

# Administrations in Alternative Education Settings

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Students attending school in alternative education centers or unusual placements must be provided opportunities to participate in State of Texas Assessments of Academic Readiness (STAAR®) or Texas English Language Proficiency Assessment System (TELPAS) administrations. Individuals required or requesting to participate in the Texas Assessment of Knowledge and Skills (TAKS) may also be provided testing opportunities in alternative education settings.

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

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

Alternative education settings will receive and return all STAAR and TELPAS materials from students' home districts. If out-of-school (OOS) individuals are participating in STAAR, alternative education personnel should contact the Texas Education Agency (TEA) Student Assessment Division for guidance.

If students are participating in TAKS, alternative education personnel are asked to contact the home district for instructions about test administration. If out-of-school (OOS) individuals are participating in TAKS, personnel should contact the TEA Student Assessment Division for guidance.

Students assigned to a JJAEP, DAEP, or other unusual placement will have their test results attributed to the campus they would be attending if they were not in an alternative education setting.



Calendar of  
Events

## Paper Administration Testing Procedures at JJAEPs and DAEPs

### Before Testing

#### School District Responsibilities

The following is a list of school district responsibilities in regard to testing individuals at alternative education settings:

- Ensure that all personnel handling secure test materials and test administrators in alternative education settings receive security training and sign an Oath of Test Security.
- Forward precoded answer documents and all necessary testing materials received from the state's testing contractor to the alternative education setting testing coordinator or test administrator.

#### Alternative Education Setting Responsibilities

- Ensure that the campus coordinator and all test administrators attend a training session and sign a security oath.
- Receive test materials from students' home districts.

### After Testing

#### Alternative Education Setting Responsibilities

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

#### School District Responsibilities

- Receive scorable documents from alternative education settings. Place them under the appropriate identification sheets, and return them to the state's testing contractor. This does not apply to students testing with STAAR Alternate 2, TELPAS, or TAKS because, although testing on paper, students' answers will be submitted through the STAAR Alternate 2, TELPAS, and TAKS Assessment Management Systems. See specific directions regarding paper administrations for these tests.



Calendar of  
Events



Coordinator  
Manual  
Resources

- Submit answer documents under the Campus and Group Identification Sheet(s) to the appropriate state testing contractor no later than the deadline indicated in the Calendar of Events for return of scorable materials.
- Return nonscorable test materials used at alternative education settings with district nonscorable materials to the appropriate contractor.

The “home” 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 student enrolls in the district in which the alternative education setting is located, such as when the alternative setting is not a cooperative, the student’s test scores will be attributed to the new district.

## STAAR Online Administration Testing Procedures at Alternative Education Settings

### HOME DISTRICT

#### Before Testing

- Ensure all students are registered in a test session. Students in alternative settings may be placed in separate testing groups to help with organization and tracking. See the *STAAR Assessment Management System User’s Guide* for more detailed instructions.
- Deliver the student test ticket(s) to the alternative education setting. Test tickets are considered secure testing materials.

#### During Testing

- Monitor testing via the STAAR Assessment Management System as needed.
- Be available to respond to calls from the alternative setting and to contact the Texas Assessment Support Center or TEA as needed.

#### After Testing

- Access the STAAR Assessment Management System to verify all students have completed testing and submitted their tests, change score codes, or update accommodation codes as needed.



*STAAR  
Assessment  
Management  
System User’s  
Guide*

## Alternative Education Setting

### Before Testing

- Contact student's home district testing coordinator and request that students be registered for the appropriate test session(s).
- Collect a student test ticket for each student testing online. Keep in locked storage until the day of the test.
- Have a technology administrator complete the following before testing:
  - Check that computers can be used for online testing by reviewing the appropriate systems requirements for the test being administered at <http://www.texasassessment.com/technology/>.
  - Disable any auto-updates or screensavers until testing window is closed.
  - Contact the Texas Assessment Support Center for technology support if needed at 1-855-333-7770.

### During Testing

- Provide the student(s) with the student test ticket(s).
- Proctor the administration.
- If the student takes a break, follow the instructions in the Test Administrator Manual to **Pause** or **Logout** of the test session. To resume a test that has been paused, the student should click **Resume** on the **Pause** screen. To log back into a test, students must log back in using the original student test ticket.

### After Testing

- Advise the home district that the student(s) has completed testing. Notify the home district testing coordinator of any needed updates to score codes or use of accommodations.
- Destroy the student test ticket(s), along with any scratch paper, graph paper, or reference materials that students have written on.

For more information about registering students or managing test sessions, refer to the *STAAR Assessment Management System User's Guide*.

For more information about test setup at alternative settings, contact the Texas Assessment Support Center at 1-855-333-7770.



# TELPAS and TAKS Online Administration Testing Procedures at Alternative Education Settings

## HOME DISTRICT

### Before Testing

- Place student(s) into a test session and remove the proctor caching server IP. See the *STAAR Alternate 2, TELPAS, and TAKS Assessment Management System User's Guide*.
- Deliver the student test ticket(s) to the alternative education setting's proctor via fax, secure email, etc. These are secure materials.

### During Testing

- Start the test session on the morning of the testing day.
- Be available for resuming tests should a student inadvertently exit the test.

### After Testing

- Close the student(s) test session after the test is completed.

## Alternative Education Setting

### Before Testing

- Contact the student's home district testing coordinator and request that they set up a session for the student.
- Collect a student test ticket for each student testing online. Keep in locked storage until the day of the test.
- Have the alternative education setting technology administrator complete the following before testing:
  - Check that computers can be used for online testing by reviewing the appropriate systems requirements for the test being administered at <http://www.texasassessment.com/technology/>.
  - For TELPAS and TAKS administrations, use the system check tool located at <http://systemcheck.tx8.testnav.com>.
  - Disable any auto-updates and screensavers until testing window is closed.
  - Contact the Customer Service Center for technology support if needed at 800-627-0225.



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Alternate 2,  
TELPAS,  
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## NOTES



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### During Testing

- Provide the student(s) with the student test ticket(s).
- Proctor the administration.
- If the student takes a break, exit the student and contact the home district to have them “resume” the test in the STAAR Alternate 2, TELPAS, and TAKS Assessment Management System.

### After Testing

- Advise the home district that the student(s) has completed testing and that the session can be closed.
- Destroy the student test ticket(s).

For more information about registering students or managing test sessions or TELPAS rating entry groups, refer to the *STAAR Alternate 2, TELPAS, and TAKS Assessment Management System User's Guide*.

For more information about test setup at alternative settings, contact the Customer Service Center at 800-627-0225.