaks

Test administrators should document stop and restart times when breaks are given.

## Lunch

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.

## Multiple Test Sessions

Campuses may offer multiple test sessions per day as long as the specified available time is maintained for each session. Sessions can start before the regularly scheduled school day or if started late in the day, may extend beyond the regularly scheduled school day.

## ☐ Attend Training

- All district coordinators must attend training annually.
- If you have not received notice of the date and location of the district coordinator training session for your region, contact your regional ESC testing coordinator. Training should be held by the date specified on the Calendar of Events.
- Bring this manual to the session.

## ☐ Review and Sign Oath

- Understand your obligations concerning test security and confidentiality.
- Initial each item on the oath as completed.
- Sign your oath in the appropriate section after training and before handling secure test materials.
- Sign your oath in the appropriate section after testing has concluded for the calendar year.

## Prepare for and conduct campus coordinator training.

### ☐ Designate Campus Coordinators

- This should be done in cooperation with your school district's principals.
- Campus coordinator responsibilities include
  - serving as a 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 test materials for return to the district coordinator at the conclusion of test administrations, and
  - coordinating online administration activities on the campus.

### ☐ Schedule Training Sessions

- Campus coordinators are required to receive annual training on test security and general testing procedures, as well as procedures unique to specific testing circumstances.
- Schedule sessions by the dates specified on the Calendar of Events.
- Campus coordinators must initial and sign an oath following training on test security and general testing procedures and before handling secure test materials.



Calendar of Events



Oaths



Planning Sheet  
for Campus  
Coordinator  
Training

## ❑ Distribute Manuals

- Distribute this manual and the test administrator manuals (grades 3–5, 6–8, and EOC) to campus coordinators to read before their training sessions.

## ❑ Prepare for and Conduct Training Sessions

Required topics are listed below and can also be found online in the Planning Sheet for Campus Coordinator Training.

- 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 confidentiality requirements
  - test security policies, procedures, and oaths
  - active monitoring
  - seating charts and STAAR Materials Control Form
  - consequences for adult and student cheating
  - written composition and short answer response duplication policies
  - optional Web-based test administrator training modules
- Scheduling test administrations
  - testing dates
  - time limits
  - breaks
  - setting up testing groups across programs, grades, and subjects
  - make-up testing
- Preparing for test administrations
  - receiving, distributing, and storing test materials
  - identifying eligible students
  - identifying out-of-school/out-of-district students
  - testing students who are taking a combination of tests (for example, STAAR and STAAR A)
  - ensuring that testing personnel have students' most up-to-date testing requirements
  - preparing for online administrations
  - preparing for administrations in alternative education settings

## ❑ Conduct Principal and Test Administrator Training Sessions

Suggested topics are listed below.

- Principal responsibilities include
  - ensuring that test security is maintained,
  - overseeing the implementation of the test administration process stated in this manual, the test administrator manuals, and the *Test Security Supplement*,
  - establishing, in conjunction with the campus coordinator, test administration processes specific to the campus,
  - overseeing the training of campus personnel, in cooperation with the campus coordinator, and
  - reporting any suspected violation of test security to the district coordinator.
- Test administrator responsibilities include
  - maintaining security of test materials until returned to the coordinator,
  - preparing and distributing test materials in the classroom for each administration,
  - implementing the test administration processes and procedures stated in the manuals,
  - monitoring and maintaining test security,
  - reporting any suspected violation of test security to the campus coordinator, and
  - preparing test materials for return to the campus coordinator at the conclusion of test administrations.
- Test security
  - test security procedures and oaths
  - active monitoring
  - seating charts
  - student honor statements
  - response to testing irregularities
  - consequences of cheating
  - written composition and short answer response duplication policies
  - optional Web-based test administrator training modules
- Scheduling test administrations
  - testing window
  - time limits
  - breaks
  - setting up testing groups across programs, grades, and subjects
  - make-up testing



*Assessment  
Management  
System User's  
Guide*

## NOTES



Allowable Test  
Administration  
Procedures and  
Materials

Accommodation  
Resources

- Preparing for test administrations
  - identifying eligible students
  - testing students taking a combination of tests (e.g., STAAR and STAAR A)
  - receiving, distributing, and storing test materials
  - preparing for online administrations
- Testing with allowable test administration procedures and materials
- Testing with accommodations
  - understanding allowable test administration procedures and materials
  - understanding accommodation policies for students with disabilities
  - understanding linguistic accommodation policies for ELLs
  - ensuring that testing personnel have a current list of each student's allowed or approved testing accommodations
  - ensuring that test administrators giving an oral administration are thoroughly trained in oral administration procedures
  - collecting materials and preparing test accommodations for eligible students
  - preparing testing locations for students who need certain accommodations or allowable procedures (e.g., oral administration, individual or small-group administration)
- Precoded answer documents
  - following the process for verifying elements of precoded answer documents
  - hand-gridding student information
- Ensuring distribution of appropriate answer documents
- Monitoring test administrations
  - determining the availability of personnel (testing coordinators, principals, other district administrators) to serve as monitors
  - detailing the procedures for monitoring test administrations
- Completing answer document fields
  - score codes
  - accommodation information
  - EOC/ABOVE GRADE field
  - substitute assessment
  - student demographic information
  - TEST TAKEN INFO field
- Completing Class, Campus and Group, and Voided Answer Document Identification (ID) sheets
- Returning materials to the campus coordinator

## ☐ Supervise Hand-Gridding of Blank Answer Documents

- Answer documents for students testing on paper who did not receive a precoded answer document must be hand-gridded.
- Do not hand-grid answer documents with precoded information unless the precoded information is incorrect.
- 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.
- 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.

