

Corrections and Updates to the *2009 District and Campus Coordinator Manual*

12/16/08	Page 159	The gridding of linguistic accommodation information for science in the LAT Info field has been corrected. The “2” and “4” bubbles in Column A under “S” (Science) are now shaded to indicate that the student received translation assistance and used a bilingual dictionary. Accommodations that are used should be bubbled even if a student stops testing and has an answer document marked “Incomplete.”
	Page 175	Text in the Dictionary and Thesaurus Use chart for Grade 11/Exit Level has been clarified and now reads “ ELA: Required for reading and written composition only; not allowed for revising and editing section.”
	Page 271	This page contained incorrect information about the Rater Info A and B fields. It was revised to indicate that “No domains rated” must be selected from the drop-down menu for these fields if a student is designated as “ARD Decision” or “Extenuating Circumstances” in all holistically rated domains. The fields have also been updated to show the numbers that will appear in the drop-down menus in the online system.
	Page 37, Appendix F	This page was updated to explain and show an example of the new At-A-Glance Report, which was not yet final when the manual was published.
1/28/09	Page 17	The information regarding the duplication of compositions has been updated to reflect the policy decision to include TAKS–M in the eligible testing programs.
	Page 179	The information regarding the duplication of compositions has also been updated to reflect the policy decision to include TAKS–M in the eligible testing programs.

2009

District and Campus COORDINATOR MANUAL



Texas Student Assessment Program

Texas Assessment of Knowledge and Skills (TAKS)

Texas English Language Proficiency Assessment System (TELPAS)

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TELEPHONE ASSISTANCE/REFERENCE SOURCES

For questions about	Contact
student assessment program and policies, State Board of Education or commissioner's rules, accommodation requests, testing irregularities, and general testing questions	Texas Education Agency's Student Assessment Division Telephone: 512-463-9536 Fax: 512-463-9302 E-mail: studenta@tea.state.tx.us
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: 512-989-5300 800-252-9186 Fax: 512-989-5375 E-mail: AOCAnswers@support.pearson.com
accessing and navigating the Texas TrainingCenter for TELPAS online rater training and qualification	Pearson's Austin Operations Center Telephone for coordinators and trainers: 800-252-9186 Telephone for raters: 800-627-0225 E-mail for all: TELPAS.techhelp@support.pearson.com
accessing online resources or online test administration procedures	Pearson's Austin Operations Center Telephone: 512-989-5300 (Option 3) 800-252-9186 (Option 3) Fax: 512-989-5376 E-mail: pearsononlinetesting@support.pearson.com
online testing technical concerns or issues	Pearson's eMeasurement Telephone: 888-597-1103

For general information related to	Access
student assessment program	TEA's Student Assessment Division website at http://www.tea.state.tx.us/student.assessment/
enrollment and precoding	<i>District Testing Coordinator User's Guide for Online Data Management</i> at http://www.TexasAssessment.com/tx_dist_guides
additional test materials ordering	<i>District Testing Coordinator Online Data Management User's Guide for Orders</i> at http://www.TexasAssessment.com/tx_dist_guides

continued on next page

For general information related to	Access
ELL	http://www.tea.state.tx.us/student.assessment/admin/rpte/
TAKS–M resources	http://www.tea.state.tx.us/student.assessment/resources/taksm/
TAKS–Alt resources	http://www.tea.state.tx.us/student.assessment/resources/taksalt/
TELPAS holistic rating training courses, online qualification modules, and related training materials	TELPAS online training website at http://www.TexasAssessment.com/telpasonlinetraining/
data management tools that allow designated district and campus personnel to monitor completion of TELPAS holistic rating training and qualifying activities	http://www.TexasAssessment.com/telpasonlinetraining/
TELPAS reading training and administration materials, online testing technology help documents, and student tutorials	http://www.etesttx.com/resources/
reporting incidents of testing irregularities	Online Incident Reporting Process at http://www.tea.state.tx.us/student.assessment/admin/incidents/online/

Reference materials available online include the	Located at
<i>Frequently Asked Questions and Answers about the Texas Assessment Program</i>	http://www.tea.state.tx.us/student.assessment/faq/FAQ.pdf
<i>2008–2009 Test Security Supplement</i>	http://www.tea.state.tx.us/student.assessment/admin/security/
<i>ARD Committee Decision-Making Process for the Texas Assessment Program</i>	http://www.tea.state.tx.us/student.assessment/special_education/
<i>2008–2009 Grade Placement Committee Manual</i>	http://www.tea.state.tx.us/student.assessment/resources/ssi/GPC_Manual_2009.pdf
<i>2008–2009 Accommodations Manual</i>	http://www.tea.state.tx.us/student.assessment/admin/AccommManual_2008_09.pdf
<i>LPAC Decision-Making Process for the Texas Assessment Program</i>	http://www.tea.state.tx.us/student.assessment/resources/guides/lpac/
<i>2009 District and Campus Coordinator Manual Supplement</i> (contains information for coordinators regarding TAKS exit level online tests and end-of-course assessments)	http://www.tea.state.tx.us/student.assessment/
<i>Texas State Assessments Technical User’s Guide</i>	http://www.etesttx.com/techguide/

KEY CHANGES IN TESTING POLICY

The Coordinator Manual incorporates the following key testing policy changes for 2009.

Test Administrator Oaths

In response to requests from district coordinators, test administrators will now be required to sign an oath following the general training on test security and test administration procedures. They will then be required to sign an oath following each administration-specific training, as well as after each administration. The administration-specific oath includes a special section to be signed by test administrators who give an oral administration of a test.

TAKS–M Honor Statement

Beginning in spring 2008, students taking TAKS or TAKS (Accommodated) were asked to sign an honor statement. In spring 2009, students taking TAKS–M in grades 9, 10, and 11 will also be asked to sign an honor statement. The honor statement is located on the answer documents for each grade level. Details about the honor statement can be found in the Test Security Supplement.

TAKS–M Student Success Initiative

Beginning in the 2008–2009 school year, the SSI grade advancement requirements extend to students taking TAKS–M reading in grades 3, 5, and 8, and TAKS–M mathematics in grades 5 and 8. For more information about SSI, see the GPC Manual available online at http://www.tea.state.tx.us/student.assessment/resources/ssi/GPC_Manual_2009.pdf.

TAKS–M Reading Test Administration Procedures

Reading the test questions and answer choices aloud is no longer a required part of test administration procedures for TAKS–M reading tests. Beginning in spring 2009, reading test questions and answer choices aloud is an accommodation on the TAKS–M reading tests for students whose admission, review, and dismissal (ARD) committees have determined a need and who routinely use this type of assistance in classroom instruction. See the Accommodations Manual and the appropriate TAKS–M Test Administrator Manual for further information.

