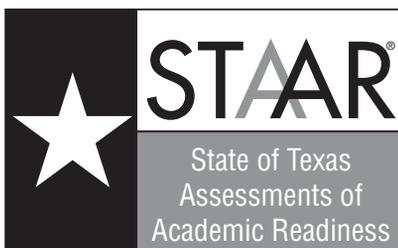


**DECEMBER 2016  
DISTRICT AND CAMPUS COORDINATOR  
MANUAL SUPPLEMENT**

**STAAR, STAAR L, STAAR A**

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**December 5–9, 2016**

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<b>Contact Information</b>	
<b>For questions about</b>	<b>Contact</b>
the student assessment program, Texas Education Agency policies, State Board of Education or commissioner rules, accommodation requests, testing irregularities, and general testing	Texas Education Agency's Student Assessment Division Telephone: 512-463-9536 Fax: 512-463-9302 Email: Student.Assessment@tea.texas.gov Website: <a href="http://tea.texas.gov/student.assessment/">http://tea.texas.gov/student.assessment/</a>
STAAR shipping information, additional orders, score code corrections, student information updates, precoding	Texas Assessment Support Center Telephone: 855-333-7770 Fax: 844-257-3499 Email: STAAREOC@ets.org Website: <a href="http://www.TexasAssessment.com/">http://www.TexasAssessment.com/</a>

**Information about the Texas Student Assessment Program can be found on TEA's Student Assessment Division website at <http://tea.texas.gov/student.assessment/>.**

# DECEMBER 2016 DISTRICT AND CAMPUS COORDINATOR MANUAL SUPPLEMENT

## **Purpose of the Supplement**

Districts should continue to use the *2016 District and Campus Coordinator Manual* and the *2016 STAAR End-of-Course Test Administrator Manual* to guide them through the steps of coordinating and administering the December 2016 EOC assessments. The content included in this supplement was taken from pages S-48 through S-62 of the *2016 District and Campus Coordinator Manual*, and modified to reflect changes to the process for returning scorable and nonscorable materials for the December 2016 STAAR administration.

## **Procedure Highlights**

Based on feedback from the districts, ETS is making changes to processes beginning with the December 2016 STAAR administration. For shipments of test materials to districts, precode verification rosters and blank answer documents will be included in campus boxes. Overage of blank answer documents will continue to be included in the district shipment.

For material return shipments to ETS, districts will return scorable materials in district-level boxes rather than boxing and shipping return materials by individual campus. Pre-printed scorable return labels and white boxes for return of scorable materials will be shipped to each district with the district overage materials. District-specific answer document packing lists (ADPLs) will be shipped in the District Testing Coordinator Packet. The ADPL will be used to confirm discrepancies in answer document quantities by the vendor.



Calendar of  
Events

## **Return scorable materials to district coordinator.**

Scorable materials include completed, voided, and unused precoded answer documents.

**NOTE:** Unused blank answer documents are returned with the nonscorable materials.

You have been provided three different types of identification sheets for your scorable materials: the Class Identification (ID) Sheet, the Campus and Group ID Sheet, and the Voided Answer Document ID Sheet. All scorable materials must be returned beneath the appropriate ID sheets. Every answer document with any score code marked must be returned for scoring. All answer documents will be scored and results will be provided for every answer document submitted.

### **Prepare Scorable Materials for Return**

- Separate the scorable materials from your nonscorable materials.

