

## **Updates to the 2011 District and Campus Coordinator Manual Supplement**

- 01/19/2011 Page 47** The last bulleted item at the bottom of the page has been updated to reflect the latest information regarding reference materials.
- Page 48** The first bulleted item on this page has been updated to reflect the latest information regarding the use of calculators during testing.
- Page 53** The table, “Completing TAKS Score Codes in the Assessment Management System” has been replaced and updated to show all TAKS score codes. The wording in the text now matches the latest wording in the Texas Assessment Management System.
- Page 56** The steps in the list to make changes to examinee score codes has been updated to match the latest information in the Texas Assessment Management System.
- Page 57** Changes were made in the table, “Completing EOC Score Codes in the Assessment Management System” to match the latest information in the Texas Assessment Management System.
- Pages 79–80** Updates have been made to the numbered steps in the section, “Setting Up an Oral Administration—Online Testing” in order to reflect the latest information in the Texas Assessment Management System.

# 2011



## District and Campus Coordinator Manual Supplement



**Texas Assessment of Knowledge and Skills (TAKS) Exit Level Online  
End-of-Course (EOC) Assessments**



## Telephone Assistance/Reference Sources

For questions about	Contact
student assessment program and policies, State Board of Education (SBOE) or commissioner's rules, accommodation requests, testing irregularities, online testing policies, and general testing questions	Texas Education Agency's Student Assessment Division Telephone: 512-463-9536 Fax: 512-463-9302 E-mail: Student.Assessment@tea.state.tx.us Website: <a href="http://www.tea.state.tx.us/student.assessment">http://www.tea.state.tx.us/student.assessment</a>
shipment status, missing shipments, additional orders, standard and optional reports requests, score code corrections, student information updates or changes, hand-scoring and rescoring requests, and precoding	Pearson's Austin Operations Center Telephone: 800-627-0225 512-989-5300 Fax: 512-989-5375 E-mail: AOCAnswers@support.pearson.com Website: <a href="http://www.TexasAssessment.com/login">http://www.TexasAssessment.com/login</a>
accessing online resources or online test administration procedures	Pearson's Austin Operations Center Telephone: 512-989-5300 800-627-0225 Fax: 512-989-5376 E-mail: <a href="mailto:pearsononlinetesting@support.pearson.com">pearsononlinetesting@support.pearson.com</a> Website: <a href="http://www.TexasAssessment.com/resources">http://www.TexasAssessment.com/resources</a>
online testing technical concerns or issues	Pearson's Austin Operations Center Telephone: 800-627-0225

For information related to	Access
student assessment program	TEA Student Assessment Division website at <a href="http://www.tea.state.tx.us/student.assessment">http://www.tea.state.tx.us/student.assessment</a>
information and materials required for online test administrations	Texas Assessment website at <a href="http://www.TexasAssessment.com/resources">http://www.TexasAssessment.com/resources</a>
the Texas Administrative Code (TAC), which includes rules adopted by the SBOE and the commissioner of education related to the state assessment program	<a href="http://www.tea.state.tx.us/rules/tac">http://www.tea.state.tx.us/rules/tac</a>
a summary of the end-of-course (EOC) assessments	<a href="http://www.tea.state.tx.us/student.assessment/admin/eoc">http://www.tea.state.tx.us/student.assessment/admin/eoc</a>
participation counts (formerly enrollment) and student data files	<i>User's Guide for the Texas Assessment Management System</i> at <a href="http://www.TexasAssessment.com/guide">http://www.TexasAssessment.com/guide</a>

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# General Overview

## 2011 Testing Calendar for TAKS Exit Level Online Tests and EOC Assessments

<b>March Exit Level Retests</b>	
TAKS Exit Level ELA Retest	Tuesday, March 1, 2011
TAKS Exit Level Mathematics Retest	Wednesday, March 2, 2011
TAKS Exit Level Science Retest	Thursday, March 3, 2011
TAKS Exit Level Social Studies Retest	Friday, March 4, 2011
<b>April Exit Level Retests</b>	
TAKS Exit Level ELA Retest	Tuesday, April 26, 2011
TAKS Exit Level Mathematics Retest	Wednesday, April 27, 2011
TAKS Exit Level Science Retest	Thursday, April 28, 2011
TAKS Exit Level Social Studies Retest	Friday, April 29, 2011
<b>End-of-Course Assessments</b>	
English I EOC Assessment	April 4–8, 2011
English II and English III EOC Field Tests	April 4–15, 2011
World History EOC Field Test	May 2–20, 2011
Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, and U.S. History EOC Assessments	May 9–27, 2011
<b>July Exit Level Retests</b>	
TAKS Exit Level ELA Retest	Monday, July 11, 2011
TAKS Exit Level Mathematics Retest	Tuesday, July 12, 2011
TAKS Exit Level Science Retest	Wednesday, July 13, 2011
TAKS Exit Level Social Studies Retest	Thursday, July 14, 2011
<b>October Exit Level Retests</b>	
TAKS Exit Level ELA Retest	Tuesday, October 18, 2011
TAKS Exit Level Mathematics Retest	Wednesday, October 19, 2011
TAKS Exit Level Science Retest	Thursday, October 20, 2011
TAKS Exit Level Social Studies Retest	Friday, October 21, 2011

A complete schedule of all Texas testing is available at <http://www.tea.state.tx.us/student.assessment/admin/calendar/>.

In addition to these tests, the Texas English Language Proficiency Assessment System (TELPAS) assessments in grades 2–12 are administered online. For more information about TELPAS, refer to the *2011 District and Campus Coordinator Manual*, which is available at <http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual>.

## About This Manual

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This manual describes procedures for district and campus personnel to follow in administering the Texas Assessment of Knowledge and Skills (TAKS) online and end-of-course (EOC) assessments. Testing coordinators should read all sections of this manual that pertain to the assessments planned for their campuses. You should also be sure to have testing personnel review the sections of this manual that pertain to their assigned duties. The table on page 25 and the checklists beginning on page 28 may be used to help you plan staffing and testing responsibilities for online assessments.

### This manual includes

- guides and training tools for online testing;
- policies and processes specific to online testing;
- information for planning the administration of paper EOC assessments; and
- program-specific information for testing coordinators, including training, materials, and score codes.

### This manual does NOT include

- all general testing policies and procedures, or
- information for TELPAS assessments or TAKS paper-based assessments.



For information about testing policies for TAKS and TELPAS, refer to the Coordinator Manual on TEA's Student Assessment Division website at <http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual>.

### To help you with online testing:

#### Functional checklists

The checklists beginning on page 28 outline the steps needed to prepare for and administer the online tests, along with recommended timelines.

#### Streamlined instructions for using the testing system

To reduce the number of instructional pages to be read by testing staff, this manual was created to provide a streamlined explanation of the testing system. Testing staff who need additional instructions on a particular task within the Texas Assessment Management System, delivered through PearsonAccess, may wish to reference the section of the *User's Guide for the Texas Assessment Management System* indicated in the gray information bars.



**Online testing staff can access the following documents from the Texas Assessment website at <http://www.TexasAssessment.com/resources> to administer each online assessment.**

- *User's Guide for the Texas Assessment Management System*
- *Proctor Caching User's Guide*
- *PearsonAccess Technology Guide*
- *TestNav Technology Guidelines*
- test administration directions (subject-specific) made available prior to each test administration
- this manual

In addition, paper copies of the following publications will be distributed to districts:

- this manual, available in January
- the *End-of-Course General Test Administrator Manual*, available in March
- test administration directions for the EOC field tests in English II and English III, available in March; and world history, available in April
- test administration directions for the EOC assessment in English I, available in March
- test administration directions for the EOC assessments in Algebra I, geometry, Algebra II, biology, chemistry, physics, world geography, and U.S. history, available in April



**Keep this manual for reference throughout the 2011 testing year. This manual is also available in PDF format, which can be searched using keywords. The PDF format manual is available online at [http://www.tea.state.tx.us/student.assessment/resources/guides/test\\_admin/](http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin/) on TEA's website. You may print pages from the manual or the entire manual at your convenience. Links referenced in this supplement are live and can be used to navigate to resources on the Internet for additional information.**

## Abbreviations

The table below lists abbreviations for terms commonly used throughout this supplement.

Abbreviation	Term
ARD	admission, review, and dismissal
AYP	Adequate Yearly Progress
ELA	English language arts
EOC	end-of-course
IAP	individual accommodation plan
IEP	individualized education program
TAC	Texas Administrative Code
TAKS	Texas Assessment of Knowledge and Skills
TEC	Texas Education Code
TEKS	Texas Essential Knowledge and Skills

## Publication Titles

Several publications are mentioned in this supplement. Titles of publications have been abbreviated for better readability. The following table lists official publication titles, the abbreviated names used in this supplement, and the URL where each publication can be found online.

Official Component Title:	Abbreviated Name:	URL
<i>2011 District and Campus Coordinator Manual</i>	Coordinator Manual	<a href="http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual">http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual</a>
<i>2011 District and Campus Coordinator Manual Supplement</i>	Coordinator Manual Supplement	<a href="http://tea.state.tx.us/student.assessment/resources/guides/test_admin/">http://tea.state.tx.us/student.assessment/resources/guides/test_admin/</a>
<i>2010–2011 Accommodations Manual</i>	Accommodations Manual	<a href="http://www.tea.state.tx.us/student.assessment/resources/accommodations">http://www.tea.state.tx.us/student.assessment/resources/accommodations</a>
<i>2010–2011 Test Security Supplement</i>	Test Security Supplement	<a href="http://www.tea.state.tx.us/student.assessment/admin/security/">http://www.tea.state.tx.us/student.assessment/admin/security/</a>
<i>User's Guide for the Texas Assessment Management System</i>	Assessment Management System User's Guide	<a href="http://www.TexasAssessment.com/guide">http://www.TexasAssessment.com/guide</a>
<i>TestNav Technology Guidelines</i>	TestNav Guide	<a href="http://www.TexasAssessment.com/techinfo">http://www.TexasAssessment.com/techinfo</a>
<i>PearsonAccess Technology Guide</i>	Tech Guide	<a href="http://www.TexasAssessment.com/techinfo">http://www.TexasAssessment.com/techinfo</a>
<i>Proctor Caching User's Guide</i>	Proctor Caching User's Guide	<a href="http://www.TexasAssessment.com/techinfo">http://www.TexasAssessment.com/techinfo</a>
<i>TestNav Early Warning System Reference Manual</i>	TestNav EWS Manual	<a href="http://www.TexasAssessment.com/techinfo">http://www.TexasAssessment.com/techinfo</a>

## Test Security and Confidentiality Requirements

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As defined by the TEC, Chapter 39, Subchapter B, the Texas Assessment of Knowledge and Skills (TAKS) and the end-of-course (EOC) assessments are secure testing programs. In addition, all field tests are secure. According to 19 TAC §101, all test materials must be handled in strict accordance with the instructions contained in this manual and in the test administrator manuals. Each person with access to test materials must maintain and preserve the security and confidentiality of all tests. Additionally, student information used or obtained in the administration of these assessments is confidential. Each person with access to student information should maintain and preserve the confidentiality of this information.

As part of TEA's ongoing efforts to improve the security of the assessment program, a comprehensive 14-point plan was introduced in June 2007 to help ensure that test results are meaningful and valid. A majority of the plan's measures were instituted during the 2008 and 2009 spring administrations, and an additional measure was implemented prior to the 2010 administrations through the introduction of online standardized training modules.



**More information about the recommendations for implementation of the 14-point Test Security Plan can be found online at [http://www.tea.state.tx.us/student.assessment/admin/security/14point\\_Recommendations\\_and\\_Timelines.pdf](http://www.tea.state.tx.us/student.assessment/admin/security/14point_Recommendations_and_Timelines.pdf).**

**For details regarding security measures, refer to the *2010–2011 Test Security Supplement* available at [http://www.tea.state.tx.us/student.assessment/admin/security/test\\_security\\_supplement.pdf](http://www.tea.state.tx.us/student.assessment/admin/security/test_security_supplement.pdf).**

### Test Security

Test security involves accounting for all secure materials before, during, and after each test administration. Trained, certified personnel and/or their trained designees who meet the requirements to participate in the state assessment program and who have signed an oath beforehand are the only individuals authorized to have access to test materials, and all secure items must be kept in locked storage (for example, in a locked closet or cabinet) when not in use. Upon receipt from the state's testing contractor, materials must be carefully inventoried in accordance with the activities listed under the district and campus responsibilities. Every test booklet displays a unique security number that is used for tracking purposes. When testing has concluded, all secure materials assigned to individual campuses must be returned to the district testing coordinator. If a student has written on any charts or reference materials or has used scratch paper or graph paper during an online assessment, these items must also be collected and destroyed immediately after the test administration. Districts are required to implement the controls necessary to ensure the accurate and reliable tracking of secure materials. District testing coordinators are responsible for ensuring that all secure items have been accounted for prior to shipping the materials back to the testing contractor.



**Districts are required to maintain inventory and shipping records for at least five years in the event that a discrepancy arises or the receipt of the district's materials cannot be confirmed.**

## Confidentiality Requirements

Confidentiality involves protecting the contents of all tests, test booklets, completed answer documents, and ancillary materials. Maintaining confidentiality requires compliance with, but is not limited to, all of the following guidelines:

- All testing personnel who meet the requirements to participate in state testing must be trained and must sign the appropriate security oath before handling secure test materials.
- All tests must be administered in strict accordance with the instructions contained in the test administration materials.
- No person may view, reveal, or discuss the contents of a test or answer documents before, during, or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials. **All test content is considered secure until the tests are released to the public.**
- Secure test materials, including test booklets, may not be duplicated without prior approval from TEA. No portion of any secure online test may be duplicated, printed, captured, or photographed at any time without prior approval from TEA.
- No person providing an oral administration of a test may record confidential test content, write notes, perform calculations or solve test items, or place any other marks in a test booklet. Test administrators conducting an oral administration must be aware that they are viewing secure content and that responding to test items, recording the information they see, or discussing the content of the test at any time is strictly prohibited. As a reminder of this obligation, individuals who give an oral administration of a test are required to sign a separate section (Section #3) of the test administrator's administration-specific oath.
- Districts may retain a copy of each student's TAKS, including TAKS (Accommodated), composition and/or open-ended reading responses for assessments administered in March 2011, **except** the grade 10 TAKS ELA make-up test and all TAKS-M tests. For additional details, refer to TAKS Campus Coordinator Activity 11 in the Coordinator Manual.
- **Districts are never permitted to make copies of field-test compositions or field-test open-ended responses.**
- Each subject area in a test booklet is sealed. This seal may be broken during the respective subject-area test session only by persons authorized to do so by the instructions contained in the test administration materials.
- No person may answer verbally or nonverbally any question that relates to the content of a test before, during, or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials.  
No person may review or discuss student responses during or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials. (For information about transcribing, refer to TAKS Campus Coordinator Activity 11.) **If circumstances necessitate that a test booklet be examined, permission must be obtained from TEA before the test booklet is examined.**
- No person may change or amend any response recorded by a student or instruct a student to do so.

For additional information including steps districts can take to maintain test security and confidentiality and for more information about security requirements, refer to the Test Security Supplement on TEA's Student Assessment Division website at [http://www.tea.state.tx.us/student.assessment/admin/security/test\\_security\\_supplement.pdf](http://www.tea.state.tx.us/student.assessment/admin/security/test_security_supplement.pdf).

## Confidentiality Statement for Online Testing

Before qualified testing personnel can access secure online administrative features of the Assessment Management System to administer any online assessment, they must read and accept a statement of confidentiality that is displayed when logging in to the Assessment Management System for the first time.

Refer to the associated section in the Assessment Management System User's Guide for more information on the online testing confidentiality statement.

## Security Oaths

All district and campus personnel who participate in state-mandated testing and/or handle secure test materials must receive appropriate training and sign a security oath. Any person who has more than one testing role (for instance, a principal who also serves as campus coordinator) must receive appropriate training and sign a security oath for **each** role.

**NOTE:** Any person who serves as a test administrator, even briefly as relief for a regular test administrator, must receive appropriate training and sign the test administrator oath.

Security oaths for superintendents and district testing coordinators are included in the district coordinator packets issued prior to each administration. Security oaths for administrative personnel are included in Appendix B of the Coordinator Manual. Security oaths for test administrators can be found in the test administrator manuals. Additionally, all oaths are available for viewing or downloading at <http://www.tea.state.tx.us/student.assessment/admin/security>.

**Test administrators, technology staff, and other campus personnel who will be present in the testing room must sign an oath for each administration.**

All other testing personnel are required to sign only one oath for the 2011 testing year. All oaths (except for the administration-specific test administrator's oath) are valid for 2011 spring, summer, and fall testing as well as any field testing conducted during this time period.