TAKS–Alt

Significant changes have been made to the TAKS–Alt assessment for the 2008–2009 administration, including reducing the number of required essence statements from six to four, standardizing the assessment tasks with accompanying pre-determined criteria that teachers observe and evaluate according to the TAKS–Alt rubric, keeping the observation documentation locally, automating the online scoring, and shortening the assessment window. The TAKS–Alt assessment window will open on January 5, 2009, and close on April 10, 2009. Information about the changes is available at <http://www.tea.state.tx.us/student.assessment/resources/taksalt/>. Consult the TAKS–Alt Manual for detailed information about administering the TAKS–Alt assessment in 2009.

TELPAS

The assessment window for TELPAS has been extended from four to five weeks. In spring 2009 and beyond, the TELPAS reading tests for grades 2–12 will be administered almost exclusively online. Only in rare instances will districts be authorized to give a student the TELPAS reading test on paper.

In conjunction with the transition to statewide online TELPAS testing, all grades K–12 TELPAS student information formerly collected on paper answer documents will be transmitted through an online process. Testing personnel will use the new electronic submission process to enter and verify holistic ratings, rater information, and score code information, and to submit and/or verify all student identification, demographic, and program data. Paper answer documents will be used only in the rare instances in which students take the TELPAS reading test on paper. For paper administrations, all the student’s information, including the holistic ratings, will be collected on the paper answer document.

To better assist TELPAS test administrators and TELPAS raters with their responsibilities in the online environment, a redesigned manual titled *TELPAS Manual for Raters and Test Administrators* replaces the former separate TELPAS reading test administrator manual and TELPAS rater manual. The new combined manual includes instructions for administering the online reading tests and the rater’s user guide for online training and qualification.

Paper test booklets and answer documents will not be shipped automatically. District testing coordinators will order these through a special orders process. Coordinator and test administrator supplemental instructions for paper-based administrations will be posted online but will not be shipped to districts.

LAT

Beginning in spring 2009, LAT administrations of TAKS–M reading/ELA will occur at the time of other LAT reading/ELA administrations in late April.

Answer Documents

Changes have been made to answer documents for 2008–2009. Summaries of the changes and illustrations of the changes follow.

TEST TAKEN INFO Field—English or Spanish

In the TEST TAKEN INFO field that appears on TAKS grades 3–6 answer documents, there are bubbles to record whether the student takes an English or Spanish version of the TAKS, TAKS (Accommodated), and/or LAT tests. The labels in those bubbles have been changed from “E” and “S” to “EN” and “SP.”

LAT INFO Field

An additional bubble has been added to the LAT INFO field of the TAKS and TAKS–M answer document to indicate the rare situation in which approved linguistic accommodations were

available to a student, but none were used. This new bubble should **NOT** be marked if a student uses any of the approved accommodations.

Online Submission of Accommodation Request Forms

Beginning in 2009, district and campus personnel may submit Accommodation Request Forms to TEA's Student Assessment Division using an online submission process. The process, as well as information about which accommodations necessitate a request, is detailed in the Accommodations Manual.

New Test Administrator Manual Design for TAKS

The structure of test administrator manuals has been redesigned. Replacing the existing manuals for each grade level is the *TAKS General Test Administrator Manual* and nine grade-specific publications of Test Administration Directions.

The new General Test Administrator Manual contains the following program-wide administration information:

- TAKS program general information
- TAKS test administration calendar
- test security and confidentiality
- test administrator responsibilities
- appendices containing gridding information, instructions for administering braille and large-print tests, accommodations information, links to the Texas Administrative Code, and general test administrator security oath

The grade-specific Test Administration Directions will supplement the General Test Administrator Manual. Included in each Test Administration Directions supplement will be the following:

- a grade-specific calendar of events
- Test Administration Directions (grade- and subject-specific directions, including Spanish directions in grades 3–6)
- appendices containing oral administration instructions and samples, and administration-specific test administrator security oaths

Grade-specific Test Administration Directions will be provided for the first spring testing administration for each grade. Test Administration Directions should be retained for use throughout the testing year.

TAKS and TAKS–M Manual Distribution

Distribution schedules for TAKS and TAKS–M manuals have been modified.

The TAKS General Test Administrator Manual will be sent in a separate shipment in early January. The grade-specific TAKS Test Administration Directions and the TAKS–M Test Administrator Manuals will be sent in the nonsecure shipment for the first spring testing administration for each respective grade level. The manuals are intended to be kept and used for all administrations during the year.

Additional manuals and Test Administration Directions will NOT be shipped for subsequent spring administrations but can be ordered through the additional order process if needed.

Separate Field Test

In 2009 there will be no separate field-test administrations of TAKS or Spanish-version TAKS.

KEY CHANGES IN THE 2009 COORDINATOR MANUAL

The *2009 District and Campus Coordinator Manual* incorporates the following key changes for the 2009 testing year.

Telephone Assistance/Reference Sources

The Telephone Assistance/Reference Sources page has been redesigned to better serve as a quick-reference guide to resources needed for administering student assessments. Additional resources have been added, including links to commonly used manuals and guides that are available online.

Guide to the 2009 Coordinator Manual

This new section describes the elements of the Coordinator Manual to aid readers in navigating through the manual. The guide includes tables listing commonly used abbreviations and abbreviated names for publications referenced throughout the Coordinator Manual, along with a link to the online version of each publication.

Calendar of Events

The Calendar of Events has been reformatted for better readability. The calendar is divided into two parts: activities and events prior to testing administrations and activities and events after testing administrations.

TELPAS

Procedures for coordinating the administration of the online TELPAS reading tests for grades 2–12 are included in this manual. Procedures for paper-based administrations, which will be authorized only in rare circumstances, will be posted online in January 2009 at http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin/ and will be available as web documents only.

LAT Appendix

Last year's appendix covering accommodations for LAT has been removed from the Coordinator Manual. Information regarding LAT accommodations can be found in the Accommodations Manual.

GUIDE TO THE 2009 COORDINATOR MANUAL

All sections of the Coordinator Manual must be read carefully. Test preparation and administration procedures must be followed exactly so that all individuals eligible for testing have an equal opportunity to demonstrate their academic achievement. Statewide assessments must be administered to enrolled students and to registered out-of-school examinees according to the provisions of the Texas Administrative Code (TAC).

The instructions in this manual explain the responsibilities of testing coordinators for the TAKS, TAKS (Accommodated), TAKS–M, and TELPAS assessments. The manual also explains coordinator responsibilities for LAT.

