
2017 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 *2017 District and Campus Coordinator Manual*, and the appropriate 2017 STAAR test administrator manual. To administer a STAAR Spanish grade 5 mathematics or reading test, use the *2017 District and Campus Coordinator Manual* and the *2017 STAAR Test Administrator Manual—Grades 3–5*. To administer a STAAR with embedded supports online test, use the *2017 District and Campus Coordinator Manual*, the appropriate 2017 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 *2017 District and Campus Coordinator Manual* and the *2017 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 and TAKS Test Administration Schedules	ii
--	----

Testing Program Overview

STAAR General and Accommodations Information	1
TAKS General and Accommodations Information	2
Test Administration Resources	2
Test Security	3

STAAR Testing

Before STAAR Test Administration

Training and Materials	4
------------------------------	---

During STAAR Test Administration

Verify Examinee Identity	5
Ensuring Proper STAAR Testing Procedures	5
Administering Each STAAR Subject-Area Test	5

After STAAR Test Administration

Completing Online Administration	6
Completing Examinee Identification Information and Gridding STAAR Answer Documents for Paper Test Administrations	6
Gridding Score Codes, Test Taken Information, and Accommodations	8
Packing STAAR Scorable Materials for Return	9
Returning STAAR and TAKS Test Materials to TMIP	15

TAKS Testing

Before TAKS Test Administration

Training and Materials	11
Prepare for TAKS Online Test Administration	12

During TAKS Test Administration

Verify Examinee Identity	12
Ensuring Proper TAKS Testing Procedures	12
Administering Each TAKS Subject-Area Test	12

After TAKS Test Administration

Completing Examinee Information	13
Returning TAKS Paper Materials	15

TMIP Assessment Schedules

STAAR and STAAR Spanish Grades 5 and 8 Test Administration Schedule

	March	May	June
Grade 5 Reading	3/27 – 3/31	5/8 – 5/12	6/19 – 6/23
Grade 8 Reading*	3/27 – 3/31	5/8 – 5/12	6/19 – 6/23
Grade 5 Mathematics	3/27 – 3/31	5/8 – 5/12	6/19 – 6/23
Grade 8 Mathematics*	3/27 – 3/31	5/8 – 5/12	6/19 – 6/23

*Does not include Spanish.

STAAR EOC Test Administration Schedule

	March	May	June	December
English I	3/27 – 3/31	–	6/19 – 6/23	12/4 – 12/8
English II	3/27 – 3/31	–	6/19 – 6/23	12/4 – 12/8
Algebra I	–	5/1 – 5/5	6/19 – 6/23	12/4 – 12/8
Biology	–	5/1 – 5/5	6/19 – 6/23	12/4 – 12/8
U.S. History	–	5/1 – 5/5	6/19 – 6/23	12/4 – 12/8

TAKS Test Administration Schedule

Assessments	March	June	October
English Language Arts	3/6 – 3/10	6/19 – 6/23	10/16 – 10/20
Mathematics	3/6 – 3/10	6/19 – 6/23	10/16 – 10/20
Science	3/6 – 3/10	6/19 – 6/23	10/16 – 10/20
Social Studies	3/6 – 3/10	6/19 – 6/23	10/16 – 10/20

Test dates for the summer administration of STAAR end-of-course (EOC) assessments have shifted from July to June for 2017. Spring and winter testing months are similar to prior years. These administrations are scheduled to coincide with the primary administrations of STAAR grades 5 and 8 mathematics and reading, STAAR 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, 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 – 800-417-0210
Email – STAAR3-8@ets.org
STAAREOC@ets.org

TAKS questions:

Customer Service Center
Telephone – 800-627-0225
Email – TXPearsonAccess@support.pearson.com

Resources Available Online	
Reference materials available online	Location
<i>2017 Test Security Supplement</i>	http://tea.texas.gov/student.assessment/security/
Texas Administrative Code	http://ritter.tea.state.tx.us/rules/tac
<i>STAAR Assessment Management System User's Guide</i>	http://www.TexasAssessment.com/technology
<i>2017 District and Campus Coordinator Manual</i>	http://tea.texas.gov/student.assessment/manuals/dccm/
<i>Directions for District Coordinators, Campus Coordinators, and Test Administrators–TAKS</i>	http://tea.texas.gov/student.assessment/taks/
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 and Accommodations Information

For the TMIP, the STAAR program includes STAAR and STAAR Spanish. 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 (SSI).

- STAAR includes assessments at grades 3–8 of mathematics, reading, writing, science, and social studies. All of these assessments are available both on paper and online. Only STAAR grades 5 and 8 mathematics and reading assessments are offered through the TMIP.
- STAAR EOC assessments are available for Algebra I, English I, English II, biology, and U.S. history. All of these assessments are available both on paper and online.
- 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. STAAR Spanish is administered only on paper. Only STAAR Spanish grade 5 mathematics and reading are offered through the TMIP.
- Accommodations, or designated supports, are changes to materials, procedures, or techniques that allow students to access instruction and assessment. The appropriate team of people at the campus level determine eligibility as indicated in each policy document.
- Beginning with the March 2017 administration of STAAR, students who are eligible for testing accommodations may receive those accommodations through an enhanced online version of STAAR. Students requiring testing accommodations will have personal needs and preferences (PNPs) that will activate appropriate designated supports in the online tests. Three types of embedded accommodations (text-to-speech, language and vocabulary supports, and content supports) can be assigned on an individual student basis. The online version of STAAR will also include enhanced accessibility features that are available to all students.
- These enhancements will allow all students to take the same online test form and eliminate the need for separate STAAR A and STAAR L test forms going forward. This change also allows districts who choose to do so to administer all grades/subjects and courses of the general STAAR tests (English version only) online to any or all of their students. In rare circumstances, a student may require a paper-based administration with embedded supports normally only available in online administrations. With special permission from TEA, students may participate in paper administrations of the enhanced online form of STAAR for grades 5 and 8 reading and mathematics and STAAR EOC assessments for Algebra I, English I, English II, biology, and U.S. history.