## Document Retention

Districts are required to maintain the following documents for a period of five years following a test administration:

- signed security oaths for all testing personnel (with the exception of the district testing coordinator and superintendent/chief administrative officer oaths, which are mailed to the state's testing contractor)
- testing irregularity and investigation documentation
- inventory and shipping records
- seating charts

Districts may decide how this documentation is to be stored—scanned and kept in an electronic format or retained as hard copy—as long as the information is secure and can be retrieved if necessary.



**Districts are required to complete seating charts for all administrations. Seating charts must be maintained at the local level. Sample seating charts can be found in the Test Security Supplement, although districts are encouraged to develop charts that work best for their particular circumstances.**

## Testing Irregularities

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities. The superintendent and campus principal in each school district, chief administrative officer of each charter school, and any private school administering tests as allowed under the TEC, §39.033, shall develop procedures to ensure the security and confidentiality of the testing program. They shall also be responsible for notifying TEA in writing of conduct that violates the security or confidentiality of administered tests (19 TAC, Chapter 101).

Each person participating in the testing program is directly responsible for reporting immediately to the campus or district testing coordinator any violation or suspected violation of test security or confidentiality. The district testing coordinator is directly responsible for reporting immediately to TEA all violations or suspected violations within his or her district. Failure to report to the appropriate authority that an individual has engaged in conduct that violates the security or confidentiality of a test violates 19 TAC, Chapter 101 and could result in sanctions. Details regarding what constitutes an irregularity and information concerning how to report incidents are provided later in this section.



**Additional information about how to ensure proper testing procedures can be found in the campus coordinator section of the Coordinator Manual. Detailed information concerning implementing the statewide testing program—including ensuring correct testing procedures, handling secure materials, and avoiding and reporting testing irregularities—is provided in the Test Security Supplement, available at [http://www.tea.state.tx.us/student.assessment/admin/security/test\\_security\\_supplement.pdf](http://www.tea.state.tx.us/student.assessment/admin/security/test_security_supplement.pdf).**

## Penalties for Prohibited Conduct

In accordance with 19 TAC, Chapter 101, any person who violates, assists in the violation of, or solicits another to violate or assist in the violation of test security or confidentiality, and any person who fails to report such a violation, may be penalized through

- placement of restrictions on the issuance, renewal, or holding of a Texas educator certificate, either indefinitely or for a set term;
- issuance of an inscribed or non-inscribed reprimand;

- suspension of a Texas educator certificate for a set term; or
- revocation or cancellation of a Texas educator certificate without opportunity for reapplication for a set term or permanently.

Additionally, irregularities resulting in a breach of in test security or confidentiality may result in the invalidation of students' assessments.



**No person may view, reveal, discuss, or score the contents of an assessment instrument at any time unless expressly authorized to do so by the test administration materials. Release or disclosure of confidential test items could result in criminal prosecution under TEC §39.0303, Section 552.352 of the Texas Government Code, and Section 37.10 of the Texas Penal Code.**



**Districts electing to use certified or noncertified paraprofessionals (e.g., teacher aides) during the administration of a state assessment, including any personnel who have access to secure test materials, must identify a certified staff member who will be responsible for supervising these individuals. If a violation of test security or confidentiality occurs under this circumstance, the supervising certified professional is subject to the penalties listed above.**

## Examples of Testing Irregularities

The incidents listed below represent departures from prescribed testing procedures. Categories describing the more common irregularities are provided to guide testing personnel in ensuring that appropriate testing procedures are followed. Testing personnel should contact TEA if they are unsure about whether an incident has occurred or if they are unclear regarding what constitutes an irregularity.

### Eligibility Error

Examples:

- Eligible students were not tested.
- Ineligible students were tested.

### Individualized Education Program (IEP) Implementation Issue

Examples:

- A student receiving special education services was provided an unapproved or undocumented accommodation or was not provided a prescribed accommodation.
- A student receiving special education services was administered the wrong test.

### **Improper Accounting for Secure Materials**

Examples:

- Secure materials were not returned, checked in, and accounted for at the end of each testing day.
- A test administrator, campus testing coordinator, or district testing coordinator lost or misplaced completed answer document(s), test booklet(s), or other secure materials.
- Secure materials were not returned to the testing contractor by the published date.

### **Monitoring Error**

Examples:

- A test administrator left a room unmonitored when students or secure materials were present or when secure online tests were visible.
- Secure materials were left unattended or secure online tests were left open and visible during a lunch break, a short break taken in the testing room, or restroom breaks.
- Testing personnel did not monitor students during a break.
- A test administrator did not ensure that students worked independently during testing (for example, students were not prevented from gaining an unfair advantage through the use of cell phones, text messages, or other means).
- A test administrator did not verify that a student filled in his or her responses on the answer document, if applicable.
- A student was allowed to remove secure materials from the testing area.

### **Procedural Error**

Examples:

- An unauthorized individual (for example, a student or untrained personnel) was permitted to transport secure test materials.
- A test administrator failed to issue the correct materials (for example, charts, rulers, No. 2 pencils, dictionaries, calculators), or students were provided nonallowable materials.
- Testing personnel who were not properly trained were allowed to administer tests or handle secure materials.
- Students were administered a test on the wrong day.
- A test administrator failed to use the test administration materials or failed to read aloud the bolded, scripted test administration directions verbatim as outlined in the test administration materials.
- A student was provided an unallowable accommodation.
- A test administrator failed to remove or cover all instructional displays.

### **Potential Referral to the Educator Certification and Standards Division**

The kinds of behaviors described below constitute serious violations of test security or confidentiality. Disciplinary action at both the local and state levels may be taken against the individual(s) involved, including suspension or termination of educator certification credentials.

Examples:

- Testing personnel viewed a test before, during, or after an assessment (unless specifically authorized to do so by the procedures outlined in the test administration materials). This includes viewing an examinee's secure test booklet without prior approval from TEA to verify whether the student has marked test responses.
- Testing personnel scored student tests, either formally or informally.
- Testing personnel discussed secure test content, student responses, or student performance.
- Testing personnel made a copy of secure materials without permission from TEA.
- Testing personnel directly or indirectly assisted students with responses to test questions.
- Testing personnel tampered with student responses.

### **Reporting of Testing Irregularities**

All testing irregularities must be reported to TEA's Student Assessment Division. Incidents involving alleged irregularities that can result in a referral to the Educator Certification and Standards Division should be reported to the Student Assessment Division Security Task Force as soon as the district coordinator is made aware of the situation. District testing coordinators or their designees are responsible for investigating potential testing violations.

**Reports and documentation submitted to TEA should clearly lay out the sequence of events and include the district's determination in the matter.** TEA may require additional information, such as a Corrective Action Plan, or require certain documentation to be maintained at the district level. All required documentation, including signed statements from individuals involved, should be submitted within 10 working days of the district testing coordinator being made aware of the incident. If more time is needed, contact TEA at 512-463-9536.

Each of the following steps **must** be completed by the district to fulfill the state's requirements for reporting testing violations:

1. An incident report must be submitted via the Online Incident Reporting Process (see "Submission of Information" on page 14 for access to the Online Incident Reporting Process).
2. Typed and signed statement(s) must be collected from the individual(s) involved and submitted to TEA. Statements can be attached and submitted during the online submission process or scanned and e-mailed to [testsecurity@tea.state.tx.us](mailto:testsecurity@tea.state.tx.us).
3. For irregularities involving the loss of secure materials or incidents that can result in a referral to the Educator Certification and Standards Division, districts are required to submit a Corrective Action Plan.

### Statements from Responsible/Involved Parties

Statements from parties responsible for a testing irregularity should include, at a minimum, the following information:

- name, title, and role during testing
- how the individual was responsible for or involved in the incident
- description of the incident from the individual's perspective
- individual's signature
- date the statement was generated

**NOTE:** Statements from responsible parties should be typed, signed, and submitted on district/campus letterhead, stationery, or plain paper. Do not use the Online Student Assessment Incident Report Form document for this purpose as its function is to notify TEA that an irregularity has occurred, and it is not the appropriate format for providing statements from responsible/involved parties.

District coordinators or their designees should review all statements submitted by the responsible/involved parties to ensure that at least the minimum required information has been gathered. If a discrepancy is noted in the statements provided in response to an irregularity, coordinators should reconcile any issue(s) with the individual(s) involved, acknowledge the discrepancy in the report to TEA, and provide a district determination regarding the identified inconsistencies.



**Statements are required IN ADDITION TO the online incident report form.**

### Corrective Action Plans

If an incident requires the submission of a Corrective Action Plan, or if TEA determines a plan must be submitted based on an investigation, the following information at a minimum should be included in the plan:

- a brief summary of the incident
- a description of how the incident occurred
- a description of why the incident occurred

Examples:

- someone did not follow a procedure already in place
- a procedure needs to be developed
- a description of the specific procedure(s) that will be implemented to prevent future occurrences of this type of incident

Examples:

- What is/are the specific procedure(s)?
- Who will implement the procedure(s)?
- How will the procedure(s) be implemented?
- name and role (title) of person submitting the plan
- signature of superintendent or chief administrative officer acknowledging and approving this plan

### **Submission of Information**

Incident reports may be submitted to TEA online using the following guidelines.

1. Access the Online Incident Reporting Process located on TEA's Student Assessment Division website at <http://www.tea.state.tx.us/student.assessment/admin/incidents/online>.
2. Review the procedures for reporting an irregularity online and then click the link titled *Click here to submit an online incident report*.
3. Select your district and campus from the drop-down menus; complete the required information in the form.
4. Using the form's attachment feature, attach electronic supporting documentation and complete the submission process.
5. If you choose not to use the online attachment option when submitting online, all supporting documentation must be submitted by e-mail to [testsecurity@tea.state.tx.us](mailto:testsecurity@tea.state.tx.us) within 10 working days of the incident. With each set of documentation attached to an e-mail be sure to include the incident identification number provided to you upon completion of the online submission.
6. If you are unable to submit supporting documentation using the form's attachment feature or via e-mail, call the Security Task Force at 512-463-9536 for assistance.

If you encounter difficulties using the online submission process, call the Security Task Force at 512-463-9536 for assistance and additional instructions.

### **Reporting of Disciplinary Actions Taken Against Students for Cheating on State Assessments**

If testing personnel suspect an examinee has cheated on a state assessment, they must immediately report it to the campus coordinator. If a district determines that an examinee has cheated on a state assessment, the district may elect to invalidate the student's test. Additional disciplinary action may be taken at the local level in accordance with district policy. Any locally determined disciplinary actions stemming from cheating must be submitted to TEA via the online reporting form developed for that purpose, which can be accessed at <http://www.tea.state.tx.us/student.assessment/admin/security>.

A separate online incident report form and documentation are necessary **ONLY IF** the district determines that testing personnel contributed to, caused, or did not detect the cheating due to inadequate monitoring or another error.



**For more information about test security, refer to the Test Security Supplement available at [http://www.tea.state.tx.us/student.assessment/admin/security/test\\_security\\_supplement.pdf](http://www.tea.state.tx.us/student.assessment/admin/security/test_security_supplement.pdf).**

## Overview: TAKS Exit Level Online Retests

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The TAKS exit level retests are administered four times each year to eligible examinees and out-of-school examinees. Two test administrations are offered each spring, with a third administration in the summer and a fourth in the fall.



**This supplement should be used for the March, April, July, and October 2011 TAKS exit level online retests.**

### Participation

Log in to the Assessment Management System (<http://www.TexasAssessment.com/login>) and navigate to Organizations > View Organizations. Click the organization name, then select the *Test Administrations* tab. A “Yes” or “No” in the Participation column indicates your participation status. The *Tests* screen shows a list of subject-area tests that are being offered in the selected test administration. It is not necessary to submit a student data file specifically for the TAKS exit level online retest. However, the student data file now includes a field to indicate if the student will be testing online. If your district intends to test online, the test format field for those students should be marked “O” for online testing. This is a change from the prior year and will allow all districts to submit a student data file for this purpose. (Marking “O” will ensure that the students are loaded into the testing system, but you will still receive precoded labels and may choose to test students on paper.) You will need to assign registered examinees to a test session. Districts may need to add into the system any new examinees eligible to retest.

**For more information: *User’s Guide for the Texas Assessment Management System*  
Organizations > Test Management**

### Accommodations

For examinees who qualify, an oral administration of the TAKS mathematics, science, and social studies tests is allowed. Directions for test administrators carrying out an online oral administration are included in the online test administration directions and in Appendix A of this supplement.

A TAKS exit level retest examinee who needs a large-print test should be administered the paper test rather than the online test. Other examinees registered for online testing may be given a paper test if they require an accommodation that cannot be provided during an online administration. For more information about TAKS accommodations, refer to the Accommodations Manual.

## **Receipt and Verification of Testing Materials**

Districts will receive precoded labels for all examinees eligible to take one or more of the TAKS exit level retests. The same information received on the precoded labels will be loaded into the online testing system for those examinees registered to test online. If the test is completed online, a paper answer document does not need to be submitted. A paper answer document must be completed and submitted only in the event that an examinee registered to test online is moved to paper testing. Precoded labels that are not used because examinees tested online must be returned with the nonscorable materials.

## **EOC Assessments**

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For the EOC assessment program, students are evaluated on those skills associated with the TEKS curriculum as specified for individual courses. Only those skills within a particular course are evaluated on each EOC assessment. Students are given an EOC assessment upon completing a given course of study.

### **EOC Field Testing**

In spring 2011 the English II, English III, and world history EOC field tests will be administered. The EOC field tests will be administered both online and via a paper-based administration. Campuses will be selected to participate in the 2011 EOC field tests for these three assessments. Campuses selected to field-test will be assigned to either an online or a paper testing mode. All students who are scheduled to complete the coursework for English II, English III, and world history are eligible to take the respective test.

### **Operational EOC Assessments**

House Bill 3 (HB 3), passed in 2009, authorizes TEA to collect data through the administration of EOC assessments to a sufficiently large sample in order to establish performance standards prior to the first high-stakes administrations in spring 2012. The information from a representative sample of students is critical to the state's ability to set appropriate standards, to evaluate ways of measuring growth in the EOC program, and to establish empirical links between content-area courses so that measures of annual improvement for the EOC assessments may be made available to districts as early as possible.

In order to accomplish these tasks, the following assessments will require mandatory participation for selected campuses in spring 2011: Algebra I, geometry, Algebra II, biology, chemistry, physics, English I, world geography, and U.S. history. Campuses selected to participate in the 2011 operational EOC assessments will be assigned to a specific assessment(s) and to either an online or paper testing mode for the assessment. Campuses that are not selected to participate in an operational EOC assessment sample may elect to participate in any of the EOC assessments on a voluntary basis.

2011 EOC Assessments		Available Mode(s)	Testing Windows
Field tests	English II	online/paper	April 4–15, 2011
	English III	online/paper	
	World History	online/paper	May 2–20, 2011
Operational	English I	online/paper	April 4–8, 2011
	Algebra I	online/paper	May 9–27, 2011
	Geometry	online/paper	
	Algebra II	online/paper	
	Biology	online/paper	
	Chemistry	online/paper	
	Physics	online/paper	
	U.S. History	online/paper	
	World Geography	online/paper	

No retests are offered for EOC assessments because they are not yet used for high-stakes decisions about individual students and are not used for state or federal accountability reporting in 2011.

## Eligibility for EOC Assessments

Districts were notified in September 2010 of the campuses selected to participate in the EOC assessments. **Both field tests and operational assessments are mandatory for the campuses selected.** In addition, campuses may elect to have students participate in any of the twelve EOC assessments that they were not selected to administer.

Campuses will be assigned to test either on paper or online for each assessment and may be assigned a maximum of two online assessments. For online EOC assessments, the maximum number of students required to test online for each subject is 350 per campus. If the selected campus has fewer than 350 students enrolled in the course, all students should be tested. Campuses may elect to test more than the required maximum of 350 students. For paper EOC assessments, all eligible students enrolled in the course at a campus are required to participate. Because of the small number of students enrolled in physics, all campuses that offer physics are required to administer the physics EOC assessment. If the campus was not assigned to the online administration of physics, then the test must be taken via paper administration. When randomly assigning students, campuses should follow the participation guidelines below for students served by special education and LEP students.

- **Students served by special education.** Within each randomly assigned class, include students designated by the ARD committee to take the TAKS tests this spring. If a student receives an accommodation that would invalidate the assessment, it is not appropriate for that student to participate in the EOC assessment. Note that the ARD committee is not required to convene to determine test placement.
- **LEP students.** Within each randomly assigned class, include LEP students except first-year immigrants granted an exit level LEP postponement or a LEP exemption from this spring's TAKS tests by his or her language proficiency assessment committee (LPAC). Note that first-year immigrant LEP students who were not granted a LEP postponement or LEP exemption should participate.