Coordinator Manual Organization

The manual is divided into four sections: Student Assessment Program Overview, TAKS, TELPAS, and Appendices.

The Student Assessment Program Overview section includes information regarding key changes in testing policy, the Calendar of Events, and general information about the student assessment program.

The TAKS section focuses on administering the TAKS, TAKS (Accommodated), TAKS–M, and LAT tests. The TELPAS section provides information for administering the holistically rated components of TELPAS and the online reading assessment for students in grades 2–12. Checklists are included to assist district and campus testing coordinators in tracking the activities and steps involved in administering these statewide assessments.

The appendices provide additional reference materials needed during the TAKS and TELPAS administrations.

Icons

The following icons are used throughout the manual to emphasize important information:



This icon refers to the Calendar of Events in this manual or the Calendar of Events poster provided to school districts.



This icon indicates an Internet address where more information about a topic or an activity is available.



This icon indicates a telephone number to call for assistance on a matter relating to testing.



This icon is an alert or reminder of new and/or important information.

Abbreviations

Abbreviations for terms are used throughout the manual. The table below lists abbreviations commonly used in the Coordinator Manual.

Abbreviation	Term
ARD	admission, review, and dismissal
AYP	Adequate Yearly Progress
ELA	English language arts
ELL	English language learner
EOC	end-of-course
ESL	English as a second language
GPC	grade placement committee
IAP	individual accommodation plan
IEP	individualized education program
LAT	linguistically accommodated testing
LEP	limited English proficient
LPAC	language proficiency assessment committee
TAC	Texas Administrative Code
TAKS	Texas Assessment of Knowledge and Skills
TAKS–Alt	Texas Assessment of Knowledge and Skills–Alternate
TAKS–M	Texas Assessment of Knowledge and Skills–Modified
TEC	Texas Education Code
TEKS	Texas Essential Knowledge and Skills
TELPAS	Texas English Language Proficiency Assessment System
SSI	Student Success Initiative

Publication Titles

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

Official Component Title:	Abbreviated Name:	URL
<i>2009 District and Campus Coordinator Manual</i>	Coordinator Manual	http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual/
<i>2009 TAKS General Test Administrator Manual</i>	General Test Administrator Manual	http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin/
<i>2009 TAKS Test Administration Directions (Grades 3–Exit Level)</i>	Test Administration Directions	http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin/
<i>2009 Grades 3–8 and 10 LAT Test Administrator Manual</i>	LAT Manual	http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin/
<i>2009 TAKS–M Test Administrator Manual (Grades 3–5, 6–8, and 9–11)</i>	TAKS–M Test Administrator Manual	http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin/
<i>2009 District and Campus Coordinator Manual Supplement</i>	Coordinator Manual Supplement	http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin/
<i>Grade Placement Committee Manual</i>	GPC Manual	http://www.tea.state.tx.us/student.assessment/resources/ssi/GPC_Manual_2009.pdf
<i>LPAC Decision-Making Process for the Texas Assessment Program Procedural Manual for the 2008–2009 School Year</i>	LPAC Decision-Making Manual	http://www.tea.state.tx.us/student.assessment/resources/guides/lpac/
<i>ARD Committee Decision-Making Process for the Texas Assessment Program: Revised Reference Manual for the 2008–2009 Testing Year</i>	ARD Manual	http://www.tea.state.tx.us/student.assessment/special_education/
<i>2008–2009 Accommodations Manual</i>	Accommodations Manual	http://www.tea.state.tx.us/student.assessment/admin/AccommManual_2008_09.pdf
<i>Texas State Assessments Technical User's Guide</i>	Technical User's Guide	http://www.etesttx.com/techguide/
<i>TELPAS Manual for Raters and Test Administrators</i>	TELPAS Manual	http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin/
<i>2008–2009 Test Security Supplement</i>	Test Security Supplement	http://www.tea.state.tx.us/student.assessment/admin/security/
<i>TAKS–Alt Manual for District and Campus Coordinators and Test Administrators Grades 3–11</i>	TAKS–Alt Manual	http://www.tea.state.tx.us/student.assessment/resources/taksalt/

Keep this manual for reference throughout the 2009 testing year. The Coordinator Manual is NOT included in the coordinator packet for each test administration. It is shipped to districts only in December 2008, along with the Calendar of Events poster. See TAKS District Coordinator Activity 6 and TELPAS District Coordinator Activity 7 for information about ordering additional coordinator manuals and posters.

The Coordinator Manual is also available online at <http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual/>. The online version is in PDF format, which can be searched using keywords. You may print pages from the manual or the entire manual. Links used in an electronic version of the Coordinator Manual are live and can be used to navigate to resources on the Internet for additional information.

Supplements to the Coordinator Manual

Three additional manuals are available to supplement information in the Coordinator Manual:

- The *2009 District and Campus Coordinator Manual Supplement* explains the responsibilities of district and campus testing coordinators for administering TAKS online and end-of-course assessments.
- The *TELPAS Coordinator Supplement for Paper Administration* explains the responsibilities of district and campus testing coordinators for a paper administration of TELPAS.
- The *TAKS–Alt Manual for District and Campus Coordinators and Test Administrators Grades 3–11* explains the responsibilities of coordinators and test administrators for administering the TAKS–Alt assessment in grades 3–11.
- The *TAAS Directions for District Coordinators, Campus Coordinators, and Test Administrators* explains the responsibilities of coordinators and test administrators for administering the TAAS exit level assessment.

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Student Assessment Program Overview