### **Separate and Pack Voided Scorable Materials**

- Separate your voided scorable materials from those to be scored. (All voided materials should be marked “VOID” in large, bold letters across the front; any barcoded region of the document should be avoided during marking.)
- Unused precoded answer documents (student moved, tested in a different mode, etc.) should be voided and returned with the scorable materials.
- Ensure documents are all facing the same direction.
- Stack multi-page documents on top of single-page documents.
- Fill out one Voided Answer Document ID Sheet for voided STAAR answer documents, following the directions on the front of the sheet.
- Place a completed Voided Answer Document ID Sheet on the top of the stack of voided materials. Secure the stack(s) with a gummed paper band.
- If the stack is too large for a single band, you may break it down and use multiple bands. It is important that you mark each band appropriately with campus name and stack count—for instance, “1 of 2” and “2 of 2.”
- If returning several stacks of voided materials, a completed Voided Answer Document ID sheet need only be on top of the first stack.
- Place your stack(s) of voided scorable materials at the bottom of your campus scorable materials.
- Use the same boxes in which your test materials arrived to pack test materials for return to your district coordinator.

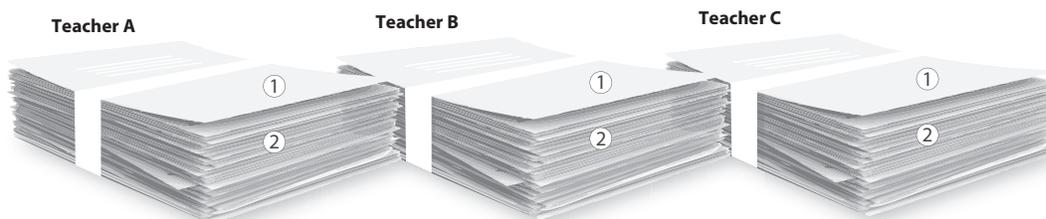
### Voided Answer Documents



- ① Voided Answer Document ID Sheet
- ② Voided Answer Documents
- ③ Paper Band

### □ Group Answer Documents and Prepare Class ID Sheets

- The Class ID Sheet is used to sort and count answer documents for reporting purposes. Reports for students within each course are organized according to the campus official whose name is entered on the accompanying Class ID Sheet(s). You must use a Class ID Sheet to designate one or more “classes” (for reporting purposes) within each course.
- Gather all STAAR answer documents from students in a particular course.
- Determine how you want your test results for a particular course to be organized. You may organize your sets by test administrator, campus principal, homeroom teacher, counselor, etc. Group the answer documents accordingly. Fill out the Class ID for each “class,” following the instructions on the back of the sheets. Place the completed Class ID Sheet on top of the appropriate set of answer documents.
- The illustrations below show sets of Algebra I answer documents, organized by test administrator.



### Materials by Class

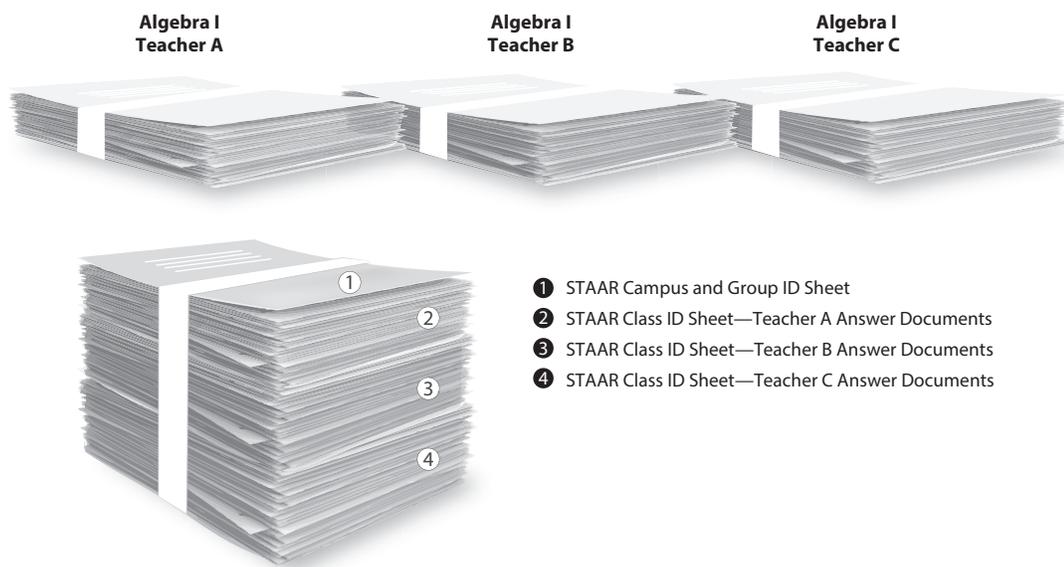
- ① Class Identification Sheet
- ② Answer Documents