All other students enrolled in and scheduled to complete a course in the spring semester for which an EOC assessment is offered are eligible to participate in testing, regardless of grade.

### **EOC Field-Test Eligibility**

Districts were notified in September 2010 of the campuses selected to participate in the EOC field tests in English II, English III in April, and world history in May. **Participation in the EOC field tests by all campuses included in the sample is required.** Campuses selected to field-test will be assigned to either online or paper testing mode for each assignment. Campuses selected to participate in online EOC field tests should determine the students who will participate by selecting full classes in some random manner, such as listing classes alphabetically by teacher and selecting every other class. Field-test data from a sample of students that is representative of the state are critical to the state's ability to build high-quality assessments.

### **Mandatory Operational EOC Assessment Eligibility**

Districts were notified in September 2010 of the campuses selected to participate in the operational EOC assessments in English I in April, and Algebra I, geometry, Algebra II, biology, chemistry, physics, world geography, and U.S. history in May. **Participation in the operational EOC assessments by all campuses included in the sample is required.** Campuses selected to participate in the operational sample will be assigned to specific assessment(s) and will be assigned to test students either online or on paper. Because of the small number of students enrolled in physics, all campuses that offer physics are required to administer the physics EOC assessment. If the campus was not assigned to the online administration of physics, then the test must be taken via paper administration.

### **Voluntary EOC Assessment Eligibility**

Districts may volunteer to participate in the EOC field tests in English II, English III, or world history, even if they are not selected in the mandatory sample, though they will not receive any results. Districts may also volunteer to participate in the online and/or paper operational EOC assessments in English I in April, and Algebra I, geometry, Algebra II, biology, chemistry, physics, world geography, and U.S. history in May. If a district chooses to participate in an EOC assessment on a voluntary basis, it has the flexibility to select participation on a district, campus, or individual student basis.

### **Accommodations**

Accommodations are practices and procedures that provide equitable access during instruction and assessments for students with disabilities or special needs. For students who qualify, an oral administration of the Algebra I, geometry, Algebra II, biology, chemistry, physics, world geography, and U.S. history EOC assessments is allowed. An oral administration is not available for the field tests in English II, English III, and world history, or the English I EOC assessment. Directions for test administrators conducting an oral administration are included in the test administration directions and in Appendix A of this supplement.

Use of any other accommodations on EOC assessments is not addressed in this supplement since EOC assessments are not currently required for graduation. Districts should use their best judgment, and the guidelines for accommodation use on other state assessments, to

determine appropriate EOC accommodations. Accommodation Request Forms are not required for EOC assessments at this time; all accommodation use will be determined at the local level. For information about accommodations for other state assessments, refer to the Accommodations Manual.

## **Student Registration and Participation Planning**

Prior to each test administration described in this supplement, the district coordinator will receive an e-mail providing detailed instructions for registering students for testing. In general, districts may expect the following scenarios when registering:

**Online TAKS Exit Level Retests:** Prior to the TAKS exit level retests, data for all eligible retesters and registered out-of-school/out-of-district examinees will be automatically loaded in preparation for testing. Districts may at this time indicate students that will be tested online.

**EOC Field Tests and Assessments:** In January 2011, districts will be asked to provide participation counts for mandatory and voluntary EOC assessments by testing mode (paper and online) through the Assessment Management System to plan for materials ordering and online participation levels. Because these subjects are not grade specific and are not indicated on the PEIMS file, districts must upload a data file of students taking each EOC assessment to the Assessment Management System.



**Online Test Administrations  
for the  
TAKS Exit Level and EOC Assessments**

## Online Testing Overview

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Online assessments are offered for the following programs:

- Texas Assessment of Knowledge and Skills (TAKS) exit level retests
- End-of-course (EOC) assessments in Algebra I, geometry, Algebra II, biology, chemistry, physics, English I, world geography, and U.S. history
- EOC field tests in English II, English III, and world history

**This section of the manual is intended to help coordinators manage the activities and steps involved in preparing for and administering the online TAKS and EOC assessments. It is recommended that district and campus coordinators involved in online testing read this section in its entirety.**

Districts new to online testing should review the “Quick Guide to Online Testing” section on the following page of this supplement for an overview of the steps involved in setting up and implementing an online administration.

District and campus coordinators administering TAKS exit level assessments online should also read and review the Coordinator Manual and the TAKS General Test Administrator Manual for specific information about their responsibilities for the TAKS exit level assessments. The Coordinator Manual is printed and distributed to districts annually and is also available on TEA’s Student Assessment Division website at <http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual>.

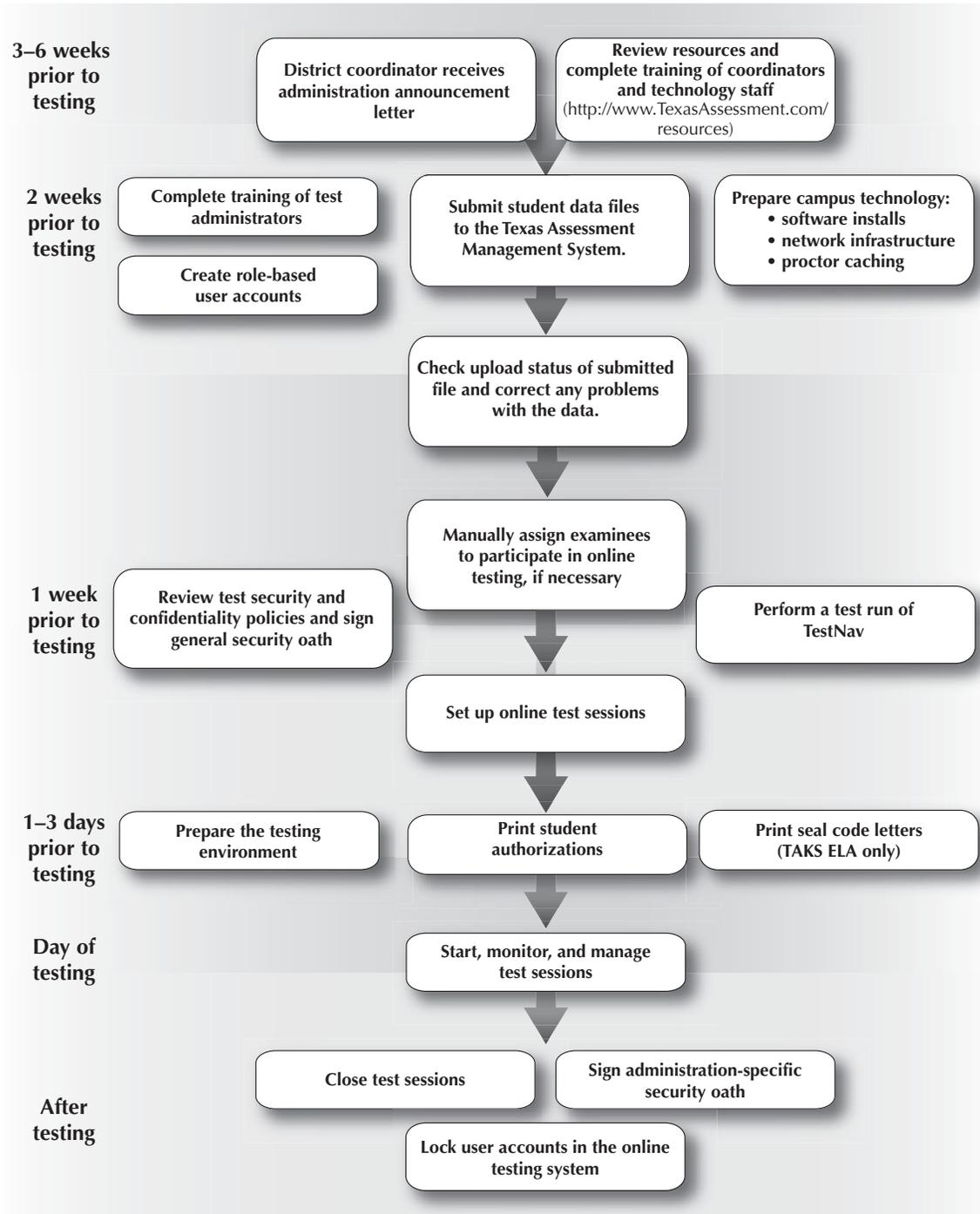
District and campus coordinators participating in online EOC assessments should refer to this supplement, the Coordinator Manual, the EOC General Test Administrator Manual, and to the test administration directions that will be available prior to the EOC assessments this spring.



**For information about online test administrations, refer to the online testing resources at <http://www.TexasAssessment.com/faq>.**

## Quick Guide to Online Testing

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



## Staffing Roles for Online Testing

The planning and administration of online tests may be conducted by as few or as many personnel as are needed within a district and campus, depending on the size, resources, and preferences of that district and campus. An overview of the different roles testing staff may fulfill in online testing is provided below. In some districts, these roles may overlap. For example, the campus technology staff member may also act as the test administrator and would therefore require training and sign an oath for both roles.

### Ⓒ District and Campus Coordinators

Coordinators are responsible for understanding the information in this manual, including training and security measures. They should be familiar with both general and program-specific information in this manual as well as the general testing information in the Coordinator Manual.

### Ⓓ Technology Staff

Personnel responsible for technology and computer system administration should be familiar with technology documents found on the *Resources* page, available at <http://www.TexasAssessment.com/resources>, and software installations described in the Technology Checklist in this manual. Technology staff should also be available for assistance during test administration sessions should a technology problem arise during testing.

### Ⓐ Test Administrators

“Test administrator” refers to the person who guides the students through opening their tests, viewing the sample items, and beginning the test itself. In addition, the test administrator is responsible for maintaining test security and for managing any interruptions to testing, such as restroom or lunch breaks or student illness.

The test administrator also often sets up and manages online test sessions and makes selections in the online testing system to indicate score code selections and to update student demographic information.

Often all tasks will be performed by one test administrator; however, they may be divided between two people, depending on the resources available to each campus and district.

## Resources for Online Testing

The resources below are used to plan and administer online testing. Most of them are available from the *Resources* page at <http://www.TexasAssessment.com/resources>.

The table that follows is based on common responsibilities assigned to testing staff and assumes that online session administrators, for instance, will manage the technological aspects of online test sessions while the online test administrator will administer the tests. However, districts may choose to designate testing responsibilities differently. For example, an online test administrator can assign, edit, move, and remove test assignments, but only an online session administrator is able to verify transmission receipts of student data. The test administrator would **NOT** be responsible for the technological aspects of setting up and conducting the online test sessions.

To determine who is likely to use each of these resources and to assist testing coordinators in planning and training, use the key below and the corresponding table.

**KEY: Who uses these resources?**

Testing Coordinators **C**

Technology Staff **T**

Test Administrators **A**

	<i>District communications, such as letters or e-mails, received prior to the administration</i>	<b>C</b>
<b>Documents for Getting Started</b>	<b>District and Campus Coordinator Manual Supplement</b>	<b>C T A</b>
	<b>General Test Administrator Manual</b>	<b>C T A</b>
	<b>Test Administrator Manual (administration-specific)</b>	<b>C A</b>
	<b>User's Guide for the Texas Assessment Management System</b>	<b>C T A</b>
	<b>Frequently Asked Questions (FAQs)</b>	<b>C T A</b>
<b>Technology Documents</b>	<b>TestNav Technology Guidelines</b>	<b>T</b>
	<b>PearsonAccess Technology Guidelines</b>	<b>T</b>
	<b>TestNav EWS Reference Manual</b>	<b>T</b>
	<b>Proctor Caching User's Guidelines</b>	<b>T</b>
	<b>Practice Center</b>	<b>C A</b>
<b>Preparing for the Administration</b>	<b>Student Tutorials</b>	<b>C A</b>



If you are viewing this manual online, you may access these resources by clicking the resource titles above.

## Student Participation for Online Testing

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Students who enroll in the district after student data are automatically loaded may be added manually to existing class groups.

To add a new student:

1. Access the Student Data > Manage Student Directory in the Assessment Management System at <http://www.TexasAssessment.com/login>.
2. Select the “Students” view.
3. Click the *New Student* button to go to the *New Student* screen.
4. Enter the required information to create the student and enroll him or her to a campus, and then click *Save and Next* to create the student record.
5. To register the student for a test administration, select the test administration and the student’s grade, complete the remaining fields, and then click *Save and Next*.
6. The student is now registered for testing in the selected test administration. To register the student to a group, select the group, and then click *Save and Next*.
7. The student is added to the group. Next, select the test the student will take, and then click *Save and Exit*.
8. The student is now successfully enrolled to a campus and registered to a test.

**The *PEIMS ID* field must be populated with the student’s PEIMS ID.**

**For more information: *User’s Guide for the Texas Assessment Management System*  
Student Data > Manage Student Directory**

**CHECKLIST****Preparing for Online Testing: Testing Coordinators**

This checklist will help you track the steps involved in preparing for the online test administrations. Recommended timelines are provided for each activity below to assist you. Larger districts or districts with complex networks may require additional time to complete these tasks. Check off each activity as you complete it to make sure you have fulfilled your responsibilities as the testing coordinator for this administration. Detailed instructions for completing each activity are included in the sections referenced by page numbers here. This page may be duplicated as needed.

<b>Page No.</b>	<b>Activity</b>	<b>Recommended timeline</b>
32	<input type="checkbox"/> Review Resources and Complete Training	3–6 weeks prior to testing
36	<input type="checkbox"/> Create User Accounts	2 weeks prior to testing
16	<input type="checkbox"/> Verify That Student Data are Loaded into the Testing System	2 weeks prior to testing
27	<input type="checkbox"/> Manually Assign Students to Participate in Online Testing, if Necessary	2 weeks prior to testing
34	<input type="checkbox"/> Review Test Security and Confidentiality	1 week prior to testing
35	<input type="checkbox"/> Sign Security Oath	1 week prior to testing
36	<input type="checkbox"/> Prepare the Testing Environment	1–3 days prior to testing

**CHECKLIST****Preparing for Online Testing: Technology Staff**

This checklist will help you track the steps involved in preparing for the online test administrations. Recommended timelines are provided for each activity to assist you. Larger districts or districts with complex networks may require additional time to complete these tasks. Check off each activity as you complete it to make sure you have fulfilled your responsibilities as the technology professional for this administration. Detailed instructions for completing each activity are included in the sections referenced by page numbers here. This page may be duplicated as needed.

<b>Page No.</b>	<b>Activity</b>	<b>Recommended timeline</b>
32	<input type="checkbox"/> Review Resources and Complete Training	3–6 weeks prior to testing
33	<input type="checkbox"/> Install Software Needed for Online Testing (Use of proctor caching software is required)	2 weeks prior to testing
34	<input type="checkbox"/> Assess Network Infrastructure and Computer Workstations	2 weeks prior to testing
35	<input type="checkbox"/> Sign Security Oath	1 week prior to testing
45	<input type="checkbox"/> Test the Online Testing Software and the Proctor Caching Software	1 week prior to testing

**CHECKLIST****Preparing for Online Testing: Test Administrators**

This checklist will help you track the steps involved in preparing for the online test administrations. Recommended timelines are provided for each activity to assist you. Check off each activity as you complete it to make sure you have fulfilled your responsibilities as a test administrator. Detailed instructions for completing each activity are included in the sections referenced by page numbers here. This page may be duplicated as needed.

<b>Page No.</b>	<b>Activity</b>	<b>Recommended timeline</b>
32	<input type="checkbox"/> Review Resources and Complete Training	2 weeks prior to testing
34	<input type="checkbox"/> Review Test Security and Confidentiality	1 week prior to testing
35	<input type="checkbox"/> Sign Security Oath	1 week prior to testing
43	<input type="checkbox"/> Set Up Online Test Sessions	1 week prior to testing
36	<input type="checkbox"/> Prepare the Testing Environment	1–3 days prior to testing
45	<input type="checkbox"/> Print student authorizations	1–3 days prior to testing
46	<input type="checkbox"/> Generate and Print the Seal Codes (TAKS ELA)	1–3 days prior to testing

**CHECKLIST****Day-of-Testing Activities: Test Administrators**

These checklists will help you track the steps involved in administering and monitoring the online tests. Recommended timelines are provided for each activity below to assist you. Check off each activity as you complete it to make sure you have fulfilled your responsibilities as a test administrator. Detailed instructions for completing each step are included in the sections referenced by page numbers here. This page may be duplicated as needed.