Calendar of Events Prior to 2009 Test Administrations

Events		Test Administration/Grade Level								
		March TAKS Exit Level Retest	March TAAS Exit Level Retest	March TAKS/ TAKS-M Grades 4, 7, 9, 10, & Exit Level	March TAKS/ TAKS-M Grades 3, 5, & 8 Reading	March TELPAS Grades K-12	April TAKS/ TAKS-M Grades 5 & 8 Math	April TAKS Exit Level Retest	April TAAS Exit Level Retest	April TAKS/ TAKS-M Grades 3, 5, & 8 Reading Retest
District coordinators submit enrollment information		—	—	9/19–11/9	9/19–11/9	—	1/2–1/30	—	—	—
District coordinators select precode option		11/12–12/12	—	11/12–12/12	11/12–12/12	11/12–12/12	—	—	—	—
Districts receive out-of-school registration packets		12/8–12/12	12/8–12/12	—	—	—	—	—	—	—
Districts receive Advance Letter / Materials List (online only)		2/2	—	1/19	1/26	—	3/2	4/6	—	4/6
Districts receive precode file layouts		1/5	—	1/5	1/5	1/5	—	—	—	—
District coordinators submit precode files		1/5–1/23	—	1/5–1/23	1/5–1/23	1/5–2/6	—	—	—	—
Districts receive nonsecure shipment of test materials		—	—	1/26–1/30	—	1/5–1/9*	—	—	—	—
Registration for TAAS/TAKS out-of-school/district examinees		12/8–1/23	12/8–1/23	—	—	—	—	—	—	—
District coordinator training sessions		By 1/9	By 1/9	By 1/9	By 1/9	By 1/9	By 1/9	By 1/9	By 1/9	By 1/9
Districts receive combined shipment of test materials		2/9–2/13	—	—	2/2–2/13	—	3/9–3/20	4/13–4/17	—	4/13–4/17
Districts receive secure shipment of test materials		—	—	2/9–2/20	—	—	—	—	—	—
Deadline for district coordinators to order additional materials		2/23	2/24	2/23	2/23	3/2*	3/31	4/21	4/21	4/21
Districts receive precoded materials		By 2/24†	By 2/24	By 2/24†	By 2/24	—	By 3/31	By 4/17	By 4/21	By 4/17
Districts receive TAAS materials and TAKS out-of-school/district materials		2/24	2/24	—	—	—	—	4/21	By 4/21	—
Campus coordinator training sessions		By 2/24	By 2/24	By 2/24	By 2/24	Holistic By 1/23 Reading By 3/2	By 4/1	By 4/20	By 4/20	By 4/20
Test administrator training sessions		By 2/27	By 2/27	By 2/27	By 2/27	Holistic By 1/30 Reading By 3/6	By 4/3	By 4/27	By 4/27	By 4/27
TEST ADMINISTRATIONS	Writing	—	3/3	3/3	—	—	—	—	4/28	—
	English Language Arts	3/3	—	3/3 3/5 (G10 make-up)	—	—	—	4/28	—	—
	Mathematics	3/4	3/4	—	—	—	4/6 (G5, 8 LAT) 4/7	4/29	4/29	—
	Reading	—	3/5	3/3 (G9)	3/3	—	—	—	4/30	4/29
	Science	3/5	—	—	—	—	—	4/30	—	—
	Social Studies	3/6	—	—	—	—	—	5/1	—	—
	TELPAS	—	—	—	—	3/9–4/10	—	—	—	—

*TELPAS nonsecure materials consist only of the *TELPAS Manual for Raters and Test Administrators*.

†Precoded materials may arrive three to four weeks prior to the date noted.

¶This report will arrive ten working days after the testing contractor receives the scorable test booklets or answer documents.

°All other reports will arrive with TAKS grades 3–10 and exit level by May 22.

**New coordinators only

NOTE: The TAKS (Accommodated) form is administered on the same day as the TAKS administrations.

Calendar of Events Prior to 2009 Test Administrations

Events	Test Administration/Grade Level								
	April TAKS/TAKS-M Grades 3-10 & Exit Level	May TAKS/ TAKS-M Grades 5 & 8 Math Retest	June/July TAKS/ TAKS-M Grades 3, 5, & 8 Reading/ Math Retest	July TAKS Exit Level Retest	July TAAS Exit Level Retest	TAKS-M Fall Field Test	October TAKS Exit Level Retest	October TAAS Exit Level Retest	
District coordinators submit enrollment information	1/2-1/30	—	—	—	—	—	—	—	
District coordinators select precode option	11/12-12/12	—	—	—	—	—	8/10-8/28	—	
Districts receive out-of-school registration packets	—	—	—	5/4-5/8	5/4-5/8	—	8/10-8/14	8/10-8/14	
Districts receive Advance Letter / Materials List (online only)	3/9	4/27	6/8	6/15	—	9/7	9/14	—	
Districts receive precode file layouts	—	—	—	—	—	—	9/7	—	
District coordinators submit precode files	2/23-3/20 (G6)	—	—	—	—	—	9/7-9/18	—	
Districts receive nonsecure shipment of test materials	3/16-3/27	—	—	—	—	—	—	—	
Registration for TAAS/TAKS out-of-school/district examinees	—	—	6/5	5/4-6/12	5/4-6/12	—	8/10-9/18	8/10-9/18	
District coordinator training sessions	By 1/9	By 1/9	By 6/12**	By 6/19**	By 6/26**	—	By 9/25**	By 9/25**	
Districts receive combined shipment of test materials	—	5/4-5/8	6/15-6/19	6/22-6/26	—	9/14-9/18	9/28-10/2	—	
Districts receive secure shipment of test materials	3/30-4/3 (TAKS-M) 4/6-4/17 (TAKS)	—	—	—	—	—	—	—	
Deadline for district coordinators to order additional materials	4/20	5/8	6/23	7/7	7/7	9/21	10/13	10/13	
Districts receive precoded materials	By 4/21†	By 5/8	By 6/19	By 6/26	By 7/7	By 9/21	By 10/13	By 10/13	
Districts receive TAAS materials and TAKS out-of-school/district materials	—	—	6/23	7/7	7/7	—	10/13	10/13	
Campus coordinator training sessions	By 4/20	By 5/8	By 6/23	By 7/9	By 7/9	By 9/21	By 10/13	By 10/13	
Test administrator training sessions	By 4/27	By 5/15	By 6/29	By 7/13	By 7/13	By 9/25	By 10/19	By 10/19	
TEST ADMINISTRATIONS	Writing	—	—	—	—	7/14	—	—	10/20
	English Language Arts	4/28-4/29 (LAT)	—	—	7/14	—	9/28-10/16	10/20	—
	Mathematics	4/27 (G3, 4, 6, 7, 10 LAT) 4/28 (G3, 4, 6, 7, 10) 4/29 (Exit Level) 4/30 (G9)	5/19	6/30	7/15	7/15	9/28-10/16	10/21	10/21
	Reading	4/28-4/29 (G3-8 LAT) 4/29 (G4, 6, 7)	—	7/1	—	7/16	9/28-10/16	—	10/22
	Science	4/30 (G5, 8, 10, Exit Level) 5/1 (G5, 8, 10 LAT)	—	—	7/16	—	9/28-10/16	10/22	—
	Social Studies	5/1	—	—	7/17	—	9/28-10/16	10/23	—

*TELPAS nonsecure materials consist only of the TELPAS Manual for Raters and Test Administrators.

†Precoded materials may arrive three to four weeks prior to the date noted.

‡This report will arrive ten working days after the testing contractor receives the scorable test booklets or answer documents.