- Secure the stack (with a Campus and Group ID on top) with a gummed paper band. You may tape the gummed paper band to ensure that it fits snugly around the stack.
- If the stack is too large for a single band, you may break it down and use multiple bands. It is important that you mark each band appropriately with campus name, course, and stack count—for instance, “1 of 2” and “2 of 2.” A completed Campus and Group ID sheet need only be on top of the first stack. Remember to mark each band with the campus name and course.

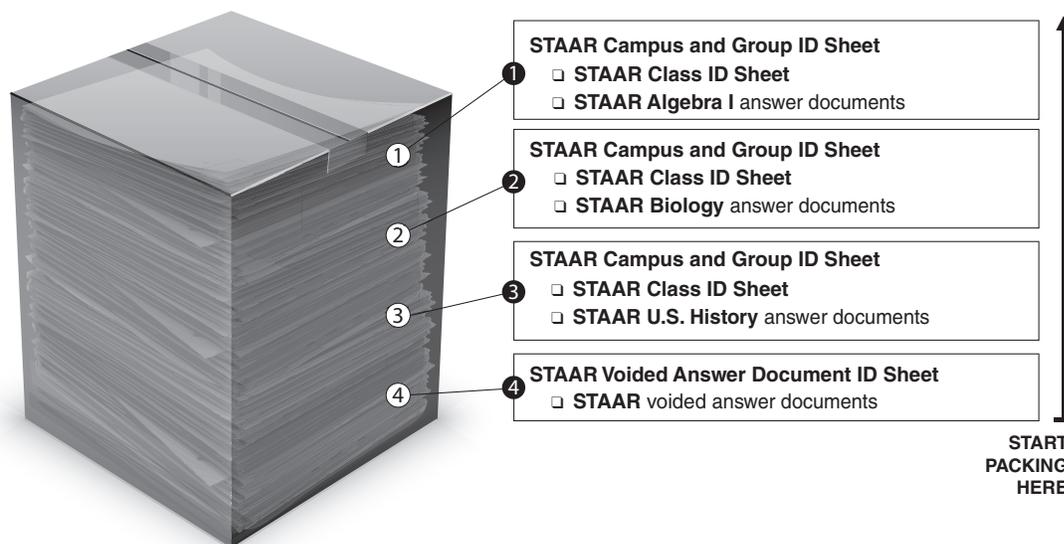
### STAAR Class ID Sheets



### ☐ Repeat Steps for All Groups; Pack Answer Documents by Group

- Combine the stacks on top of the voided documents.

#### Sample Packing Order for a High School's STAAR Scorable Materials



### ☐ Return Scorable Materials to the District Coordinator

- Return scorable materials to the district coordinator by the dates listed on the Calendar of Events.



### Direct the collection of scorable materials in the district.

### ☐ Collect Scorable Materials

- Scorable materials must be collected and returned by the date specified on the Calendar of Events for each administration.



Calendar of Events



Out-of-School/  
Out-of-District  
Answer Document  
Return Instructions



Calendar of  
Events

### ❑ Verify That Campus Coordinators Have Correctly Returned Scorable Materials

- Use the campus coordinator's instructions for returning scorable materials as a verification resource.

### ❑ Prepare Scorable Materials for Shipping

Follow the instructions below to pack scorable materials for shipment to the testing contractor.