<b>Page No.</b>	<b>Activity</b>	<b>Recommended timeline</b>
49	<input type="checkbox"/> Start the Test Session	Day of testing
49	<input type="checkbox"/> Administer Each Assessment	Day of testing
49	<input type="checkbox"/> Monitor and Manage Test Sessions	Day of testing

**CHECKLIST****Post-Administration Activities: Test Administrators and Coordinators**

<b>Page No.</b>	<b>Activity</b>	<b>Recommended timeline</b>
35	<input type="checkbox"/> Sign Security Oath	Immediately
51	<input type="checkbox"/> Resolve the Test Session	Immediately
52	<input type="checkbox"/> Complete Score Codes (TAKS)	Immediately
54	<input type="checkbox"/> Complete Score Codes (EOC)	Immediately
59	<input type="checkbox"/> Lock or Unlock User Accounts in the Assessment Management System (Coordinators only)	1 week after each administration; throughout the year as needed

## Review Resources and Complete Training

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All district and campus personnel involved in online testing should review the **Assessment Management System User's Guide** at <http://www.TexasAssessment.com/guide> for information about how to set up and manage test sessions.

District testing coordinators are responsible for training district and campus personnel in the general procedures for administering tests and in setting up and administering online tests. They may, however, delegate campus-level training to campus testing coordinators or other staff, provided that any person who will be training campus staff has received adequate training. It is recommended that districts begin training for coordinators and technology staff approximately 3–6 weeks prior to the test administration. Test administrator trainings should be held two weeks prior to testing. Training sessions should allow adequate time for questions and discussion.

This manual should be used as a starting point for all testing personnel; however, **testing staff are responsible for reviewing only those sections that pertain to their assigned duties.** For example, a test administrator who is not managing the online test sessions does not need to read and understand those activities related to managing the test in the online system and should focus preparation on test security, the testing environment, and the test administration directions.

All personnel involved in setting up and/or administering online tests should review the following materials:

- **Practice Center**, available at <http://www.TexasAssessment.com/practice>, mirrors the operational site and simulates all activities related to managing test sessions in the Assessment Management System.
- **TestNav Tutorial**, accessible from the *Training* tab on the *Resources* page at <http://www.TexasAssessment.com/resources>, is a downloadable tutorial for TAKS testing staff and their students. This tutorial demonstrates how to use the TestNav delivery system in a text- and graphics-based format.
- **Flash ELA Written Composition Tool**, accessible from the *Training* tab on the *Resources* page at <http://www.TexasAssessment.com/resources>, is a computer-driven tutorial for TAKS ELA testing staff and their students. This tool provides students with an opportunity to practice the written composition using the TestNav writing interface.

In addition, technology staff can use this tool to verify the Flash installation for the student testing environment in preparation for the TAKS ELA online administration by accessing it through the Practice Center at <http://www.TexasAssessment.com/practice>.

- **Web-Based Test Administrator Training Modules** As part of TEA's 14-point test security plan, three voluntary online training modules, available at <http://texas.testsecuritytraining.com/TestAdministratorTraining.aspx>, have been developed to reinforce mandatory test security procedures for test administrators.

Campus staff should have students practice navigating and using tools in the TestNav testing system by using the following resource:

- **The Texas-Specific Testing Tools tutorial**, available at <http://www.texasassessment.com/resources>, located under the *Training* tab. This tutorial includes all the tools that may appear in online tests. In-test tutorial screens offering students the opportunity to review and practice with TestNav’s electronic tools (eTools) will also be included at the beginning of each of the TAKS and EOC assessments. These in-test tutorial screens will include only those electronic tools available during a particular test.

## Install Software Needed for Online Testing

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If they have not already done so, campus or district technology staff will need to download and install the following software and tools to run the online tests:

- **TestNav test delivery software:** Technology staff should download and install the TestNav eDeliverySystem software on all computers to be used for testing, *ideally on a local server with shortcuts placed on each desktop*. Technology staff should download and install TestNav, available at <http://www.TexasAssessment.com/resources> under the *Downloads* tab. (See Section 5.0 of the TestNav Guide available from the *Resources* page at <http://www.TexasAssessment.com/resources> for specific TestNav download information.)

When installing the TestNav upgrade above, the Early Warning System (EWS) will automatically upgrade as well. The EWS is designed to alert a test administrator when the network connection to the testing server is interrupted during a test session and to allow the test administrator and technology staff to retrieve student responses.

- **Proctor Caching:** The proctor caching software is required. Proctor caching makes the whole online administration smoother because systemwide outages will have less impact on students taking online tests. It also accelerates the delivery of test content to students and reduces the amount of bandwidth required for online testing. Technology staff may designate the name and location of the workstation to be used for proctor caching when installing TestNav. The proctor caching software is available for download from the *Resources* page at <http://www.TexasAssessment.com/resources>.
- **Proctor Caching Testing Tool:** This test verifies the functionality of the proctor caching software and includes a 70-question practice test to simulate a live test. Setting up and running this test usually takes 10–15 minutes, depending on your experience with the online testing system and on the speed of your Internet connection. To access the Proctor Caching Testing Tool, log in to the Practice Center at <http://www.TexasAssessment.com/practice> and navigate to the Manage Test Sessions area of the Practice Center, and select “Create a New Session.” Then select “Proctor Caching Testing Tool” from the “Test Administration” drop-down menu.

For more detailed information, the TestNav EWS Reference Manual and the Proctor Caching User’s Guide are available at <http://www.TexasAssessment.com/resources>.

## Assess Network Infrastructure and Computer Workstations

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Technology staff should confirm that the following steps are taken in preparing the infrastructure and workstations to be used for testing.

- Disable any automatically launching applications such as screensavers, scheduled virus scans, e-mail notification alerts, detectors, instant messenger programs, and power management software on laptops warning of low battery levels. These programs will cause TestNav to close, and the student's test will have to be resumed by a test administrator. (See Section 10.2.5.3 of the Assessment Management System User's Guide, available at <http://www.TexasAssessment.com/guide>.)
- Refer to the TestNav Guide section on Intermediate Network Devices for instructions regarding firewalls and content filters. Content filters must not block Pearson URLs, and firewalls must allow Pearson domain names. (See Section 2.1 of the TestNav Guide).
- If testing via a wireless network, confirm that the network is secure.



**Contact Pearson's Austin Operations Center at 800-627-0225 if you require assistance with wireless networking. Verify with your Internet service provider (ISP) that no maintenance or outages are scheduled for the online test administration dates.**

- Alert other network users at each campus to the online testing schedule and, if necessary, request that they avoid high-bandwidth activity on those days.
- Review the *Unified Texas Minimum System Requirements* document for an overview of required technology infrastructure at <http://www.TexasAssessment.com/unifiedsystemreqs>.

It is recommended that technology staff verify on the day of testing that computer workstations are ready for testing, because changes may occur to workstations between initial assessment and the test day.

## Review Test Security and Confidentiality

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All testing personnel should read and be familiar with the policies outlined in the section on test security and confidentiality provided in this manual.

Administrators and technology staff involved with online testing are expected to comply with all the security and confidentiality policies, so it is recommended that staff review these policies prior to each test administration.

## Sign Security Oath

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Online test administrators and any other staff who will be in the testing room at the time of testing are required to complete and sign a security oath before and after each administration in which they act as the test administrator. Test administrators are required to sign an oath following the general training on test security and test administration procedures. In addition, they are required to sign an oath following each administration-specific training, as well as after each administration. Test administrators will initial and sign the administration-specific oath once before handling secure materials and again after the test administration is completed. This oath will include a special section (Section #3) to be signed by test administrators who gave an oral administration of a test. The administration-specific oath must be returned to your campus coordinator immediately after the test administration is completed.

District and campus coordinators do not need to sign a separate oath for online testing, unless they also serve as test administrators. Instead, these staff members are required to sign an oath each testing year, which applies to all Texas online and paper testing. Test administrator oaths are provided in the test administrator materials as well as on the *Test Security* page at <http://www.tea.state.tx.us/student.assessment/admin/security/>.

For more details, review the section on the security oath on page 8 of this manual.

## Create User Accounts

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When the district testing coordinator's user account is initially created, an e-mail is sent that contains instructions for establishing a password. Once a password has been established, the district coordinator should log in to the website at <http://www.TexasAssessment.com/login> to read and accept the Confidentiality Agreement.



**All district coordinator user accounts are created by Pearson's Austin Operations Center. If you are a new district coordinator or a district coordinator who has not received your user account e-mail notification, you should contact Pearson's Austin Operations Center at 800-627-0225.**

District coordinators should then create user accounts for campus coordinators as needed. Both district and campus coordinators may then create role-specific user accounts for test administrators. District coordinators are responsible for confirming that user accounts are created for appropriate testing staff. For security reasons, all staff with access to the Assessment Management System will be prompted to change their passwords every 90 days.

**For more information: *User's Guide for the Texas Assessment Management System*  
Security > User Accounts**

## Prepare the Testing Environment

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Testing staff should familiarize themselves with the following procedures in advance of the test administration.

### Prepare the Testing Environment

#### Verify and Correct Online Student Information

- To make changes to an examinee's name or date of birth, access the Assessment Management System at <http://TexasAssessment.com/login> and go to the Student Data > *Manage Student Directory* screen.

#### **To view or edit a student's demographic information:**

1. Go to Student Data > Manage Student Directory.
2. Select the view (Students, Campuses, or Rostered Groups).

#### **View By: Students**

When you view by "Students," you will be prompted to search.

**Tip:** See the Assessment Management System User's Guide for how to perform an advanced search.

#### **View By: Campuses**

When you view by "Campuses," you see the number of students by campus and grade. Click a campus name to see students in that campus. Only campuses for the organizations that the user is authorized to view will display.

**Tip:** If you want to see results for a specific campus, you may also return to the “Students” view, and then search for the campus name only.

**View By: Rostered Groups**

When you view by “Rostered Groups,” you see the groups of rostered students by campus. Only rostered groups that are tied to organizations that the user is authorized to view will display.

3. Click **Edit** to make changes to the Student Master Record, and then click **Save**.

## Establishing the Test Setting

Test administrators, in conjunction with the campus coordinator, must arrange for appropriate physical conditions for testing. The online testing environment, such as that found in a computer lab, can result in students being able to view other students’ computer monitors. To support test security, testing staff should make a determined effort to prevent students from seeing one another’s monitor. This may include providing an obstruction such as a manila folder taped to each side of the monitor or a cardboard carrel placed around each workstation.

**For more information:** *User’s Guide for the Texas Assessment Management System*  
Student Data > Manage Student Directory, Editing student data

- To make changes to examinee score codes in the Assessment Management System, log in to the Assessment Management System at <http://www.TexasAssessment.com/> login, select the appropriate test session and examinee and follow the instructions below to view or modify the examinee’s test-specific data.

**Viewing or modifying students’ test-specific data**

The *Student Test Details* screen allows you to view and modify a student’s test-specific data.

**To modify a student’s test-specific information**

1. Go to Test Management > Manage Test Sessions.
2. Click the session name to go to the *Session Details* screen.
3. Click the student’s name on the *Session Details* screen to go to the *Student Test Details* screen.
4. Click **Edit** and make the modifications.
5. Click **Save**.

**For more information:** *User’s Guide for the Texas Assessment Management System*  
Manage Test Sessions

## Indicate TAKS Testing Accommodations Online

For students who receive accommodations to any online TAKS test, drop-down menus appear on the *Student Test Details* screen. Use these menus to indicate the accommodations an eligible student received.

The following categories of accommodations are included in this field.

- Presentation Accommodation
- Response Accommodation
- Setting Accommodation
- Timing and Scheduling Accommodation
- Oral Administration

If the student does not receive testing accommodations, those fields should be left in the “Select” position. Information about accommodations used by the student is collected as part of federal reporting requirements but is not associated with student performance. See the Accommodations Manual for more information regarding TAKS accommodations and how to categorize them.

## Ensuring Proper Testing Procedures

The campus coordinator must be available on each day of testing to assist test administrators and to address test-related problems and questions. If a situation arises that the test administrator does not know how to resolve, the campus coordinator should be contacted.



**A test administrator who has been trained in online test administration procedures must be present in the testing room at all times during the administration.**

The campus coordinator will help test administrators conduct test sessions under the best possible conditions. Following the procedures listed below will ensure the security and confidentiality of online tests.

### Preparing for Test Administrations

- There must be at least one test administrator for every 30 students.
- A trained test administrator must be present in the testing room at all times during testing.
- No element of the testing room’s environment should hinder any student’s performance. The testing room should be quiet, well lighted, well ventilated, and comfortable. Each student should have enough space in which to work.
- A “Testing—Do Not Disturb” sign should be posted outside the testing room.
- Ensure that the seating chart has been completed for TAKS retests, including the names of students testing and the students’ locations in the room. Also include the names of all test administrators/monitors involved in the session. If a seating chart has not been provided for you, contact your campus coordinator. If students are moved to another room to finish testing, an additional seating chart must be completed.

- Bulletin boards and instructional displays that might be a source of direct answers must be covered or removed during testing. Any rooms to which students may be relocated must also be prepared.
- Make sure that all desks or workstations are cleared of books and other materials not required for the test.
- To support test security, testing staff should make a determined effort to prevent students from seeing one another's monitor. This may include providing an obstruction such as a manila folder taped to each side of the monitor or a cardboard carrel placed around each workstation.

### During Testing

- Districts may establish starting times for testing. A student who arrives after testing has begun may be tested if sufficient time remains in the day and if the student has not obtained prior knowledge of test content through contact with students who have already finished testing.
- Test administrators **must** actively monitor the testing room while students are working. Test administrators should confirm that students do not have access to nonallowed materials. Test administrators may not view or discuss individual test items or responses.
- Reinforcing, reviewing, and/or distributing testing strategies during an assessment is strictly prohibited. Providing this type of assistance to students can result in the invalidation of their tests and can compromise the assurance that all individuals are equitably tested in accordance with the guidelines for standardized assessments.
- Students must remain seated during testing, except when they are acquiring or returning authorized reference materials or calculators. Students are not allowed to talk while the test is in progress.
- Since the tests are **untimed**, each student must be allowed to have as much time as necessary to respond to every test item. Districts are not required to test beyond the regular school hours, but they are free to do so if they choose.
- Each student must be allowed to work at his or her individual pace. Students may **NOT** be directed to speed up or slow down.
- Test administrators should regularly remind students to indicate their responses.
- Some students may finish the test earlier than others. After they submit their tests, students may be allowed to quietly read books or leave the testing room.
- Student authorizations must be kept in a secure location until the day of the test.

The test administrator is responsible for test security and confidentiality in the testing room. Testing personnel are required to report immediately any suspected violations of test security and confidentiality to the campus or district coordinator, providing copies of any correspondence to the campus coordinator and principal.



**The contents of online tests are considered secure at all times. No unauthorized viewing, discussing, duplicating, or scoring is allowed.**

## Answering Questions

Test administrators are **NOT** allowed to answer any questions related to the content of the test itself. If a student asks a question that the test administrator is not permitted to answer, the test administrator may respond, for example, **“I can’t answer that for you; just do the best you can.”** Test administrators and campus personnel are **NOT** allowed to

- translate test questions or passages (including the written composition prompt in the TAKS ELA or English I, English II, and English III EOC assessments) into another language;
- rephrase or add information to questions or the prompt;
- discuss test questions with anyone before, during, or after testing; or
- score test items or discuss with students how they performed.

Note that test administrators **are** allowed to translate oral instructions into the student’s native language.

## Computer Monitor Glare

Glare from computer monitors may cause student fatigue. If a student experiences glare, correct this by adjusting the student’s seating, by adjusting the angle of the computer screen, or by taping a blank, unused sheet of heavy paper or a folder to the top of the screen.

## Breaks

Students may be allowed to take breaks in the testing room during a test session. Test administrators should be attuned to students’ need for breaks and determine whether breaks are necessary. Testing staff may adjust student workstations or turn off monitors during breaks if students are bothered by glare from their monitors.

During breaks, students must not discuss the contents of the test, and test sessions must be exited following the instructions for exiting and resuming the test session found in the gray box on the following page. At the discretion of the test administrator, students may be allowed to take restroom breaks one at a time.

## Lunch

If testing continues into the normal lunch period, students should be allowed to break for lunch. Students should exit the test session prior to the lunch break, following the instructions for exiting and resuming the test session found in the gray box on the following page. Students must **NOT** click the **Submit** button at this time. During lunch the students must remain together and be closely monitored by a trained test administrator to ensure that the contents of the test are not discussed.