°All other reports will arrive with TAKS grades 3-10 and exit level by May 22.

**New coordinators only

NOTE: The TAKS (Accommodated) form is administered on the same day as the TAKS administrations.

Calendar of Events After 2009 Test Administrations

Events		Test Administration/Grade Level								
		March TAKS Exit Level Retest	March TAAS Exit Level Retest	March TAKS/ TAKS–M Grades 4, 7, 9, 10, & Exit Level	March TAKS/ TAKS–M Grades 3, 5, & 8 Reading	March TELPAS Grades K–12	April TAKS/ TAKS–M Grades 5 & 8 Math	April TAKS Exit Level Retest	April TAAS Exit Level Retest	April TAKS/ TAKS–M Grades 3, 5, & 8 Reading Retest
TEST ADMINISTRATIONS	Writing	—	3/3	3/3	—	—	—	—	4/28	—
	English Language Arts	3/3	—	3/3 3/5 (G10 make-up)	—	—	—	4/28	—	—
	Mathematics	3/4	3/4	—	—	—	4/6 (G5, 8 LAT) 4/7	4/29	4/29	—
	Reading	—	3/5	3/3 (G9)	3/3	—	—	—	4/30	4/29
	Science	3/5	—	—	—	—	—	4/30	—	—
	Social Studies	3/6	—	—	—	—	—	5/1	—	—
	TELPAS	—	—	—	—	3/9–4/10	—	—	—	—
Campus coordinators return scorable materials to district coordinator		3/6	3/6	3/6	3/4	4/10	4/8	5/1	5/1	4/30
District coordinators ship all scorable materials		3/9	3/9	3/9	3/5	4/13	4/9	5/4	5/4	5/1
Campus coordinators return all nonscorable materials to district coordinator		3/16	3/16	3/16	3/13	4/21	4/15	5/7	5/7	5/7
District coordinators ship all nonscorable materials		3/19	3/19	3/19	3/16	4/24	4/17	5/14	5/14	5/14
Districts may distribute and discuss written compositions/English language arts essays		3/23	—	3/23	—	—	—	5/18	—	—
Districts receive preliminary rosters		3/27	3/27	—	—	—	—	—	—	—
Districts receive Standard and Optional Reports		4/24	4/24	5/22	3/20¶	5/15	4/24¶	5/20	5/20	5/15° (Online Roster only)
Districts notify students and parents of test results		By 5/26	By 5/26	By 6/2	By 3/27	By 5/26	By 5/7	By 6/10	By 6/10	By 5/22
Corrected CSRs and labels due in districts		5/29	—	6/19 (G10 & Exit Level)	—	—	—	6/19	—	—
Districts report results to local board of trustees		By 10/2	By 10/2	By 10/2	By 10/2	By 10/2	By 10/2	By 10/2	By 10/2	By 10/2

*TELPAS nonsecure materials consist only of the TELPAS Manual for Raters and Test Administrators.

†Precoded materials may arrive three to four weeks prior to the date noted.

¶This report will arrive ten working days after the testing contractor receives the scorable test booklets or answer documents.

°All other reports will arrive with TAKS grades 3–10 and exit level by May 22.

**New coordinators only

NOTE: The TAKS (Accommodated) form is administered on the same day as the TAKS administrations.

Calendar of Events After 2009 Test Administrations

Events		Test Administration/Grade Level							
		April TAKS/TAKS-M Grades 3-10 & Exit Level	May TAKS/ TAKS-M Grades 5 & 8 Math Retest	June/July TAKS/ TAKS-M Grades 3, 5, & 8 Reading/ Math Retest	July TAKS Exit Level Retest	July TAAS Exit Level Retest	TAKS-M Fall Field Test	October TAKS Exit Level Retest	October TAAS Exit Level Retest
TEST ADMINISTRATIONS	Writing	—	—	—	—	7/14	—	—	10/20
	English Language Arts	4/28-4/29 (LAT)	—	—	7/14	—	9/28-10/16	10/20	—
	Mathematics	4/27 (G3, 4, 6, 7, 10 LAT) 4/28 (G3, 4, 6, 7, 10) 4/29 (Exit Level) 4/30 (G9)	5/19	6/30	7/15	7/15	9/28-10/16	10/21	10/21
	Reading	4/28-4/29 (G3-8 LAT) 4/30 (G4, 6, 7)	—	7/1	—	7/16	9/28-10/16	—	10/22
	Science	4/30 (G5, 8, 10, Exit Level) 5/1 (G5, 8, 10 LAT)	—	—	7/16	—	9/28-10/16	10/22	—
	Social Studies	5/1	—	—	7/17	—	9/28-10/16	10/23	—
Campus coordinators return scorable materials to district coordinator		5/4	5/20	7/2	7/21	7/17	10/19	10/26	10/23
District coordinators ship all scorable materials		5/6	5/21	7/2	7/21	7/20	10/20	10/27	10/26
Campus coordinators return all nonscorable materials to district coordinator		5/13	5/27	7/9	7/22	7/21	10/21	10/28	10/27
District coordinators ship all nonscorable materials		5/15	6/2	7/13	7/24	7/24	10/23	10/30	10/30
Districts may distribute and discuss written compositions/English language arts essays		—	—	—	8/3	—	—	—	—
Districts receive preliminary rosters		—	—	—	—	—	—	11/13	11/13
Districts receive Standard and Optional Reports		5/22	6/8	7/17 [¶]	8/14	8/14	—	12/4	12/4
Districts notify students and parents of test results		By 6/2	By 6/12	By 7/24	By 9/11	By 9/11	—	By 1/1	By 1/1
Corrected CSRs and labels due in districts		6/19 (G10 & Exit Level)	—	—	9/18	—	—	1/15	—
Districts report results to local board of trustees		By 10/2	By 10/2	By 10/2	By 11/6	By 11/6	—	By 1/29	By 1/29

*TELPAS nonsecure materials consist only of the TELPAS Manual for Raters and Test Administrators.

†Precoded materials may arrive three to four weeks prior to the date noted.

‡This report will arrive ten working days after the testing contractor receives the scorable test booklets or answer documents.

°All other reports will arrive with TAKS grades 3-10 and exit level by May 22.

**New coordinators only

NOTE: The TAKS (Accommodated) form is administered on the same day as the TAKS administrations.

GENERAL INFORMATION

The Texas Student Assessment Program encompasses TAKS, including TAKS (Accommodated); TAKS–M; TAKS–Alt; LAT; TELPAS; and TAAS.