- Return all scorable materials in the white boxes pre-labeled with the December test administration label. These boxes were shipped in the district overage materials.
- The scorable materials must be collected and returned by the date specified on the Calendar of Events for each administration.
- Do not return test materials from one STAAR administration with the materials from any other STAAR administration. Each administration must be packed and returned separately, each with its own Answer Document Packing List (ADPL) and return shipping labels.

### ❑ Complete Answer Document Packing Lists (ADPLs)

- Blank ADPL forms for each administration can be downloaded from the Texas Assessment Management System webpage.
- On the pre-printed ADPL, write in by campus the number of answer documents in each course that have been submitted.
- It is important to complete the ADPLs accurately and return them with each shipment of scorable materials. If the quantities of the answer documents submitted for a campus do not match those listed on the ADPL, processing for that campus may be delayed until the discrepancy is resolved. Reports for a campus cannot be generated until its return shipment of scorable materials has been determined to be complete.
- Make sure the totals from all of the Campus and Group ID sheets match the quantities recorded on the ADPL and that these quantities are entered in the correct column and row for each campus on the ADPL.

A sample district's completed ADPL is shown below.



X123456789 0



**DECEMBER 2016 STAAR END-OF-COURSE**  
Algebra I, English I, English II, Biology, and U.S. History

**ANSWER DOCUMENT PACKING LIST**

This form should be completed by the district testing coordinator using the instructions on the back.  
**VERIFY ALL COUNTS BEFORE SHIPPING SCORABLE MATERIALS**



TEXAS DISTRICT

123-456

Campus Name and Number	ALGEBRA I	ENGLISH I	ENGLISH II	BIOLOGY	U.S. HISTORY
Campus 001	44	54	54	55	57
Campus 002	23	20	16	20	20
Campus 003	28	26	0	26	0
<del>Campus 004</del>					
Campus 005	3	5	8	8	8

Page 1 of 1

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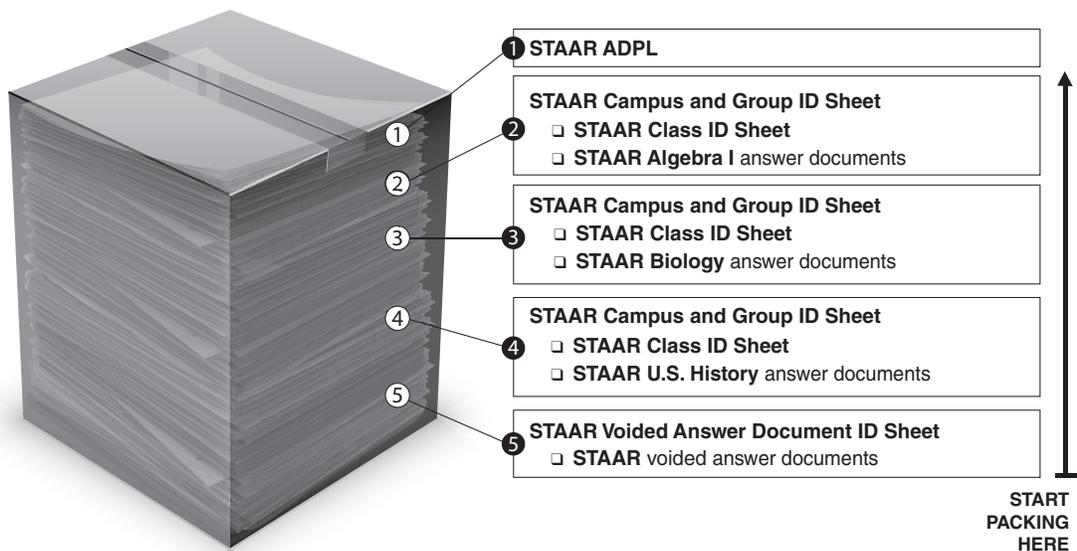
Out-of-School/  
Out-of-District  
Answer Document  
Return Instructions

### ☐ Pack All Scorable Materials

- The materials are packed according to the order of the campuses listed on the ADPL, beginning with the last campus listed and the quantity in the far right column.
- Any voided documents should be packed at the bottom of the box, beginning with the last campus listed on the ADPL.
- Retain a copy of your ADPL for verification of your shipment's contents.
- Place the ADPL on top of the answer documents in the first district scorable return box. Apply the "ADPL ENCLOSED" label on the box. Campus returns should not be split across boxes. All labels (scorable return, nonscorable return, and ADPL enclosed labels) will be included in your District Coordinator Packet.