### Exiting and Resuming an Online Test

**To exit the test**, students should click the “X” at the top right-hand corner of the screen, click “Yes, exit the test,” and then click “Yes.” Students must **NOT** click the *Submit* button at this time. The test administrator must provide assistance for students who need help exiting their tests. If a student clicks the *Submit Answers* button accidentally but wishes to finish the test, the campus coordinator must call Pearson’s Austin Operations Center at 800-627-0225.

**To resume the test**, the test administrator must go to the *Session Details* screen in the Assessment Management System. Select the check box for the student and click *Resume Test*. The status column should display a purple “Resumed” to indicate that TestNav can be launched on the student’s computer and the test resumed. Have the student launch TestNav by clicking the *TestNav* icon on the desktop of the student’s computer and logging in using the same login ID and test code as before.

*The test has now been resumed and it will begin on the last or second-to-last question the student responded to before exiting the test.*

**For more information:** *User’s Guide for the Texas Assessment Management System*  
Test Management > Manage Test Sessions, Resuming a test

### Cell Phone Use

The use of cell phones and other personal electronic devices during testing is not permitted for the following reasons:

- Making or receiving calls disrupts the testing environment by disturbing other examinees.
- Making or receiving calls could compromise the confidentiality of the test.
- The text messaging, camera features, and Internet capability of cell phones could be used to compromise the security and confidentiality of the test.
- The use of personal electronic devices, such as MP3 players or personal organizers, disrupts the testing environment and might be a source of direct answers.

Districts are required to develop a policy for cell phone use that serves their needs while preserving the security and confidentiality of the testing program. Check with your district coordinator if you have questions about your district’s policy.

### Individual Emergencies

Occasionally, an emergency will arise and a student may need to leave the testing room for a brief time. If time allows, instruct students to exit the test, following the instructions for exiting and resuming an online test in the gray box above. If the student returns, the campus coordinator and the test administrator should determine whether confidentiality has been maintained and if the student should continue testing. If a student cannot continue testing,

the district must determine whether the student's test should be coded "S" (Score) or "O" (Other).

## School Emergencies

If the nature of the emergency indicates a danger to students (such as a fire alarm), testing staff should **NOT** instruct students to exit their test sessions. Students should go quietly outside, following their campus's regulations for exiting the building.

Test administrators must closely monitor their testing groups to ensure that the contents of the test are not discussed. If students return, the test administrator and campus coordinator should determine whether they should continue testing. If there is a building fire or other school emergency that prevents students from resuming testing, call TEA's Student Assessment Division at 512-463-9536 for guidance.

**For more information:** *User's Guide for the Texas Assessment Management System*  
**Marking a Test Complete**

## Technical Emergencies



**If presented a warning screen stating that the testing server is not available, follow the instructions provided in the TestNav EWS Manual at <http://www.TexasAssessment.com/techinfo> and consult with Pearson's Austin Operations Center at 800-627-0225 as needed.**

Users will receive a recorded message including system status and recommended actions. Note that students' answers should **NOT** be submitted and students' tests should **NOT** be marked complete because of a technical issue without first receiving directions from the testing contractor.

## Changing Testing Rooms

The tests are untimed. Students should be given as much time as they need to finish the test, although they are required to finish the test the same day it is started. As long as test security is not breached, students may be moved to another testing room.

Students who have not finished the test by the end of the test session may be moved to another location. If students must be moved to an alternate test site to finish their test, be sure to have them exit the test and close the TestNav application. Students must **NOT** click the *Submit* button at this time. While in transit, students must not discuss the test with anyone or have access to learning materials. After the students are settled in the new location, the test administrator can resume the students' tests by following the instructions in the gray box on page 41. If test administrators need more assistance, they should reference the gray bar below.

**For more information:** *User's Guide for the Texas Assessment Management System*  
**Manage Test Session, Resuming a test**

## Set Up Online Test Sessions

The Assessment Management System at <http://www.TexasAssessment.com/login> is the main page for accessing all online testing applications and materials. While students will be taking the online test using TestNav, the electronic test delivery software, testing personnel will be using the Assessment Management System's *Session Details* screen from their own workstations to monitor student test sessions. Refer to the Assessment Management System User's Guide for information about setting up and managing test sessions.



**To set up online test sessions, go to the Assessment Management System at <http://www.TexasAssessment.com/login>.**

Two versions of the Assessment Management System are available. One is the Practice Center, where testing staff can practice online testing activities. The other is the operational site, which testing staff will use for setting up and administering the live tests.

### Accessing the Practice Center

The Practice Center, available at <http://www.TexasAssessment.com/practice>, is a mirror of the operational site and offers opportunities to practice test management activities.



**The Practice Center requires a separate user account. District testing coordinators' user accounts will be set up by Pearson. Then these users can set up campus and other district personnel.**

Do **NOT** set up practice test sessions in the operational Assessment Management System. Be sure the banner at the top of the website is brown, not blue, before performing any practice or test runs of the TestNav software.

### Accessing the Texas Assessment Management System

Before accessing any of the administrative features of the Assessment Management System, users must log in. Pearson will provide district testing coordinators with a user account for accessing the system. District testing coordinators must then ensure that district and campus staff requiring access to the Assessment Management System website are set up as users of the site. When users receive their initial login e-mail from the Assessment Management System, they will be prompted to set a password. After this initial login, users will be prompted to change their passwords every 90 days.

User accounts are confidential. Users should not share their account information or allow others to log in with their user account. If users forget their password, they can reset it by using the *Reset Your Password* link at <http://www.TexasAssessment.com/login>.

## Creating Test Sessions

Test sessions are electronic groupings of students who will take the same test at the same time and in the same location. For example, if a group of 30 students is in one computer lab to take the English II EOC assessment, a test session must be created for this group. Before a test administrator can start a test, students must be added to the group within the *Test Management* section of the Assessment Management System available at <http://www.TexasAssessment.com/login>.

It is recommended that coordinators create test sessions at least one to two weeks before testing. Technical staff should be involved in the test session setup because they need to understand the interaction between the TestNav test delivery software and test session management activities in the Assessment Management System.

**For more information:** *User's Guide for the Texas Assessment Management System Test Management, Register Students and Manage Test Sessions*

## Creating Oral Administration Test Sessions

For oral administrations of the online test, test administrators will need their own TestNav login IDs and test codes to view the same test as their students. The test administrator can then read aloud the online test to eligible students.

See Appendix A in this manual for eligibility and instructions for setting up oral administration test sessions and generating the proctor authorizations containing the TestNav login ID.

## In-Test Tutorials

For each TAKS and EOC assessment offered online, tutorial screens offering students the opportunity to practice with TestNav's electronic tools (eTools) are included. These tutorial screens include only those electronic tools available during that particular test. Additionally, campus staff can arrange for students to view the *TestNav Tutorial* and/or the *Texas-Specific Testing Tools* tutorial discussed on page 33 of this manual, either in advance of testing day or immediately prior to logging in to the online test.

## Test the Online Testing Software and the Proctor Caching Software

There are three tests available in the Practice Center for technology staff to check the functionality of the TestNav and proctor caching software required for online testing. To access these, log in to the Practice Center at <http://www.TexasAssessment.com/practice>, go to Test Management > Manage Test Sessions, and select “Create a New Session.” Select the desired test from the “Test Administration” drop-down menu. It is recommended that technology staff perform these tests to ensure successful test delivery, particularly if your campus is new to online testing. The tests are:

- **TX Practice Test:** Use this tool to check the functionality of the TestNav software.
- **Flash ELA Written Composition Tool:** Use this tool to confirm that your infrastructure is configured to support the Flash-based question for the TAKS ELA written composition.
- **Proctor Caching Testing Tool:** Use this tool to check the functionality of the proctor caching software. This tool includes a 70-question practice test to simulate a “live” test.



Contact Pearson’s Austin Operations Center at 800-627-0225 for assistance with accessing the Online Testing Practice Center.

## Print Student Authorizations

Before each test session is started, test administrators or technology staff must generate and print student authorizations. Student authorizations contain the URL that students enter into TestNav to access a test and the unique login ID and test code needed to log in to take the test. Student authorizations should be printed at least one day before the test administration and stored in a secure location.

From the *Session Details* screen in the Assessment Management System:

1. Click **Authorizations** and select the authorization type in the drop-down list.
2. Print the student authorizations using the print function within your PDF application software.

*Adobe Reader can be downloaded from <http://get.adobe.com/reader>.*

**For more information: *User’s Guide for the Texas Assessment Management System*  
Test Management > Manage Test Sessions, Authorizations**

## The Seal Code Warning Screen

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Seal codes are the electronic equivalents of the adhesive paper tabs used to seal sections of the paper test booklets. Before examinees in an online test session can access an electronically sealed section of the test, they must enter a four-digit seal code, which then allows them to access the sealed section.

For TAKS exit level online administrations, a seal code is used for the ELA revising and editing section because dictionary and thesaurus use is **NOT** allowed in this section. Examinees will be instructed to raise their hand as they complete the reading and written composition section of the ELA test and are ready to proceed to the sealed revising and editing section. As each examinee raises his or her hand, the test administrator must go to the examinee's workstation to collect any dictionary and/or thesaurus the examinee may have used on the reading and written composition section of the test. The test administrator must then provide the examinee with the four-digit seal code to access the revising and editing section by writing it on the examinee's student authorization. Test administrators should not verbally communicate the seal code to examinees or write it on the board. Examinees should not share seal codes with each other.

**NOTE: There is a seal code warning screen between the reading and written composition section and the sealed revising and editing section of the test to ensure that examinees do not enter the sealed section prematurely.**



**If an examinee enters the sealed section, the examinee may no longer use a dictionary or thesaurus to check work done in the previous section of the test. It is important that examinees be ready to move on to the sealed section of the test before attempting to do so. Examinees may return to the reading and written composition section after entering the sealed section, but they may NOT have access to a dictionary or thesaurus.**

### To Generate and Print Seal Codes

From the *Session Details* screen in the Assessment Management System:

1. Click **Authorizations** and select Seal Code in the drop-down list.
2. Print the seal codes using the print function within your PDF application software.

*Adobe Reader can be downloaded from <http://get.adobe.com/reader>.*

The seal code document to be printed by the test administrator will include nine seal codes. Only the first seal code will be used for the revising and editing section of the ELA test. **It is recommended that you print the seal code document the day before the test administration and store it in a secure location**, along with the student authorizations and session rosters for that test session.

Once examinees click the *Next* button on the Review Screen from the reading and written composition section, a message will appear asking if they are sure they want to continue to the next section. They should click the *Next* button to continue. A message that the next section (revising and editing) is sealed will appear. Examinees should click the *Next* button if they are ready to continue. Examinees will arrive at a seal code warning screen. If they are ready to progress, they should click the *Next* button. **(If they have not finished their work in the reading and written composition section of the test, they should click *Back*.)** The field in which they are to enter the four-digit seal code will appear. Examinees must then type the seal code as provided by the test administrator into the field and click *Next*. Examinees can then access the revising and editing section of the ELA test. After this point, the examinee may return to revise his or her reading and written composition section of the test, but he or she will no longer be permitted the use of a dictionary or thesaurus.

## Assembling the Materials Needed for Testing

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Test administrators must ensure that the following materials are available on the day of testing:

- a copy of this manual
- Test Session Roster(s)
- Student authorizations (must be kept in a secure location until the day of the test)
- Proctor authorization(s) (secure documents for oral administrations)
- Seal code document (for TAKS exit level ELA only; must be kept in a secure location until the day of the test.)
- Examinees taking a mathematics test must be provided **scratch paper and graph paper**. Examinees taking a science test must be provided **scratch paper**. Examinees taking the TAKS exit level ELA test, the English I test, and the English II or English III field test must be provided **scratch paper** to plan their open-ended responses and written compositions. Note that graph paper is available to download, print, and copy from the *Resources* page at <http://www.TexasAssessment.com/resources>. **Scratch paper and graph paper must be destroyed immediately after testing.**
- pencils or pens for use with the scratch paper and graph paper
- A ruler is available to TAKS examinees as an online tool. Only the ruler provided as an online tool (within the TestNav software) should be used in the online test administration. A ruler is not provided in EOC assessments.
- Each examinee must have access to reference materials to use during the online TAKS or EOC mathematics or science tests, respectively. **Reference materials are available as part of the online tests. They are also available online to download and print at <http://www.TexasAssessment.com/downloads>. Any printed reference materials must be collected when testing is completed for the day. NOTE: Do NOT distribute or allow examinees to use the cardstock charts provided for the TAKS paper administration.**

- **Each examinee must be provided a graphing calculator to use throughout an online mathematics test.** Examinees may use their own calculators instead of the one provided by the district. A graphing calculator is also available in the online test as one of the tools provided. Any kind of graphing calculator may be used except one with a typewriter-style keypad (known as QWERTY) or one that includes a computer algebra system (CAS). Handheld minicomputers or personal digital assistants (PDAs) may not be used. All types of memory, including standard memory, RAM, ROM, and flash ROM, must be cleared to factory default both before and after testing. In addition, any programs or applications must be removed or disabled prior to testing. For specific assistance in effectively preparing calculators for use during testing, contact the calculator manufacturer.
- **Examinees must be provided a four-function, scientific, or graphing calculator for use on the online TAKS science test and the biology EOC assessment.** There must be at least one calculator for every five examinees. If examinees share a calculator, the memory must be cleared after each examinee uses it. **For chemistry and physics EOC assessments, there must be one scientific or graphing calculator for each examinee.** Examinees may use their own calculators instead of the one provided by the district. Calculators are also available in the online test as one of the tools provided. For the science test, the guidelines for types of calculators, clearing of memory, and removal or disabling of programs and applications are the same as those described previously for mathematics.
- English-language **dictionaries and thesauruses** must be provided to examinees for the composition and reading sections of the TAKS exit level ELA test. At least one English language dictionary for every five examinees testing must be provided. It is also recommended that there be one thesaurus provided for every five examinees, if possible. Examinees may also use a combination dictionary/thesaurus. An English as a second language (ESL) dictionary, which uses simple English and pictures to define words, may be provided for examinees who are identified as limited English proficient (LEP), but only when reference materials must be provided.
- **English-language dictionaries and thesauruses must be provided for students to use throughout the English I EOC assessment and the English II and English III field tests.** Students must have access to these resources for both Writing (Day 1) and Reading (Day 2). At least one English language dictionary for every five students testing must be provided. It is also recommended that there be one thesaurus provided for every five students, if possible. Students may also use a combination dictionary/thesaurus. An English as a second language (ESL) dictionary, which uses simple English and pictures to define words, may be provided for students who are identified as limited English proficient (LEP).

## Start the Test Session

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Student authorizations should be printed at least one day before the test administration and stored in a secure location. For instructions on viewing and printing the student authorizations, see the section on page 45.

Immediately prior to testing, test administrators must provide each student his or her own student authorization. **Districts must formulate local procedures to verify student identity on student authorizations. This verification should take place before student authorizations are distributed to students and before testing begins.** Once the test session is started by the session administrator, students will log in to TestNav using the login ID and test code provided in the student authorization.

(A password is not required; the field will be blank on the student authorization, and students should leave the *Password* field blank in the TestNav login page.)

For more information: *User's Guide for the Texas Assessment Management System*  
Test Management > Manage Test Sessions

## Administer Each Assessment

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After the test session has been started, test administrators will guide examinees through logging in to TestNav, reviewing sample items, and beginning the test. Remember, you may view and/or print the test administrator manuals from the *Resources* page at <http://www.TexasAssessment.com/resources>.

## Monitor and Manage Test Sessions

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After a session is started and students log in, you can monitor the status of all examinees assigned to a test session from the *Session Details* screen. The color-coded boxes in the Status column indicates the student's test status.

For more information: *User's Guide for the Texas Assessment Management System*  
Test Management > Manage Test Sessions, Starting and monitoring test sessions

## Moving Examinees to Another Test Session

For online tests offered during a testing window, examinees should be moved to a later test session if they will not be present for the test session for which they were originally scheduled. If the test session is still open on your workstation, you may move students to a new session or to another existing session.

For more information: *User's Guide for the Texas Assessment Management System*  
Test Management > Manage Test Sessions, Viewing or editing test sessions

If you move examinees to another session, they will be assigned a new test code. Any student authorizations previously printed will need to be destroyed and new authorizations printed to provide a new test code for the examinees.

## Resuming a Test

A test administrator will need to resume a test when a student exits TestNav before completing the test. For example, when a student exits the test for breaks, lunch, emergencies, or when the student is moved to another computer, the examinee's test must be resumed by a test administrator. Should an examinee try to access an application other than TestNav, the online test will close and will need to be resumed by a test administrator before the examinee can log in to the test.