## Prepare for test administration.

### ☐ Arrange for Testing Areas

- Confer with your campus principal to arrange appropriate testing areas. Ensure that testing areas are properly prepared.
- Each student should be sufficiently separated from other students to work without distraction.
- Activities that would interfere with testing conditions or with the established time limits for the tests should be scheduled for another time.

### ☐ Organize Test Administrations

- In some cases, students taking STAAR administrations may be grouped across programs, grades, and subject areas or courses.
- Organize test sessions in which students are given different tests (e.g., STAAR and STAAR Spanish) in a way that keeps students from being confused or disturbed by differences in directions read aloud or accommodations provided.



Answer Document  
Features Sample

- A bilingual teacher may be permitted to administer STAAR in English and STAAR in Spanish in the same testing room.
- A student who uses certain testing accommodations or allowable procedures may need to complete the test in a separate setting to eliminate distractions to other students and to ensure the confidentiality of the test.
- The STAAR assessments have a time limit. Schedule sufficient time for each test session, including sessions for students receiving extra time accommodations.

### □ Distribute Materials to Test Administrators

- 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 test booklet for the test administrator (if required)
  - one answer document per student
  - one answer document for demonstration purposes
  - any additional TEA-authorized materials (e.g., dictionaries, calculators) required for administering the test
- Use the STAAR Materials Control Form to ensure security of the test materials.
  - The form may be duplicated as needed.
  - The STAAR Materials Control Form must be used each day to account for test materials as they are checked out and in by test administrators.
  - Secure test materials must be checked out and in each day. The 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.
  - Locate and record the ten-digit security number printed on the test booklets, as shown below.



S123456789 1

- Test administrators must verify that they have received the exact number of secure test materials recorded as issued, and initial the “Out” box for the appropriate day. The test administrators’ initials also signify that they have signed their security oaths.
- Retain completed STAAR Materials Control Forms for your records.

Test administrators are responsible for test booklets 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 secure test materials checked out to them as listed on the STAAR Materials Control Form.



STAAR Materials  
Control Form

- Seating charts must include the start and stop times for each test session, including stop and restart times for students who are permitted a break that stops the time clock.
- Schedules must be created that adhere to the time limit requirements for testing.
- Districts may establish starting times for testing.
- A student who arrives after a test session has begun may be tested if sufficient time remains in the day to provide the student with the allowed time for testing. Also, the student may test only if he or she has not had the opportunity to interact with other students who have been administered the same test.
- 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,
  - verify that students have access only to allowable materials, and
  - ensure that students are marking their responses on the correct section of the answer document.
- Students are not allowed to return to a subject-area assessment attempted on a previous test day or to work on a subject-area assessment that has not yet been administered.
- Test administrators may not view or discuss individual test questions or responses unless specifically directed to by the test procedures.
- Students participating in paper administrations must mark their answers on an answer document within the allotted time with a No. 2 pencil. **Answers marked in a test booklet will not be scored.**
- Test administrators must regularly remind students participating in paper administrations to record their responses on their answer documents.
- Students will not be allowed to record their responses on their answer documents after the time limit has expired.
- For paper administrations of STAAR, test administrators are not allowed to require students to mark their answers in the test booklet before transferring them to the answer document.
- Only students are allowed to erase their stray marks or darken answer-choice circles on their answer documents, and only during the scheduled test session.
- Reinforcing, reviewing for, and/or distributing testing strategies during an assessment is strictly prohibited.
- Test administrators must alert students periodically of the time remaining in the test session. Students who have not completed their tests within the allotted time limit must submit what they have completed.
- Students must remain seated during testing except when they are receiving or returning authorized test materials.
- Students are not allowed to talk to one another while testing is in progress.



Problems and  
Solutions

Accommodation  
Resources

- Once a student has completed and turned in or submitted the test, the student may quietly read a book or be allowed to leave the testing area.

## ☐ Answer Questions and Resolve Problems

- District and campus coordinators should become familiar with problems that could arise during testing and be available to respond to concerns from test administrators. Refer to the Problems and Solutions document for more information.

### Unusable or Defective Test Materials

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.

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. Please report any defective test booklets to the Student Assessment Division.

### Schoolwide Emergencies

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 follow the school's procedures. 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. Once the emergency has been resolved, the students should resume testing when instructed to do so.

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

### Changing Testing Locations

In certain circumstances, it may be necessary for students to move to another testing room. Test administrators and campus personnel must ensure a proper testing environment in the new location and maintain proper testing procedures during the transition. Another seating chart must be filled out for the new location with stop and restart times recorded.