### Sample Packing Order for a High School's STAAR Scorable Materials



**DC** **Oversee assembly and shipping of scorable materials.**

**☐ Complete the Scorable Shipping Label for Each Box and Seal the Scorable Boxes Securely**

- Before sealing each box, add an appropriate amount of package filler to keep materials from shifting.
- Apply your scorable return label on each of your boxes.
- The Test Administration Label will be pre-applied to the white scorable return boxes.
- Fill out the count of total number of scorable boxes on the return shipping label (UPS Return Label or the Freight Label). Do not include nonscorable box counts.
- For additional labels, contact the Texas Assessment Support Center at 855-333-7770 for instructions.

**TEXAS STAAR  
SCORABLE RETURNS  
FREIGHT LABEL**

TO: Inbound Processing  
6231 E. STASSNEY LANE  
BUILDING 10-100  
AUSTIN, TX 78744

District ID: \_\_\_\_\_

District Name: \_\_\_\_\_

BOX \_\_\_\_\_ of \_\_\_\_\_

**Freight Label (green) OR**

10 LBS  
**RS**

SHIP TO:  
6231 E. STASSNEY LANE  
BUILDING 10  
AUSTIN TX 78744

SAMPLE

TX 787 9-03

**UPS NEXT DAY AIR** 1

TRACKING #: 1Z 2EE 480 84 4155 5419

STEP 1 - BOX \_\_\_\_\_ OF \_\_\_\_\_

STEP 2 - CAMPUS NAME: \_\_\_\_\_

STEP 3 - CAMPUS #: \_\_\_\_\_

**UPS Return Label**

District Number

District Name

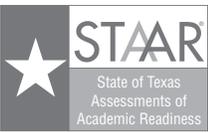
Box Counts

Box Counts

District Name and Number

**STAAR Assessment Materials**  
December 2016 End-of-Course Assessments

- Algebra I
- English I
- English II
- Biology
- U.S. History



**STAAR**  
State of Texas  
Assessments of  
Academic Readiness

I.N. 793160

**Test Administration Label**

## **DC Return all scorable materials to the testing contractor.**

### **☐ Organize Boxes for Delivery**

- For freight returns, place all scorable materials on a pallet for pickup. Sort all scorable material (white boxes) onto a scorable pallet.

### **☐ Call Carrier for Pickup of Scorable Materials**

- Contact UPS (parcel) or Texas Assessment Support Center (for freight return shipments) two working days before the pickup date to request that your scorable materials be collected and returned to the address printed on your SCORABLE shipping labels.
- For UPS parcel returns, contact UPS at 1-800-PICK-UPS.
- For freight returns, contact Texas Assessment Support Center by calling 855-333-7770 to arrange for your pickup.
  - The district testing coordinator will be notified of the planned carrier arrival date in order for you to prepare the shipments for departure. The carrier will provide the district coordinator with a pre-printed bill of lading, or “BOL.”

Districts are required to retain shipping records for five years.