It is important that the test administrator's *Session Details* screen be periodically refreshed so that the test administrator can closely monitor examinees whose status changes to "Exited." The test administrator must determine why an examinee's status is shown as "Exited" if the test administrator did not authorize exiting the test. An examinee cannot resume a test until a test administrator authorizes the examinee to do so.

Use the "Resume Test" function only if the student will resume the **same** test.

To resume the test after a break, the session administrator must select the checkbox for the student on the *Session Details* screen and click *Resume Test*. After resuming the student's test, the student's status changes to "Resumed" (if the student was in the "Exited" status) or "Resumed-Upload" (if the student was in "Started" status) on the *Session Details* screen. The student can now log in to TestNav and resume the test. Have the student launch TestNav by clicking the *TestNav* icon on the desktop of the student's computer and logging in using the same login ID and test code as before.

*The test has now been resumed; it will begin on the last or second-to-last question the examinee responded to before exiting the test.*

Instructions for resuming the test are also in the gray box on page 41.

**For more information:** *User's Guide for the Texas Assessment Management System*  
Test Management > Manage Test Sessions, Resuming a test

**If a student has exited TestNav and will not resume the same test for reasons such as illness during testing or a specific testing irregularity, follow the process for marking the test complete in the Assessment Management System.**

**To mark an examinee's test complete, follow these steps:**

1. From the *Student Details* screen, select the checkbox for the examinee and then click **Mark Test Complete** to go to the *Mark Test Complete* screen.
2. Enter the reason why the examinee did not complete the test when prompted.

**NOTE:** Even if the student did not log in to the test (e.g., the student was absent and you have marked the student as "Absent" for TAKS), you should also mark the

student's test "Complete" and enter the reason why the student did not complete the test. This reason can be viewed by clicking the *Marked Complete* icon next to the student's name on the *Session Details* screen.

3. Click the *Save* button. Any responses entered by the student before the test was exited will be sent to the scoring system.

**For more information: *User's Guide for the Texas Assessment Management System*  
Test Management > Manage Test Sessions, Marking a test complete**

## Resolve the Test Session

### Submitting the Test for Scoring

The test will be submitted via the Assessment Management System as soon as the student selects the *Submit* button.

After students have finished the test, they will submit the test by following these instructions:

1. Click the *Submit* button at the bottom of the screen to submit responses. This will display the *Submit* pop-up window.
2. Click the *Submit Answers* button in the pop-up window, and then click the *Yes* button to submit the test.

Students whose tests have been submitted will be indicated with a teal "Submitted" in the Status column of the *Session Details* screen.



**Test administrators should remind students that they should finish the test and be satisfied with their responses before submitting their tests. Once a test is submitted, it CANNOT be restarted by the test administrator.**

If a student clicks the *Submit Answers* button accidentally but wishes to finish the test, the campus coordinator must call Pearson's Austin Operations Center at 800-627-0225.

**NOTE:** Students who cannot finish their tests due to illness or a testing irregularity should **NOT** click the *Submit Answers* button. **The test should be exited and marked as complete by the test administrator per the instructions referenced in the gray information bar below.** The district must determine whether the student's score code in the testing system should be "Other" or if the student's responses should be submitted for scoring by leaving the score code set to the default "Select." See the TAKS or EOC score coding sections on pages 52–59 for details on indicating this score code.

**For more information: *User's Guide for the Texas Assessment Management System*  
Test Management > Manage Test Sessions, Marking a test complete**

## Stopping the Session

After *all* students have finished the test and clicked the **Submit** button on their screen, the session is ready to be closed. Any students who have ended their test by clicking the **Submit Answers** button or whose test was marked complete by the session administrator will be indicated with a red “Stopped” in the status column of the Session Roster.

If any student exited but did **NOT** resume the test (e.g., due to illness or a testing irregularity) and will not be able to finish the test, follow the instructions for marking a test complete. When all students’ tests are indicated by a teal “Submitted” or red “Stopped” in the status column, click the **Stop** button located on the upper-left corner of the *Session Details* screen to close the test session.

**For more information: *User’s Guide for the Texas Assessment Management System*  
Test Management > Manage Test Sessions, Marking a test complete  
and Stopping test sessions**

## Complete Score Codes (TAKS)

- **If an examinee tests in some subjects online and others on paper**, the paper answer document should be used to indicate score codes. Fill in the asterisk bubble for each subject the examinee completed online. The SCORE CODE field in the FOR SCHOOL USE ONLY section of the paper answer document indicates whether an examinee’s test should be scored. For each subject-area test, select only one score code. Submit the TAKS exit level answer document with the scorable materials. For more information, see the Coordinator Manual.
- **If an examinee is registered to test all eligible subjects online but is absent for all of those tests and does not test online**, use the online Assessment Management System to indicate the absence(s).
- **If an examinee is registered to take all eligible tests online, completes at least one of them in the online system, and does NOT take any tests on paper**, then test administrators should use the Assessment Management System to indicate score codes. Follow the directions in the table on the next page to complete score codes for students in this situation. If the student has not taken any tests on paper, there is no need to submit a paper answer document.

This drop-down list on the *Student Test Details* screen is accessible by entering the Test Management > Manage Test Sessions area of the Assessment Management System and selecting the appropriate Session Details and student for whom you need to change or select score codes.

**Online score codes on  
the *Student Test Details* screen**

The screenshot shows a form with the following fields and options:

- Group Name: REGISTERED GROUP (dropdown)
- ELA Score Code: <select> (dropdown)
- Mathematics Score Code: <select> (dropdown)
- Science Score Code: <select> (dropdown)
- Social Studies Score Code: <select> (dropdown)
- Precode Number: (text field)

The dropdown menu for the Science Score Code is open, showing the following options:

- A = Absent
- X = Not Tested: ARD Decision
- P = Previously Met Standard
- O = Other (e.g., illness, cheating)
- \* = No information available for this subject
- S = Score

**SCORE CODE field  
on paper answer document**

The diagram shows a grid for the SCORE CODE field. The columns are labeled ELA, M, S, and SS. The rows contain the following codes in circles:

SCORE CODE			
ELA	M	S	SS
A	A	A	A
X	X	X	X
P	P	P	P
O	O	O	O
*	*	*	*
S	S	S	S

**Completing TAKS Score Codes in the Assessment Management System**

If the examinee	then
is absent from the subject-area test,	select “ <b>A = Absent</b> ” on the drop-down list on the <i>Student Test Details</i> screen.
did not participate in testing due to an admission, review, and dismissal (ARD) committee decision,	select “ <b>X = Not Tested: ARD Decision</b> ” on the drop-down list on the <i>Student Test Details</i> screen.
previously met the passing standard,	select “ <b>P = Previously Met Standard</b> ” on the drop-down list on <i>Student Test Details</i> screen.
begins but does not complete or submit the online test due to illness or a testing irregularity,	select “ <b>O = Other (e.g., illness, cheating)</b> ” from the drop-down list to omit the student’s responses from being scored.  The student may <b>NOT</b> be rescheduled for testing once he or she has begun the test.
the student does not test for the subject indicated,	select “ <b>* = No information available for this subject</b> ” on the drop-down list on the <i>Student Test Details</i> screen.
completes the test online,	no action is needed. However, you may select “ <b>S = Score</b> ” from the drop-down list on <i>Student Test Details</i> screen. Upon submission of the online test, the online system will set the student’s test to “Submitted.”

For assistance in completing score codes for online testing, contact Pearson’s Austin Operations Center at 800-627-0225.

**NOTE:** If a student did not participate in testing due to an LEP postponement, a foreign exchange waiver or a high school equivalency program, these parameters must be noted at the time the student is loaded into the system.

Examinees may take a combination of TAKS exit level online subject-area retests and TAKS (Accommodated) paper forms of the retest. (An online version of the Accommodated form is not available.) For any subjects tested with the TAKS (Accommodated) form, mark the “S” in the SCORE CODE area and indicate the subject(s) in the TEST TAKEN INFO section of the answer document. Mark the asterisk (\*) for subjects that were taken online.

<p>For example, if an examinee took the ELA assessment using the TAKS (Accommodated) form and took mathematics, science, and social studies in the Assessment Management System, the answer document should be marked as follows:</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr><th colspan="4">SCORE CODE</th></tr> <tr><th>ELA</th><th>M</th><th>S</th><th>SS</th></tr> <tr><td style="text-align: center;">A</td><td style="text-align: center;">A</td><td style="text-align: center;">A</td><td style="text-align: center;">A</td></tr> <tr><td style="text-align: center;">X</td><td style="text-align: center;">X</td><td style="text-align: center;">X</td><td style="text-align: center;">X</td></tr> <tr><td style="text-align: center;">P</td><td style="text-align: center;">P</td><td style="text-align: center;">P</td><td style="text-align: center;">P</td></tr> <tr><td style="text-align: center;">O</td><td style="text-align: center;">O</td><td style="text-align: center;">O</td><td style="text-align: center;">O</td></tr> <tr><td style="text-align: center;">*</td><td style="text-align: center;">*</td><td style="text-align: center;">*</td><td style="text-align: center;">*</td></tr> <tr><td style="text-align: center;">S</td><td style="text-align: center;">S</td><td style="text-align: center;">S</td><td style="text-align: center;">S</td></tr> </table>	SCORE CODE				ELA	M	S	SS	A	A	A	A	X	X	X	X	P	P	P	P	O	O	O	O	*	*	*	*	S	S	S	S	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr><th colspan="8">TEST TAKEN INFO</th></tr> <tr><th colspan="4">TAKS FORM</th><th colspan="4">TAKS ACCOMM. FORM</th></tr> <tr><th>ELA</th><th>M</th><th>S</th><th>SS</th><th>ELA</th><th>M</th><th>S</th><th>SS</th></tr> <tr><td style="text-align: center;">○</td><td style="text-align: center;">○</td><td style="text-align: center;">○</td><td style="text-align: center;">○</td><td style="text-align: center;">●</td><td style="text-align: center;">○</td><td style="text-align: center;">○</td><td style="text-align: center;">○</td></tr> </table>	TEST TAKEN INFO								TAKS FORM				TAKS ACCOMM. FORM				ELA	M	S	SS	ELA	M	S	SS	○	○	○	○	●	○	○	○
SCORE CODE																																																																		
ELA	M	S	SS																																																															
A	A	A	A																																																															
X	X	X	X																																																															
P	P	P	P																																																															
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ELA	M	S	SS	ELA	M	S	SS																																																											
○	○	○	○	●	○	○	○																																																											

For additional information on the TAKS exit level retests, including handling of paper answer documents and unused precoded labels, see the Coordinator Manual, available online at <http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual>.

## Complete Score Codes (EOC)

For the 2010–2011 school year, all EOC score codes and student information will be managed and recorded through the Assessment Management System for all online administrations. Districts will receive answer documents for students taking the paper version of the EOC field tests in English II and English III (April) and world history (May) and for the paper version of the English I (April), and Algebra I, geometry, Algebra II, biology, chemistry, physics, world geography, and U.S. history (May) operational EOC assessments. For details about the paper administrations of the EOC assessments, see page 61.

### Verify and Correct Online Student Information

- To make changes to an examinee’s name or date of birth in the Assessment Management System, log in at <http://TexasAssessment.com/login> and go to the *Manage Student Directory* screen. You will only be able to edit student data for temporary students. Temporary students are indicated with “Yes” in the Temporary column in the Student Directory. Student data for permanent students can be updated only in a PEIMS extract. TEA updates the PEIMS extract twice yearly.

**To view or edit a student’s demographic information:**

1. Click a student name on the *Manage Student Directory* screen to go to the *Student Details* screen.
2. Select the view (Students, Campuses, or Rostered Groups).

**View By: Students**

When you view by “Students,” you will be prompted to search.

**Tip:** See the appendix for how to perform an advanced search.

**View By: Campuses**

When you view by “Campuses,” you see the number of students by campus and grade. Click a campus name to see students in that campus.

**Tip:** If you want to see results for a specific campus, you may also return to the “Students” view, and then search for the campus name only.

**View By: Rostered Groups**

When you view by “Rostered Groups,” you see the groups of rostered students by campus. Only rostered groups that are tied to organizations that the user is authorized to view will display.

The screenshot shows the 'Manage Student Directory' page. At the top, there is a breadcrumb trail: 'Home > Student Data > Manage Student Directory'. Below this is the title 'Manage Student Directory' and a link 'Return to Student Data'. The 'View By' section has three radio buttons: 'Campuses', 'Rostered Groups', and 'Students' (which is selected). The 'Search:' section has three radio buttons: 'Current Organization Only' (selected), 'All Organizations', and 'Unenrolled Students'. Below these are two buttons: 'Hide Search' and 'Clear All Filters'. The search criteria section includes: 'Name starts with' (text input), 'PEIMS-ID starts with' (text input containing '123456789'), 'Temporary is' (checkbox for 'Yes'), 'Campus starts with' (text input), and 'Campus Number starts with' (text input). At the bottom left is a checkbox for 'Show All Students' and a 'Search' button.

3. Click *Edit* to make changes to the Student Master Record, and then click *Save*.

**For more information:** *User’s Guide for the Texas Assessment Management System*  
Student Data > Manage Student Directory, Editing student data

- To make changes to examinee score codes in the Assessment Management System:

**Viewing or modifying students' test-specific data**

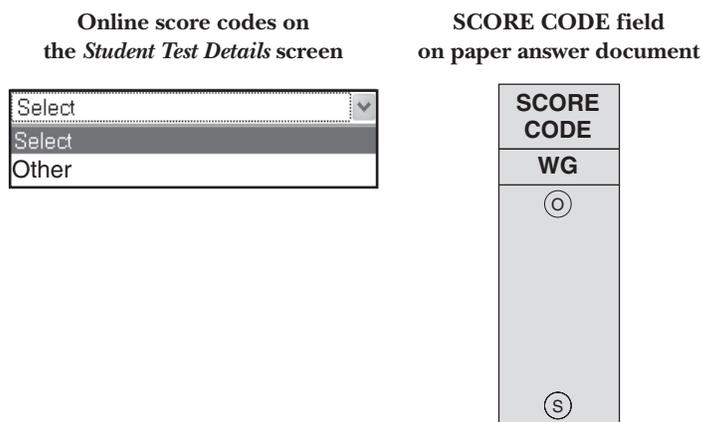
The *Student Test Details* screen allows you to view and modify a student's test-specific data.

**To modify a student's test-specific information**

1. Go to Test Management > Manage Test Sessions.
2. Click the session name to go to the *Session Details* screen.
3. Click the student's name on the *Session Details* screen to go to the *Student Test Details* screen.
4. Click **Edit** and make the modifications.
5. Click **Save**.

**For more information: *User's Guide for the Texas Assessment Management System*  
Student Data > Manage Student Directory, Editing student data  
Manage Test Sessions**

This drop-down list on the *Student Test Details* screen is accessible by entering the Test Management > Manage Test Sessions area of the Assessment Management System and selecting the appropriate Session Details and student for whom you need to change or select score codes.



### Completing EOC Score Codes in the Assessment Management System

If the student	then
is absent from the assessment,	remove the student from the test session. <ol style="list-style-type: none"> <li>1. Go to Session Details.</li> <li>2. Click the check box next to the student's name.</li> <li>3. Click <b>Remove</b>.</li> </ol> The student may be rescheduled to take the EOC assessment on another day within the testing window.
does not complete or submit the online test due to illness or a testing irregularity,	select either " <b>Other</b> " from the drop-down menu to omit the student's responses from being scored, or leave the drop-down on " <b>Select</b> " to submit the responses to be scored. Then, mark the student's test "Complete." <ol style="list-style-type: none"> <li>1. Go to Session Details.</li> <li>2. Click the check box next to the student's name.</li> <li>3. Click <b>Mark Test Complete</b>.</li> <li>4. Use the radio button to select whether to use the same reason for all checked students or use a different reason for each student.</li> <li>5. Enter a reason in the text field.</li> <li>6. Click <b>Save</b>.</li> </ol> The student may <b>NOT</b> be rescheduled for testing once he or she has begun the test.
completes the test online,	no action is needed. Upon submission of the online test, the online system will set the student's test to "Submitted."

For assistance in completing score codes for online testing, contact Pearson's Austin Operations Center at 800-627-0225.

- To make changes to an examinee’s name or date of birth in the Assessment Management System, log in at <http://TexasAssessment.com/login> and go to the *Manage Student Directory* screen. You will only be able to edit student data for temporary students. Temporary students are indicated with “Yes” in the Temporary column in the Student Directory. Student data for permanent students can be updated only in a PEIMS extract. TEA updates the PEIMS extract twice yearly.