TAKS

TAKS measures a student’s mastery of the state-mandated curriculum, the TEKS. All eligible Texas public school students are assessed in mathematics in grades 3–10 and exit level; reading in grades 3–9; writing in grades 4 and 7; English language arts in grades 10 and exit level; science in grades 5, 8, 10, and exit level; and social studies in grades 8, 10, and exit level. Eligible students may meet testing requirements with Spanish versions of the TAKS assessments, available in mathematics and reading at grades 3–6, in writing at grade 4, and in science at grade 5.

TAKS (Accommodated)

TAKS includes a form called TAKS (Accommodated) for students served by special education who meet the eligibility requirements for specific accommodations. This is a general assessment based on the same grade-level academic achievement standards as TAKS. The TAKS (Accommodated) form includes format changes (larger font, fewer items per page) and contains no embedded field-test items. For further information regarding eligibility for TAKS (Accommodated), refer to the ARD Manual. TAKS (Accommodated) is available for all English- and Spanish-version TAKS tests, including retest opportunities for SSI grades and subjects. Retest opportunities for students taking TAKS (Accommodated) exit level assessments are also offered.

TAKS–M

TAKS–M is an alternate assessment based on modified academic achievement standards and is designed to meet the requirements of the federal No Child Left Behind Act of 2001 (NCLB) and Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004). TAKS–M is intended for a small number of students served by special education who meet participation requirements. Each test covers the same grade-level content as TAKS, but TAKS–M tests have been changed in format (larger font, fewer items per page, etc.) and test design (fewer answer choices, simpler vocabulary and sentence structure, etc.). The decision to administer TAKS–M to a student must be made by the student’s ARD committee; it cannot be based solely on disability category or placement setting, nor can it be determined administratively for accountability purposes. Retest opportunities are available for SSI grades and subjects. However, retest opportunities for grade 11 will not be available for TAKS–M. Spanish versions of TAKS–M are not available. Additional information about TAKS–M is available at <http://www.tea.state.tx.us/student.assessment/resources/taksm/>.

TAKS–Alt

TAKS–Alt is an alternate assessment based on alternate academic achievement standards and is designed for students with significant cognitive disabilities receiving special education services who meet the participation requirements. TAKS–Alt is administered in the same grades and subjects as TAKS. Additional information about TAKS–Alt is available at <http://www.tea.state.tx.us/student.assessment/resources/taksalt/>.

LAT

LAT is an assessment process for recent immigrant ELLs who are granted a LEP exemption under state law but are required to be assessed in certain grades and subjects under NCLB. The LAT process enables eligible recent immigrant ELLs to take TAKS tests with linguistic accommodations that help them better understand the language used on the tests. Separate, secure forms of the English TAKS mathematics (grades 3–8 and 10), reading/ELA (grades 3–8 and 10), and science (grades 5, 8, and 10) tests, as well as Spanish TAKS mathematics (grades 3–6), reading (grades 3–6), and science (grade 5) tests are used in LAT administrations. The LAT process is available for LEP-exempt recent immigrant ELLs served by special education for whom TAKS, including TAKS (Accommodated), and TAKS–M are appropriate. Spanish-version forms are not available for LAT administrations of TAKS–M.

TELPAS

TELPAS assesses the progress that grade K–12 ELLs make in learning the English language. TELPAS assesses second language development in the domains of listening, speaking, reading, and writing. Multiple-choice assessments are used to assess reading in grades 2–12. For the other grades and domains, holistically rated assessments based on student observations and written student work are used.

TAAS

Examinees for whom TAAS is the graduation requirement and who have yet to pass all three subject areas of the assessment are able to retake any or all subject areas of the TAAS exit level test. TAAS tests will continue to be made available on a quarterly basis for those examinees who have not met graduation testing requirements. Individuals who are no longer enrolled in high school but wish to continue to test may do so as out-of-school examinees.

2009 Assessments

The 2009 testing schedule includes the grade levels and assessments listed below. Refer to the Calendar of Events for test administration dates and other key dates pertinent to each administration.

TAKS, including TAKS (Accommodated); TAKS–M; and TAKS–Alt	
Grade 3 (English and Spanish)*	Mathematics and Reading
Grade 4 (English and Spanish)*	Writing, Mathematics, and Reading
Grade 5 (English and Spanish)*	Mathematics, Reading, and Science
Grade 6 (English and Spanish)*	Mathematics and Reading
Grade 7	Writing, Mathematics, and Reading
Grade 8	Mathematics, Reading, Science, and Social Studies
Grade 9	Mathematics and Reading
Grade 10	English Language Arts, Mathematics, Science, and Social Studies
Grade 11/Exit Level	English Language Arts, Mathematics, Science, and Social Studies

*TAKS–M is not available in Spanish.

LAT[†]	
Grades 3–8 and 10	Mathematics and Reading/English Language Arts
Grades 5, 8, and 10	Science

[†] LAT administrations of TAKS, including TAKS (Accommodated), and TAKS–M are provided for eligible students. Spanish-version LAT forms are available in grades 3–6 but are not available for LAT administrations of TAKS–M.

TELPAS	
Grades K–12	Holistically Rated Assessments of Listening, Speaking, Reading (K–1 only), and Writing
Grades 2–12	Multiple-Choice Assessments of Reading

TAAS	
Exit Level	Writing, Mathematics, and Reading

Online Testing

The following tests will be available online in 2009.

2009 Operational Online Administrations TAKS*	
Grade	Subject Area
Exit Level Retests	English Language Arts, Mathematics, Science, and Social Studies

*Students taking a TAKS (Accommodated) form must be assessed using the paper version.

2009 Operational Online Administrations TELPAS	
Grade	Subject Area
Grades 2–12	Reading



Information for district and campus coordinators regarding administration of the online TAKS exit level retests and the EOC assessments is provided in the Coordinator Manual Supplement. This supplement will be shipped in January and will also be available on TEA’s Student Assessment Division website at <http://www.tea.state.tx.us/student.assessment/>.

All test administrator manuals, tutorials, user’s guides, and materials such as mathematics and science charts are provided on the eMeasurement Services Texas State Assessments website at <http://www.etesttx.com> for each online administration.

Form 1 of the Test vs. One Form of the Test

“Form 1” refers to the form of a test numbered “01.” This test form is specifically required for certain testing situations. “One form” refers to the fact that there is only one form of a test. The LAT mathematics, reading, and science tests; the TAKS tests for grades 4 and 7 writing, grade 9 reading, and grade 10 and exit level English language arts; TAKS (Accommodated) and TAKS–M tests; and paper-based TELPAS reading tests have only “one form” for each test. Most TAKS tests have multiple forms that are sequentially numbered.