*Accommodation
Resources*

*[http://tea.texas.gov/
student.assessment/
accommodations/](http://tea.texas.gov/student.assessment/accommodations/)*



TAKS
Online Resources

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

*Texas
Administrative Code*

*District and Campus
Coordinator Manual
Resources*

STAAR
Online Resources

*STAAR Assessment
Management System
User's Guide*

- Information regarding allowable accommodations for the STAAR programs can be found on the Accommodation Resources webpage and in the 2017 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.

TAKS General and Accommodations 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.

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. Information regarding allowable accommodations for the TAKS program can be found in the *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS*. 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:

- *2017 District and Campus Coordinator Manual*
- appropriate 2017 STAAR Grades 3–5, Grades 6–8, or EOC test administrator manual

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

- *2017 District and Campus Coordinator Manual*
- *2017 STAAR Test Administrator Manual—Grades 3–5*

To administer a STAAR online test, refer to the:

- *2017 District and Campus Coordinator Manual*
- appropriate 2017 STAAR Grades 3–5, Grades 6–8, or EOC test administrator manual
- *STAAR Assessment Management System User's Guide* (for students testing online)

- STAAR 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 *2017 District and Campus Coordinator Manual*, the appropriate 2017 STAAR test administrator manual, and the *2017 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



STAAR
Assessment
Management System
User's Guide

Before STAAR Test Administration

Test sites for students participating in the STAAR grades 5 and 8 mathematics and reading, or STAAR EOC 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 in a separate shipment. Follow the instructions in the *2017 District and Campus Coordinator Manual* for verifying the accuracy of precoded information.

STAAR grade 8 mathematics and Algebra I assessments require that each student has access to a hand-held graphing calculator (both paper and online versions). Students participating in STAAR EOC biology tests must have access to a four-function, scientific, or graphing calculator. There should be at least one calculator for every five students taking the biology assessment (both paper and online versions). Dictionaries are required for students participating in STAAR English I and English II. 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

Administration times for STAAR English I and English II are limited to five hours. Administration times for all other assessments for STAAR and STAAR Spanish are limited to four hours. 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 2017 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 2017 STAAR test administrator manuals. In addition, refer to the *STAAR Assessment Management System User's Guide* for administration of STAAR 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 2017 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	0	-	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 and Appendix C of the 2017 *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 is in final stages of terminal or degenerative disease.
- Student is receiving extensive medical treatment due to medical emergency or serious injury.
- Student's test is invalidated due to cheating.
- Student is participating in a different level test in this subject.
- 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.

P = Student previously achieved satisfactory performance in the subject (SSI retests only).

PW = Parent or guardian requested that a student not participate in the third SSI testing opportunity for STAAR.

***** = Student did not test on the answer document for the subject indicated.

S = Test to be scored

FOR SCHOOL USE ONLY														SCORE CODE			
ETH	RACE					ED	TIA	MS	L	B	ESL	SE	G/T	AR	CT	M	R
	I	A	B	P	W	01	6	1	C	2	2	1	1	1	1	A	A
1	1	1	1	1	1	02	7		M1	3	3				2	O	O
0	0	0	0	0	0	99	8		M2	4					3	*	*
							9			5						P	P
																PW	PW
						00	0	0	0	0	0	0	0	0	0	S	S

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

NOTE: A district is required to provide testing opportunities to all students who are in attendance during the administration of a test. Unless a student is eligible for transcribing, the student is expected to record his or her answers on the answer document or in the online form for the corresponding test within the time limit of the test. Students who choose not to record their answers will have their answer documents or online tests submitted for scoring as is. Students who are in attendance on the day of testing but choose not to participate or refuse to mark their answers on the answer document or in the online form and who are in grades 3–8 or are taking an EOC for the first time will have their tests submitted for scoring as is.

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 for the grade of scorable documents submitted.

STAAR END-OF-COURSE: Mark the circle for the subject or course of scorable documents submitted.

■ **Complete a STAAR Class Identification Sheet (orange) 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 grade and subject or 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 (red).**

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 (orange)

STAAR answer documents to be processed

STAAR Voided Answer Document Identification Sheet (red)

Voided STAAR answer documents (if any)

All other materials



District and Campus
Coordinator Manual
Resources

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.

For material return shipments to the TMIP, test site coordinators will return scorable materials in the white boxes pre-labeled with the test administration.

TAKS Testing

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.



TAKS
Online Resources

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.

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 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 by setting the student's Reporting CDC number in the Assessment Management System. Do this by logging into the Assessment Management System and navigating to Setup > Students; then, under Select Tasks, select the Register Students tab and click **Start**. Then, select the Reporting CDC number from the dropdown menu provided.

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 information that has been left blank.



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

TAKS Assessment
Management System

*TAKS Assessment
Management System
User's Guide*

TAKS
Online Resources



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

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*.

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.