**To view or edit a student’s demographic information:**

1. Click a student name on the *Manage Student Directory* screen to go to the *Student Details* screen.
2. Select the view (Students, Campuses, or Rostered Groups).

**View By: Students**

When you view by “Students,” you will be prompted to search.

**Tip:** See the appendix for how to perform an advanced search.

**View By: Campuses**

When you view by “Campuses,” you see the number of students by campus and grade. Click a campus name to see students in that campus.

**Tip:** If you want to see results for a specific campus, you may also return to the “Students” view, and then search for the campus name only.

**View By: Rostered Groups**

When you view by “Rostered Groups,” you see the groups of rostered students by campus. Only rostered groups that are tied to organizations that the user is authorized to view will display.

3. Click *Edit* to make changes to the Student Master Record, and then click *Save*.

**For more information:** *User’s Guide for the Texas Assessment Management System*  
Student Data > Manage Student Directory, Editing student data  
Manage Test Sessions

When testing is complete and the session has been stopped, all student authorizations, Session Rosters, and test administration materials should be returned to the campus coordinator.



**The campus coordinator must collect and destroy all student authorizations and any scratch paper or graph paper, as well as any formula charts on which students may have written notes.**

## Lock or Unlock User Accounts in the Assessment Management System

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District and campus coordinators may lock Assessment Management System user accounts. When users leave the district or need to be removed from the system for other reasons, their account access must be locked.

To lock or unlock a user's account in the Assessment Management System, follow these steps:

1. Go to *Administrative Management*. This is a link at the top of the page, to the left of Support.
2. Click *View User Accounts* in the Security section.
3. Select the checkbox for the user on the *View User Accounts* screen.
4. Click **Mark User As**.
5. Select "Locked" or "Unlocked" in the *Mark User As* drop-down list.
6. Click **Yes - Continue** on the *Confirmation* screen.

## Results for Online EOC Assessments

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Reports for student results of online operational EOC assessments will be available online within 24 hours of the conclusion of the assessment on the Assessment Management System at <http://www.TexasAssessment.com/login>.

Post-administration reports and data files for the operational assessments, including summary and frequency distribution reports, will be posted online following the close of the testing window.

No performance results for students, campuses, districts, or the state will be provided for any EOC field tests.



# **Paper Administration of the EOC Assessments**

## Paper EOC Assessments

### General Information

This section of the manual pertains only to the paper administration of the EOC assessments listed below. Districts selected to participate in the paper version of the EOC assessments below may use the information in this section to plan for and carry out the administration.

2011 EOC Assessments—Paper Administrations	Testing Window
<b>Field Tests</b> English II and English III	April 4 –15, 2011
World History	May 2–20, 2011
<b>Operational Assessments*</b> English I	April 4 –8, 2011
Algebra I, geometry, Algebra II, biology, chemistry, physics, world geography, and U.S. history	May 9–27, 2011

\*These assessments are mandatory for selected campus; other campuses may participate voluntarily.

**This section of the manual is intended to help coordinators manage the activities and steps involved in preparing for and administering the paper EOC assessments. It is recommended that district and campus coordinators involved in paper EOC assessments read this section in its entirety.**

District and campus coordinators participating in paper EOC assessments should refer to this manual and to the test administration directions that will be available prior to the EOC assessments this spring.

### Scheduling

Your district may develop a local schedule to administer the paper EOC assessments during the designated-week testing windows in April and May. The paper EOC assessments are not timed; some students will likely take longer than others. However, once a student begins taking a test, the student must complete it on the same day.

### Training

Designate at least one test administrator for every 30 students to be tested. Campus coordinators should schedule training sessions for individuals who have not previously served as test administrators. **Instructions for administering the EOC assessments should be read carefully by district coordinators, campus coordinators, and test administrators before testing begins.**

**Certified and noncertified paraprofessionals who are currently employed by the district and routinely work with students in the classroom may serve as test administrators, monitors, or assistants, provided that they have been trained in test administration procedures and are under the supervision of a certified professional on the same campus.**

The district coordinator is the contact person for campuses participating in the paper versions of the EOC assessments and should work with campus coordinators to schedule the times and locations of testing. If additional information is needed, call TEA's Student Assessment Division at 512-463-9536.

## Preparing the Testing Room

Bulletin boards and instructional displays that might be a source of direct answers must be covered or removed during testing. Any rooms to which students may be relocated must also be prepared. A "Testing—Do Not Disturb" sign should be posted outside the testing room. No element of the testing room's environment should hinder any student's performance. The testing room should be quiet, well lighted, well ventilated, and comfortable. Each student should have enough space in which to work.

## Active Monitoring

Active monitoring means that test administrators must be actively engaged in observing students' behavior at all times during the administration of state assessments. Test administrators should confirm that students do not have materials available that are not allowed, such as cell phones and other personal electronic devices. Students should also be reminded periodically, either as a group or individually, to record their responses on the answer document. However, test administrators may not view or discuss individual test items or responses with students or with other adults unless specifically authorized to do so by the procedures outlined in the test administration materials. Principals and campus coordinators must confirm that test administrators are actively monitoring in each testing room.

Before a student leaves the testing room, the test administrator must check the completed answer document to be sure the student has recorded his or her answers. If the student has not done so, the test administrator should say, "**You have not recorded all of your work on the answer document. Please do so now.**" The testing materials should then be returned so that the student may record his or her answers on the answer document. Test administrators should be instructed to look at answer documents only to see whether responses are recorded. They may not examine or comment on individual responses.

## Breaks

Test administrators may allow students to take brief breaks in the testing room during a test session. However, breaks are not mandatory; test administrators may use their own judgment in determining whether any are necessary. During breaks, students must not discuss the content

of the test, and test booklets must be closed with answer documents inside. Students may be allowed to take restroom breaks one at a time.

## Lunch

If testing continues into the normal lunch period, allow students to break for lunch. Students must place their answer documents inside their test booklets. The test administrator must collect all booklets and place them in locked storage. **During lunch, students must remain together and be closely monitored by a trained test administrator to ensure that the contents of the test are not discussed.**

## Cell Phone Use

The use of cell phones and other personal electronic devices during testing is not permitted for the following reasons.

- Making or receiving calls disrupts the testing environment by disturbing other students.
- Making or receiving calls could compromise the confidentiality of the test.
- The text messaging, camera features, and Internet capability of cell phones could be used to compromise the security and confidentiality of the test.
- The use of personal electronic devices, such as MP3 players or personal organizers, disrupts the testing environment and might be a source of direct answers.

Districts are required to develop a policy for cell phone use that serves their needs while preserving the security and confidentiality of the testing program. Check with your district coordinator if you have questions about your district's policy.

## Individual Emergencies

Occasionally an emergency will arise, and a student may need to leave the testing room for a brief time. No test materials may be taken from the room. If the student returns, the campus coordinator and the test administrator involved should determine whether confidentiality has been maintained and if the student should continue testing. If a student cannot continue the test, the student's answer document may still be submitted for scoring according to the instructions on page 70. If the decision is made not to score the test, then the answer document should be marked "VOID" and returned with the nonscorable materials. Call TEA's Student Assessment Division for guidance, if needed, at 512-463-9536.

## Changing Testing Rooms

Some students may need more time than others to complete the test. As long as test security is not breached, students may be moved to another testing room. Instruct these students to close their test booklets after placing their answer documents inside. The test administrator must collect all test materials, accompany the students to the new testing room while ensuring that they do not discuss the content of the test, and then redistribute the test materials once students are ready to continue testing. Students may **NOT** carry their own test materials to the new testing room. It is required that the new testing area be properly prepared in advance to

receive the students, including removing or covering all instructional aids that may be a direct source of answers.

## Distributing Paper EOC Field-Test and Operational Assessment Materials

### 2011 EOC Test Administrations

There are two test administrations for EOC: one in April and one in May. The testing windows are as follows:

April EOC Operational Assessment	April 4 –8	English I
April EOC Field Tests	April 4 –15	English II, English III
May EOC Field Tests	May 2–20	World History
May EOC Operational Assessment	May 9–27	Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, U.S. History

Districts that are participating in **both** the field tests and operational assessments in April and/or May, will receive combined shipments of field-test materials and operational assessment materials.

### Pre-coded Labels

Pre-coded labels for April paper EOC field tests and/or operational assessments will arrive in your district the week of March 28, 2011. Pre-coded labels for the May paper EOC field tests and operational assessments will arrive in your district the week of April 25, 2011.

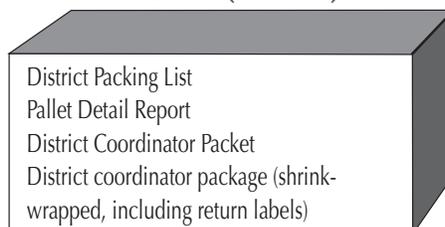
### Field-Test Materials

For the April assessments, districts will receive a combined shipment of EOC field-test and/or operational assessment materials the week of March 14 –18, 2011. For the May assessments, districts will receive a combined shipment of EOC field-test and/or operational assessment materials the week of April 11–15, 2011. The materials are boxed by campus. A district coverage of materials will also be included in this shipment. Districts will receive materials only for those EOC field tests and/or operational assessments for which they have been selected or in which they are voluntarily participating. Districts that are participating only in the EOC field tests will receive only field-test materials. Districts that are participating only in the EOC operational assessments will receive only operational assessment materials. Districts that are participating in both the EOC field tests and the operational assessments will receive a combined shipment of field-test and operational assessment materials. The boxes of field-test materials will be clearly marked with a field-test label.

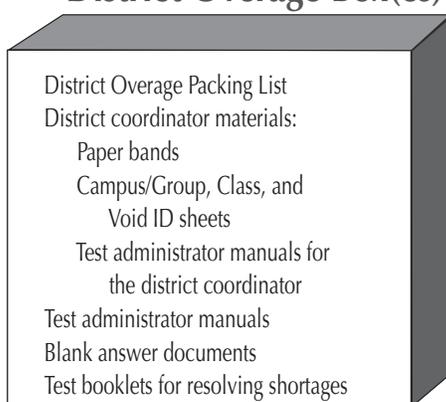
**Secure materials are combined with the nonsecure materials in one shipment for the EOC field-test and operational assessment administrations.**

## Contents and Packing Arrangement of Shipment

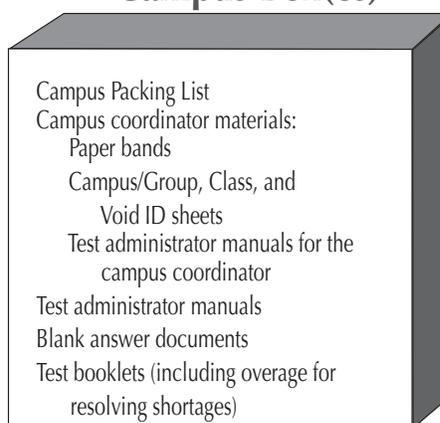
### Box 1 (White)\*



### District Overage Box(es)



### Campus Box(es)



\* For some districts, district overage materials may be packed in Box 1.

## **EOC Field-Test Coordinator Package Contents**

- Field-test administrator manuals
- Campus/Group and Class ID sheets
- Answer Document Packing List
- Shipping labels and freight bills

## **EOC Operational Assessment Coordinator Packet Contents**

- Test administrator manuals
- Campus/Group, Class, and Void ID sheets
- Answer Document Packing List
- Shipping labels and freight bills
- Example answer documents

As soon as possible after the EOC materials arrive in the district, district coordinators should distribute them to campus coordinators. Refer to the packing lists in the shipment to identify the materials included in the packages.

## **Materials for Field-Test and Operational Assessment Sessions**

**The campus coordinator should distribute the test administrator manuals before the day of testing.**

Test administrators should receive the following materials on the day of testing:

- One test booklet for each student to be tested
- One additional test booklet for test administrators giving an oral administration
- One answer document per student
- One answer document for demonstration purposes
- Additional answer documents to replace unusable ones

A Materials Control Form is included in this manual to help campus coordinators account for booklets that are assigned to test administrators. Coordinators are responsible for ensuring that all secure test materials are returned after testing.

Campus coordinators should not issue extra test booklets to test administrators before testing begins. If test administrators need additional test booklets during testing, they should contact the campus coordinator. Campus coordinators should instruct test administrators to keep all secure materials in locked storage until immediately before testing.

Before the session begins, test administrators should make certain that students are supplied with two sharpened No. 2 pencils with erasers.

## **Unusable Answer Documents**

If an answer document becomes unusable at any point during a test session, the test administrator should give the student a new answer document and instruct the student to begin marking his or her answers on the new document at the point where he or she stopped on the unusable document.

When the student turns in the new answer document, the test administrator will transfer verbatim the student's responses from the unusable answer document to the new one. The test administrator must write "Transcribed by (NAME) because (REASON)" at the top of the new document. Transcription must be done in No. 2 pencil. The unusable answer document must be marked "VOID" in large, bold letters across the front, banded together with a gummed paper band, and returned with the nonscorable materials to the campus coordinator.

## **Completing Student Identification Information**

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Precoded labels for students selected to participate in the paper EOC assessments have been generated based on information provided to the testing contractor by your district. Because of student mobility between districts and among campuses within a district, you may receive labels for students who are not currently enrolled at the selected campus. Any unused labels should be returned in the bottom of the nonscorable materials box. It is not necessary to void these labels. Answer documents for newly enrolled students without precoded labels must be hand-gridded using a No. 2 pencil.

Before the tests are administered, campus personnel should affix precoded labels within the printed box located on the lower right corner of the answer document.

If a precoded label has **NOT** been supplied for a student, campus personnel must complete the following information on the answer document before the test is administered.

**Student Name (last name, first name, middle initial)**

**Date of Birth**

The following sections may be completed by campus personnel either before or after testing but must be verified before test materials are returned.

TEA will no longer collect ethnicity and race information using the “old” and “new” federal standards beginning with PEIMS data collection in the 2010–2011 school year. Answer documents will contain fields to collect only the information needed for the latest federal standards as shown below. For further details, refer to TAKS Campus Coordinator Activity 9.

**Student-ID (As Used for PEIMS)**

Enter the student’s nine-digit PEIMS number.

**Ethnicity (ETH) - Hispanic/Latino Code**

1 = Hispanic/Latino

0 = Not Hispanic/Latino

**Race (RACE)**

**I American Indian or Alaskan Native**

A person having origins in any of the original peoples of North and South America (including Central America).

1 = Yes

0 = No

**A Asian**

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

1 = Yes

0 = No

**B Black or African American**

A person having origins in any of the black racial groups of Africa.

1 = Yes

0 = No

**P Native Hawaiian/Pacific Islander**

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

1 = Yes

0 = No

**W White**

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

1 = Yes

0 = No

**SEX CODE**

M = Male

F = Female

## Other Codes

In addition to the demographic and ethnicity fields described on the preceding pages, the following fields should be completed with the appropriate response on the student's paper answer document.

### Score Code

The SCORE CODE field in the FOR SCHOOL USE ONLY section indicates whether a student's test should be scored. Failure to mark the appropriate score code may result in a score of ZERO for the student.

S = Test to be scored.

O = Other, such as a test administration irregularity or illness during testing.

### Enrolled Grade

In the ENROLLED GRADE field, mark the student's current enrolled grade.

## Preparing EOC Materials for Return

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All materials for EOC field tests and assessments must be collected and returned as soon as possible after each testing window concludes. Coordinators are responsible for ensuring that all secure materials are returned after testing.



**Testing materials for field tests MUST be returned separately from those for the operational assessments. Materials must be returned in boxes according to the instructions listed below. You may reuse the boxes that the materials arrived in or use boxes of similar strength and size.**

## Scorable Materials

For all EOC assessments, scorable materials include **used answer documents and voided answer documents only**. Follow these steps for each of your return shipments (field-test and operational) to return scorable materials:

1. Separate the scorable materials from the nonscorable materials.
2. Complete a Campus and Group Identification Sheet for each group tested on each campus, following the directions on the bottom of the sheet.
  - Record on the Campus and Group Identification Sheet only the number of answer documents actually submitted for scoring.
  - Place the Campus and Group Identification Sheet on top of the corresponding stack of scorable answer documents and secure the stack and sheet with a gummed paper band. Mark the band with the campus name and assessment ("Algebra I," "English II Field Test," etc.)

If multiple bands are needed, fill in the appropriate numbers in the space indicated on the paper bands (for example, 1 of 3, 2 of 3, 3 of 3). Mark each band with the test name in the space for campus name and group.