In certain situations, Form 1 of a test **must** be used by the student.

- For example, since the dyslexia bundled accommodations for the TAKS grade 4 reading test are provided only for Form 1, a grade 4 student who is scheduled to receive dyslexia bundled accommodations **must** begin testing with Form 1 of the mathematics test.
- If a student begins testing with Form 1 of a test, the student **must** continue to use Form 1 for all other tests during the week. For example, if a grade 10 student is scheduled to receive an oral administration of the TAKS mathematics test, the student **must** also use Form 1 for the TAKS science and social studies tests.

Campus coordinators are responsible for distributing Form 1 in appropriate situations. The chart below lists situations in which Form 1 is required.

Accommodations Requiring Form 1

Dyslexia Bundled Accommodations*	
Test Program/Grade	Subject Area for Which Accommodation is Available
TAKS Grade 3 (English and Spanish)	Reading
TAKS Grade 4 (English and Spanish)	Reading
TAKS Grade 5 (English and Spanish)	Reading
TAKS Grade 6 (English and Spanish)	Reading
TAKS Grade 7	Reading
TAKS Grade 8	Reading

Oral Administrations*	
Test Program/Grade	Subject Area for Which Accommodation is Available
TAKS Grade 3 (English and Spanish)	Mathematics
TAKS Grade 4 (English and Spanish)	Mathematics
TAKS Grade 5 (English and Spanish)	Mathematics, Science
TAKS Grade 6 (English and Spanish)	Mathematics
TAKS Grade 7	Mathematics
TAKS Grade 8	Mathematics, Science, and Social Studies
TAKS Grade 9	Mathematics
TAKS Grade 10	Mathematics, Science, and Social Studies
TAKS Exit Level	Mathematics, Science, and Social Studies

*If a student is taking TAKS (Accommodated) and receiving the dyslexia bundled accommodations or an oral administration, he or she will be assessed with the one form of TAKS (Accommodated).



It is critical that Form 1 be used to administer the TAKS reading tests with dyslexia bundled accommodations. A proper-nouns list is created for each reading selection, and all questions and answer choices are read aloud to students. Therefore, all students in grades 3, 5, and 8 (March only) and grades 4, 6, and 7 who take the reading test with the dyslexia bundled accommodations must use Form 1. This means that students must be given Form 1 to take their TAKS mathematics test (when applicable), which is administered prior to the reading test.

NOTE: The use of Form 1 is not an issue for retest opportunities in April and July for grades 3, 5, and 8 reading since there is only one form of each.

TEST SECURITY AND CONFIDENTIALITY REQUIREMENTS

As defined by the Texas Education Code (TEC), Chapter 39, Subchapter B, the Texas Assessment of Knowledge and Skills (TAKS), the TAKS (Accommodated), the TAKS–Modified (TAKS–M), linguistically accommodated testing (LAT), and the Texas English Language Proficiency Assessment System (TELPAS) are secure testing programs. In addition, all field tests are secure. According to 19 TAC §101.61 (see Appendix C), 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. TAKS–Alternate (TAKS–Alt) online assessment materials and the holistically rated components of TELPAS are not considered secure. However, student information used or obtained 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 security measures surrounding the assessment program, a comprehensive 14-point plan was designed to help ensure that test results are meaningful and valid. Several aspects of the plan were implemented during the 2008 spring administrations, while other measures will be instituted over the next few years.



Refer to the *2008–2009 Test Security Supplement* available online at <http://www.tea.state.tx.us/student.assessment/admin/security/> for more information about the 14-point plan.

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 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) when not in use. **Materials should be carefully inventoried upon receipt from the testing contractor.** Every test booklet and LAT linguistic simplification guide has 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, then these must also be collected and destroyed after the test administration. In the case of online testing, test security also requires that any scratch paper or graph paper used by students be collected and destroyed immediately after the test administration. The district testing coordinator is responsible for ensuring that all secure materials, including secure ancillary materials such as specific Braille instructions, have been accounted for prior to shipping the materials back to the testing contractor. Districts are required to implement the controls necessary to ensure accurate and reliable tracking of all secure items.



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 test booklets, completed answer documents, LAT linguistic simplification guides, and ancillary materials such as specific braille instructions. Maintaining confidentiality requires compliance with, but is not limited to, all of the following guidelines:

- All testing personnel must be trained and sign an oath before handling secure test materials.
- All tests must be administered in strict accordance with the instructions contained in the test administrator manuals.
- No person may view, reveal, or discuss the contents of a test or answer documents before, during, or after a test administration unless specifically instructed to do so by the procedures outlined in the test administrator manuals. **All test content is considered secure until the tests are released to the public.**
- No person providing an oral administration of a test may write notes, calculations, or any other marks in a test booklet or in any other location. 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 of the administration-specific oath.
- Secure test materials, including test booklets and LAT linguistic simplification guides, may not be duplicated without prior approval from TEA. No portion of any secure online test may be duplicated, printed, or photographed at any time without prior approval from TEA.
- Since 2009 is a designated release year, districts may retain a copy of each student's TAKS, including TAKS (Accommodated), and TAKS–M composition and/or open-ended reading responses for assessments administered during the 2008–2009 testing cycle (October 2008 through July 2009). For additional details, see Campus Coordinator Activity 11.

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 by the instructions contained in the administration materials.
- No person may answer verbally or nonverbally any question that relates to the contents 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 administrator materials. (For information about transcribing, see Campus Coordinator Activity 11 for TAKS and Campus Coordinator Activity 12 for TELPAS.)
- No person may change any response or instruct a student to do so.



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.

For additional information including steps districts can take to maintain test security and confidentiality and for more information about new 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/>.

Confidentiality Statement for Online Testing

Before testing personnel can access secure online administrative features of the eMeasurement Services system to administer any online assessment, they must read and accept a statement of confidentiality that is displayed when logging in to the eMeasurement Services Texas State Assessments website for the first time.

See the associated section in the *Texas State Assessments Technical User's Guide* for more information on the online testing confidentiality statement.

Security Oaths

All district and campus personnel who handle secure test materials must sign a security oath. Any person who has more than one testing role (for instance, a principal who also serves as campus coordinator) must sign a security oath for **each** role. Security oaths for superintendents and district testing coordinators are included in the district coordinator packets issued prior to each administration. Security oaths for campus principals and campus testing coordinators are included in Appendix B of this manual. Security oaths for test administrators can be found in the test administrator materials. Security oaths for TELPAS holistic raters and writing collection verifiers can be found in the test administration materials for each administration.

