Quick Guide to Online Testing
for STAAR Alternate 2 and TELPAS

The graphic below outlines the key steps to online testing for STAAR Alternate 2 and TELPAS. District coordinators may assign these steps to staff according to each district's needs and resources.

3–6 weeks prior to testing

- Review resources and complete training of coordinators and technology staff

2 weeks prior to testing

- Complete training of test administrators
- Review test security and confidentiality policies and sign necessary oaths
- Create user accounts with applicable roles

- Ensure that student data are loaded into the Assessment Management System; verify student data

- Prepare campus technology (for TELPAS online tests):
  - configure TestNav
  - network infrastructure
  - proctor cache
- Import student registration files

1 week prior to testing

- Create and prepare sessions

- Proctor cache test content (for TELPAS online tests)
- Conduct a test of the online testing environment (for TELPAS online tests)

1–3 days prior to testing

- Prepare the testing environment
- Print the necessary student test tickets (for TELPAS online tests)

Day of testing

- Prepare, start, monitor, and manage test sessions (for TELPAS online tests)

After testing

- Close test sessions
- Verify student data/status in the session details
- Disable user accounts in the Assessment Management System