## **CC Return nonscorable materials to district coordinator.**

### **☐ Return Nonscorable Materials**

- Keep all nonscorable materials in locked storage until they are returned.
- Return nonscorable materials in the boxes in which they arrived by the date on the Calendar of Events.
- The following nonscorable materials need to be returned to the district coordinator:
  - test booklets grouped by course for EOC assessments
  - braille and large-print materials (if applicable)
  - unused ID sheets
  - unused blank answer documents
  - photocopies of secure test materials (i.e., from a Type 2 accommodation)

- The following nonscorable materials do not need to be returned:
  - unused paper bands
  - shipping notices or assembly identification sheets (save as appropriate)
  - scratch paper, graph paper, or reference materials that students wrote on, as well as any recordings (must be destroyed immediately after testing)
  - seating charts (required to be saved locally for five years)
  - handwritten or typed student responses that have been transcribed onto answer documents (must be destroyed after testing)

## **Direct the collection and return of nonscorable materials.**

### **Collect Nonscorable Materials from Campuses**

- test booklets grouped by course for EOC assessments
- braille and large-print materials (if applicable)
- unused blank answer documents
- unused ID sheets

### **Prepare Nonscorable Materials for Shipping**

- Make sure that student answer documents have not been left in test booklets. If you find used answer documents that have been mistakenly left in test booklets, remove them and return with the scorable materials. If your scorable materials have already been returned, call Texas Assessment Support Center at 855-333-7770 for instructions.
- Braille and large-print test booklets, STAAR regular-print test booklets included in the braille kits, and the specific braille instructions should be returned with the test booklets.

### **Pack Nonscorable Materials**

- Return nonscorable materials to the contractor by the dates indicated on the Calendar of Events.
- Pack for each administration of STAAR either by campus or by district. If you are packing by campus, be sure that all the materials for a single campus and testing program are grouped together and packed in the box before adding materials from another campus.



Calendar of  
Events



Calendar of Events

### ☐ Prepare Boxes for Shipping to Contractor

- All unused labels should be destroyed at the completion of the administration.
  - District coordinators received UPS Ground Return Label(s) with an orange stripe or an orange freight return label for use when returning the shipment of nonscorable materials.
  - Labels are shipped to each district in Box 1. If additional labels are required, contact the Texas Assessment Support Center at 855-333-7770.
- After packaging all the boxes, number them 1 of x, 2 of x, etc. Do not include scorable materials boxes in this count.
- Seal the boxes securely, and affix the nonscorable shipping labels to the boxes.
- Place the label on the box in the position shown:

**TEXAS STAAR  
NONSCORABLE RETURNS  
FREIGHT LABEL**

TO: Inbound Processing  
6231 E. STASSNEY LANE  
BUILDING 10-100  
AUSTIN, TX 78744

INBOUND TRACKING #/Bar Code  
\*\*SAMPLE DO NOT USE\*\*

District ID: 123-456 ← District Number

District Name: EXAMPLE ISD ← District Name

785564

Freight Label  
(orange)    OR

**UPS  
Return Label**

30 LBS  
RS

SAMPLE

TX 787 9-03

**UPS GROUND**  
TRACKING # 01 202 402 00 0011 0000

STEP 1 - BOX \_\_\_\_\_ OF \_\_\_\_\_ ← Box Counts  
3267/616

STEP 2 - DISTRICT NAME: \_\_\_\_\_ ← District Name and Number  
STEP 3 - DISTRICT #: \_\_\_\_\_

Place the completed UPS Ground or Freight label as indicated.  
*Note the tracking number for your records.*

Seal top and bottom seams of box(es) at least two times.

- **Important:** When affixing the carrier label onto the nonscorable return box, be sure to cover any existing labels that were previously used for shipping purposes.

## ☐ Call Carrier for Pickup of Nonscorable Materials

- Contact the carrier two working days before the pickup date to request that your nonscorable materials be collected and returned to the address printed on your NONSCORABLE shipping labels.
- For UPS parcel returns, contact UPS at 1-800-PICK-UPS.
- For freight returns, contact the Texas Assessment Support Center by calling 855-333-7770 to arrange for your pickup.
  - The district testing coordinator will be notified of the planned carrier arrival date in order for you to prepare the shipments for departure. The carrier will provide the district coordinator with a pre-printed bill of lading, or “BOL.”

Districts are required to retain shipping records for five years.





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