Test administrators, technology staff, and other school 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 2009 testing year. All oaths (except for the administration-specific test administrator's oath) are valid for 2009 spring, summer, and fall testing as well as any field testing conducted during this time period.



As part of the 14-point security plan, students will be asked to sign a grade-appropriate honor statement immediately prior to taking a state assessment. This requirement will apply for students taking TAKS, TAKS (Accommodated), or TAKS–M at grades 9, 10, and 11/exit level. Details about the honor statement can be found in the Test Security Supplement.

Test Administrators[†]	
Location of Oath:	Test Administrator Manuals and Test Administration Directions*
When to sign:	After training and before handling secure test materials for each test administration. Test administrators must also sign a second oath after the completion of each administration to affirm that they have complied with state assessment requirements. In addition, test administrators who conduct oral administrations must sign a separate section of the oath after the test.
Retention:	Signed oath must be kept on file in the district for at least five years.
TELPAS Raters and Writing Collection Verifiers[†]	
Location of Oaths:	TELPAS Manual
When to sign:	After training and before handling or viewing any secure test materials or confidential information. Raters and writing collection verifiers must also sign the bottom of the oath after the completion of the TELPAS administration to affirm that they have complied with state assessment requirements.
Retention:	Signed oaths must be kept on file in the district for at least five years.
Campus Testing Coordinators[†]	
Location of Oath:	Appendix B of this manual
When to sign:	After training and before handling secure test materials After all testing for the 2009 testing year has been completed, campus coordinators must also sign the bottom of the oath affirming that they have complied with state assessment requirements.
Retention:	Signed oath must be kept on file in the district for at least five years.
Campus Principals[†]	
Location of Oath:	Appendix B of this manual
When to sign:	After training and before handling secure test materials After all testing for the 2009 testing year has been completed, campus principals must also sign the bottom of the oath affirming that they have complied with state assessment requirements.
Retention:	Signed oath must be kept on file in the district for at least five years.
District Testing Coordinators[†]	
Location of Oath:	District testing coordinator packet
When to sign:	After training and before handling secure test materials After all testing for the 2009 testing year has been completed, district testing coordinators must also sign the bottom of the oath affirming that they have complied with state assessment requirements.
Retention:	Signed oath must be returned in the pre-addressed envelope after all 2009 test materials have been shipped back to the testing contractor.
District Superintendent/Chief Administrative Officers	
Location of Oath:	District testing coordinator packet
When to sign:	After all testing has been completed and all test materials have been returned to the testing contractor
Retention:	Signed oath must be returned with the district testing coordinator oath in the pre-addressed envelope after all 2009 test materials have been shipped back to the testing contractor.

*The TAKS–Alt oath and security guidelines are located in the TAKS–Alt Manual and can be found online at <http://www.tea.state.tx.us/student.assessment/resources/taksalt/>.

[†]Coordinators, principals, and test administrators for online administrations must read and accept a statement of confidentiality that is displayed when logging in to the eMeasurement Services Texas State Assessments website for the first time.

Document Retention

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

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

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

Departures From Test Administration Procedures

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities. The superintendent and campus principals 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, and shall be responsible for notifying the Texas Education Agency (TEA) in writing of conduct that violates the security or confidentiality of administered tests (19 TAC §101.65[g] as referenced in Appendix C).

Each person participating in the testing program is directly responsible for reporting immediately to the 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 §101.65(d) (7) and could result in sanctions. Details regarding what constitutes an irregularity and how to report incidents are provided later in this section.

Penalties for Prohibited Conduct

In accordance with 19 TAC §101.65(e), 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 teacher certificate, either indefinitely or for a set term;
- issuance of an inscribed or non-inscribed reprimand;
- suspension of a Texas teacher certificate for a set term; or
- revocation or cancellation of a Texas teacher certificate without opportunity for reapplication for a set term or permanently.

Additionally, irregularities in test security or confidentiality may result in the invalidation of student results.

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



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 Section 552.352 of the Texas Government Code and Section 37.10 of the Texas Penal Code.

More information about how to ensure proper testing procedures for each testing program can be found in the campus coordinator section of this manual for each testing program. **For more information about ensuring testing procedures, see the Test Security Supplement available at <http://www.tea.state.tx.us/student.assessment/admin/security/>.**

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

Example:

- Eligible students were not tested.

Individualized Education Program (IEP) Implementation Issue

Example:

- A student served by special education was not provided a prescribed accommodation.

Improper Accounting for Secure Materials

Examples:

- Secure materials were not returned 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 unmonitored 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, used a cell phone or sent or received text messages).
- A test administrator did not verify that a student bubbled in his or her responses on the answer document.
- 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 directions or failed to read the test administration script verbatim as outlined in the test administration directions.
- A student was provided an unapproved accommodation or was not provided a prescribed accommodation.
- A test administrator failed to remove or cover all instructional displays.
- A TELPAS writing collection was not submitted in accordance with required assembly criteria.

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 test administrator, 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 administrator materials).
- Testing personnel scored student tests.

- Testing personnel discussed secure test content or student responses.
- 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.

Incident Reporting

All incidents 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 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 the following page 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 they can be faxed to 512-463-9302, or e-mailed to 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 Parties

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

- name and role (title)
- how the individual was responsible for 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 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 parties.

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 deter 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 entitled “Click here to submit an online incident report.”
3. Select your district and campus from the pull-down menus and complete the required information in the form.
4. Attach electronic supporting documentation and complete the submission process. If you do not choose to use the online system’s attachment feature, all supporting documentation must be submitted by fax to 512-463-9302, or by e-mail to testsecurity@tea.state.tx.us within 10 working days of the incident. Be sure to include the incident identification number provided upon completion of the online submission with each set of documentation.

If you encounter difficulties using the online submission process, you can download an electronic copy of the incident report form.

1. Download the incident report form, available at http://www.tea.state.tx.us/student.assessment/admin/incidents/online/Student_Assessment_Incident_Report_Form.dot
2. Complete the form, save it, and e-mail it as an attachment to testsecurity@tea.state.tx.us. Electronic supporting documentation can be attached to the same e-mail as the incident report or it can be faxed to 512-463-9302.

Disciplinary Actions Taken Against Students

Students who are caught cheating may have their tests invalidated. Additional disciplinary action may be taken at the local level in accordance with district policy. Any locally-determined disciplinary actions must be submitted to TEA via the online reporting form, which can be accessed at <http://www.txetests.com/DAF/choosedistrict.asp>.



For more information about test security, see the Test Security Supplement available at <http://www.tea.state.tx.us/student.assessment/admin/security/>.