3. Complete a separate Answer Document Packing List for each shipment of your district's materials, one for the field tests and another for the operational tests. Verify the count before shipping.
4. Pack the scorable materials in boxes according to the instructions listed below, either in those in which they arrived or in boxes of similar strength. (Scorable materials for more than one campus may be packed together as long as the materials are separated by a Campus and Group Identification Sheet and a gummed paper band.)
  - After the scorable materials have been checked and packed, place the Answer Document Packing List on top of the uppermost set of campus materials (Box 1).
  - Complete a SCORABLE shipping label for each box.
  - Affix a label to each box.
  - Number each box in sequence (for example, 1 of 3, 2 of 3, 3 of 3), marking the sequence number on the label.
5. Call the carrier for pickup two working days before the pickup date. (The telephone number for the carrier is printed on the Return Carrier Memo.)

## **Nonscorable Materials**

For the EOC field tests and assessments, nonscorable materials include all test booklets, unused answer documents, unused precoded labels, and typed or tape-recorded materials. Follow these guidelines to return nonscorable materials:

- Keep all nonscorable materials in locked storage until they are returned to the district coordinator.
- Pack nonscorable materials either by campus or by district, using the boxes in which they arrived or boxes of similar strength and placing materials for field tests and operational assessments into **separate** boxes.
- If materials for more than one campus are in a box, make sure that materials for a single campus are grouped together.
- Group any unused materials together and secure them with gummed paper bands.
- Complete a NONSCORABLE shipping label for each box.
- Affix a label to each box.
- Number each box in sequence (for example, 1 of 3, 2 of 3, 3 of 3).
- Call the carrier for pickup two working days before the pickup date. (The telephone number for the carrier is printed on the Return Carrier Memo.)

After packing scorable and nonscorable materials, remember to retain the shipping information for your records. This must be maintained for at least five years.

### Material Return Dates

Task	April		May	
	Field Tests	Operational Assessments	Field Tests	Operational Assessments
Campus coordinators return scorable materials to district coordinator	4/18	4/11	5/20	5/26
District coordinators ship all scorable materials	4/19	4/12	5/23	5/27
Campus coordinators return all nonscorable materials to district coordinator	4/26	4/19	5/31	6/6
District coordinators ship all nonscorable materials	4/29	4/22	6/6	6/10

It is not necessary to return test booklets in alphabetical or numerical order. You do not need to return test administrator manuals, the district coordinator package, unused paper bands, or packing lists.



**Submit an answer document only for students who participate in the April or May field test. It is not necessary to fill out an answer document for students who are absent during the field test. Unused precoded labels do not have to be voided.**



**Questions about the return of field-test or operational assessment materials may be referred to Pearson's Austin Operations Center at 800-627-0225.**

## **Results for Paper EOC Assessments**

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Reports for student scores for paper operational EOC assessments will be available on the Assessment Management System at <http://www.TexasAssessment.com/login>. Reports will be posted no more than seven days after secure testing materials are received from the district. For the first operational assessment of EOC English I in April 2011, there will be no “student results” because the passing standards have not been set. Districts will receive raw scores only, and not by individual student.

Post-administration reports and data files for the operational assessments, including summary and frequency distribution reports, will be posted online following the close of the testing window.

No performance results for students, campuses, districts, or the state will be provided for any EOC assessments.







# **Appendix A**

## **Oral Administration**

## Appendix A: Oral Administration

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### Eligibility

The following instructions provide general information concerning oral administration procedures for testing. The test administrator manuals also include guidelines for reading aloud various types of test items.



**Detailed information regarding oral administrations for students taking TAKS assessments, including eligibility requirements and the decision-making process, is in the Accommodations Manual available in districts and online at <http://www.tea.state.tx.us/student.assessment/resources/accommodations>.**

An oral administration is an accommodation for eligible students during the TAKS and EOC assessments designated below. Before conducting an oral administration, test administrators should familiarize themselves with the instructions in this appendix, the information presented in the appropriate test administrator manual, and the Accommodations Manual.

Oral administration can encompass different levels of reading support for each student on any part of the test, including charts, tables, graphics, the state-supplied mathematics and science charts, and allowable or approved supplemental aids. Reading support may include the test administrator reading only a few words or phrases at student request, reading multiple sentences throughout the test at student request, or reading the test in its entirety. It is the responsibility of the ARD committee, Section 504 committee, or the committee of knowledgeable persons to appropriately document the level of reading support the student needs. A student may request a change in the level of reading support provided during testing only if this option is documented.

The following assessments may be administered orally to eligible students:

- TAKS exit level online retests in mathematics, science, and social studies
- EOC assessments in Algebra I, geometry, biology, chemistry, physics, world geography, and U.S. history

These assessments may **NOT** be administered orally:

- TAKS exit level online retests in English language arts
- EOC field tests (This applies to both the online format and the paper format offered for any EOC field test, including the English II, English III, and world history field tests.)
- An oral administration is not available for the English I EOC assessment.

## **Oral Administration Policies**

Students who receive any type of oral administration may need to be tested individually so that other students will not be disturbed or distracted. However, a test may be orally administered to a small group if there are not enough test administrators available for individual administrations. It is the responsibility of the campus personnel to determine the most appropriate way to administer each assessment to students who are receiving different levels of oral administration.

The test administrator should follow the standard administration directions found in the test administration directions available for each administration. When reading the test administration directions to students, the test administrator should read the sample items in the same manner as he or she will read the actual test items. No person providing an oral administration of a test may record confidential test content, write notes, perform calculations or solve test items, or place any other marks in a test booklet. Test administrators conducting an oral administration must be aware that they are viewing secure content and that responding to test items, recording the information they see, or discussing the content of the test at any time is strictly prohibited. As a reminder of this obligation, test administrators who give an oral administration of a test are required to sign a separate section (Section #3) of the administration-specific oath.

### **Test Security**

- All security measures outlined in this manual must be followed.
- Test administrators must be aware that they are viewing secure content and that responding to test items, recording the information they see, or discussing the content of the test at any time is prohibited.
- Test administrators may not write notes, calculations, or any other marks in a test booklet or in any other location.
- Test administrators who give an oral administration of a test are required to sign a separate section (Section #3) of the administration-specific oath.

### **Test Administration**

- Test administrators must receive additional training in the procedures specific to an oral administration, including the guidelines for reading aloud various types of test items as found in this appendix.
- Oral administrations should be provided by test administrators who are familiar with content-specific terms and symbols associated with the subject-area test. This will ensure that the test is administered accurately.

Test administrators must be made aware of the different levels of reading support that can be provided during an oral administration. For each student receiving an oral administration, the test administrator must know which level of reading support the student is to receive and whether the student can change the level of reading support during testing, based on the documentation in the student's paperwork.

- Any part of the test may be read aloud or signed to eligible students. This includes the test questions, answer choices, charts, tables, graphics, the state-supplied mathematics or science charts, and allowable or approved supplemental aids.
- Test administrators must not rephrase, clarify, or interpret any test content. Voice inflection must be kept neutral, although words that are boldfaced, italicized, or printed entirely in capital letters must be emphasized.
- Test administrators should read the sample items in the same manner as he or she will read the test questions.
- Nonverbal assistance may not be provided to students.
- Students may need to be tested individually or in small groups.



**No discussion or scoring of test items is allowed at any time during or after an oral administration.**

## Setting Up an Oral Administration—Online Testing

A separate test session must be created for each test to be orally administered. These are sometimes called “Read Aloud” sessions. Only students who are eligible for an oral administration may be added to an oral administration test session. All students receiving an oral administration should be tested separately from students who are not receiving an oral administration. To create a separate oral administration test session, follow the steps below:

1. From the Assessment Management System at <http://www.TexasAssessment.com/login>, click the *Manage Test Sessions* link.
2. Click the *New Session* button.
3. Enter the session name. Select the Campus and Test to be Administered from the drop-down menus.
4. Select “Yes” from the Read Aloud drop-down menu.
5. Select the Default Form Group Type from the drop-down menu.
6. Enter the Scheduled Start Date, Scheduled Start Time (optional) and Location/Room (optional).
7. Add students to the test from the available list shown. You may view by group or by student. Click the check box next to the name to add student(s) or group(s) to the test.
8. Click *Save*.
9. Go to *Session Details*. Click on the *Authorizations* button.

10. Click the **Proctor Authorization** button to view and print the proctor authorization. This document is used by the test administrator to log in to the oral administration session in TestNav. It should be printed and stored in a secure location until the day of the test. The proctor authorization is not valid until the oral administration test session has been started.

**Students in an oral administration session may be moved only to a new session or to an existing oral administration session that is not yet started. Students in a non-oral administration session cannot be moved to an oral administration session.**

**When students are moved from an oral administration session into a new session created from the *Move Students* screen, the new session will automatically be considered an oral administration session.**

**Be sure to store the proctor authorization in a secure location until the day of the test.**

Creating the new session and selecting “Yes” from the Read Aloud drop-down menu automatically indicates that the student will be given an oral administration of the test.

## Logging in to TestNav as a Proctor—Online Testing

Once a test session is set up as an oral administration (“Read Aloud”) test session, the test administrator, or “proctor,” can log in to TestNav and view the online test exactly as it is presented to the students. A proctor’s test is not saved or scored. Follow the steps below if you are a proctor for an oral administration test session:

1. On the day of an oral administration test session, log in to the Assessment Management System at <http://www.TexasAssessment.com/login>. Navigate to the Test Management > Manage Test Sessions area and select the appropriate *Session Details* for the oral administration test.
2. In the *Session Details* screen, click *Start* to begin the test. (The test session must be started before the proctor or students can log in to TestNav.)
3. Exit the online administration website. Then launch TestNav on your workstation and log in using the information provided in the proctor authorization. Proctors must enter a login ID, password, and test code in order to log in. (**NOTE:** Students do not need a password; the *Password* field can be left blank on examinee *Login* screens.)
4. Click **OK** in the login confirmation box. A message will appear stating that you have successfully logged in and that proctors’ test responses are neither saved nor scored.
5. Proceed through the oral administration session by following the test administration directions. For guidelines on reading test items aloud, see below.

**As a proctor, you may exit the test at any time without requiring that a test monitor restart or resume your test.** If you receive a message stating that a test monitor is needed to restart your test, you may safely disregard the message and exit TestNav and log in again as necessary. Proctors’ responses are not saved, and proctors do not need to respond to test items in order to proceed through the test to the point where they exited.

Students will log in to the test session using their student authorizations, **NOT** the proctor authorization.

As an oral administration proctor, your workstation will display the actual test, which you will read aloud to students as needed. This means that you cannot access other applications. Should students exit their tests and need to be resumed, either you must exit TestNav to resume their tests on the test Session Details Roster, or another workstation will need to be engaged to monitor the test session. See page 50 of this manual for instructions on resuming a test.

**For more information:** *User's Guide for the Texas Assessment Management System*  
**Manage Test Sessions**

## **Guidelines for Reading Test Items Aloud**

Oral administrations should be provided by test administrators who are familiar with content-specific terms and symbols associated with the subject-area test. This will ensure that the test is administered accurately.

### **Oral Administration—Paper Testing**

In addition to the policies outlined earlier in this section, oral administrations provided for the paper version of the EOC assessments must follow these guidelines:

- You will need a test booklet from which to read the test questions and answer choices. Form 1 must be used for the test administrator's test booklet as well as the student's test booklet for all tests. For specific guidelines on reading aloud various types of test items, see each administration-specific test administration directions.
- Follow the instructions in this supplement for returning the test materials to the campus coordinator.



# **Appendix B**

## **Administrations in Alternative Education Settings**

## Administrations in Alternative Education Settings

All TAKS assessments required by the Texas Education Code, Chapter 39, must be administered to all eligible students assigned to an alternative education setting at the time of regularly scheduled testing.

For accountability purposes, campus accountability subset determines attribution of test data to alternative education campuses (AECs) registered with the Texas Education Agency for evaluation under alternative education accountability (AEA) procedures. The 85-day rule no longer determines attribution of test data to registered AECs.

If students are assigned to a juvenile justice alternative education program (JJAEP) or a disciplinary alternative education program (DAEP), their test results need to be attributed to the locally assigned regular campus that they would be attending if they were not attending the JJAEP or DAEP. **The district should submit these students' answer documents under the Campus and Group Identification Sheet of each student's regular campus.**

**The regular 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) attributing daily attendance to the "home" districts from which the students come, the regular campuses are in those other districts. If the new district is counting the student's daily attendance because the alternative setting is not a cooperative program (which is true of some AECs), a student must be assigned to a campus in the receiving district.

### Students Taking Online TAKS or EOC Assessments in a JJAEP, DAEP, or Other Unusual Setting

If you will be testing students at a JJAEP or DAEP in an online format, follow these steps to allow the students' test results to be reported to their **regular or registered campuses**:

For students at a JJAEP or DAEP, follow the steps below.

1. The individuals coordinating testing for the JJAEP and DAEP will be granted security access to the regular campuses of the students scheduled to test online. For a JJAEP, the individual designated as the JJAEP coordinator should contact Pearson for access. For a DAEP, the district coordinator will assign access to the individual designated as the DAEP coordinator. (Refer to the "Security" section of the Assessment Management System User's Guide for directions on assigning multi-campus security access.)
2. Once granted access to the students' regular campuses, the DAEP coordinator or JJAEP coordinator will need to ensure that each student appears in the regular campus's Student Roster.
  - a. If a student to be tested is already listed on a separate DAEP or JJAEP Student Roster, the coordinator will need to move the student from the DAEP or JJAEP Student Roster to the regular campus Student Roster.

- b. If a student to be tested is not listed on a separate DAEP or JJAEP Student Roster, the student should already be listed on the regular campus Student Roster, and the coordinator does not need to modify the Student Roster.
  - c. If the student is not on a Student Roster yet, the student should be added manually to the regular campus Student Roster.
3. The DAEP coordinator or JJAEP coordinator should create a test session and add students from the Student Rosters of the regular campuses. The test session is not restricted by campus identification, so the session may include students from different campus rosters. While they will test at the DAEP or JJAEP, the students' results will be automatically reported to their regular campus.

Students in a registered AEC do not fall under the guidelines above. They should be handled like regular students on regular campuses when setting up online testing because the AEC will be considered their "home" campus.

For students in other unusual placements such as hospitals, jails, and shelters, follow the steps below.

1. If the facility is considered a district, the individual coordinating testing will be granted access to the regular campus of the students by contacting Pearson. If the facility is considered a campus within a district, the district coordinator will assign access to the individual coordinating online testing for the facility. (Refer to the "Security" section of the Assessment Management System User's Guide for directions on assigning multi-campus security access.)
2. Once granted access to the students' regular campuses, the coordinator for the facility will need to ensure that each student appears in the Student Roster of the student's regular campus.
  - a. If the student to be tested is already listed on a Student Roster for the facility, the coordinator for the facility will need to move the student from the facility's Student Roster to the student's regular campus Student Roster.
  - b. If a student to be tested is not listed on a separate Student Roster for the facility, the student should already be listed on the regular campus Student Roster, and the coordinator does not need to modify the Student Roster.
  - c. If the student is not on a Student Roster yet, the student should be added manually to the regular campus Student Roster.
3. The coordinator for the facility should create a test session and add students from the Student Rosters of the regular campuses. The test session is not restricted by campus identification, so the session may include students from different campus rosters. Though students will test at the facility, the students' results will be automatically reported to their regular campus.



**If you have questions or need additional assistance, contact Pearson's Austin Operations Center at 800-627-0225.**

## **Students Taking Paper EOC Assessments in a JJAEP, DAEP, or Other Unusual Setting**

Students in alternative education settings who are otherwise eligible to take EOC assessments may participate in the operational EOC assessments voluntarily. Tests must be administered to all eligible students assigned to an alternative education setting at the time of regularly scheduled testing.

After testing, the district is responsible for submitting answer documents for scoring as follows, according to the program to which a student is assigned:

- JJAEP and DAEP—regular campus
- registered AEC—registered AEC

### **District Responsibilities**

JJAEPs (voluntary) and DAEPs receive their test materials from the districts. The following is a list of district responsibilities in regard to testing at JJAEPs (voluntary) and DAEPs:

- Conduct training sessions for all test administrators in the JJAEPs (voluntary) and DAEPs in their district.
- Forward precoded answer documents and other testing materials received from the state's testing contractor to district JJAEPs (voluntary) and DAEPs.
- Receive scorable documents from JJAEPs (voluntary and mandatory) and DAEPs after testing; place them under the appropriate identification sheets and return them to the state's testing contractor.
- Return nonscorable test materials from JJAEPs (voluntary) and DAEPs to the state's testing contractor.

### **JJAEP (Voluntary) and DAEP Responsibilities**

- Ensure that all test administrators attend training sessions.
- Return scorable documents to the district no later than the date indicated on the Calendar of Events to return materials to the campus coordinator.
- Return nonscorable test materials to the district.





