

## Corrections and Updates to the 2010 District and Campus Coordinator Manual

<b>02/09/10</b>	<b>Page 9</b>	Text in the “Accommodations Requiring Form 1” chart for oral administrations has been deleted. “TAKS Grade 9 Mathematics” is not included in the chart because there is only one form of the TAKS grade 9 mathematics test.
	<b>Page 181</b>	The make-up test date for the TAKS-M grade 10 ELA has been corrected. The information now reads, “The make-up test for TAKS-M grade 10 ELA will be administered on one assigned date: Friday, March 5. Also, the make-up test date for the TAKS grade 10 ELA was corrected and now reads “Friday, March 5.”
	<b>Page 309</b>	The page contained incomplete information about the Parental Waiver (PW) score code. The information now reads “For students receiving special education services, the ARD Committee, of which the parent/guardian is a member, has determined that the student not participate in the third testing opportunity for TAKS, TAKS (Accommodated), or TAKS–M.”
	<b>Appendices</b>	The appendices now include an Appendix H, “Provisions for Qualifying ELL Unschooled Asylees and Refugees.” As a result of the new appendix, pages vii, 27, and 152 have been modified to direct readers to the new appendix. In addition, three table of contents pages (xiii, 21, and 299) were also updated.
<b>02/26/10</b>	<b>Page 388</b>	The following deletion has been made to the “Eligibility and Documentation” section to clarify which documents serve as acceptable proof of asylee/refugee status. <ul style="list-style-type: none"><li>• The student must:<ul style="list-style-type: none"><li>○ have a <del>visa issued by the United States Department of State</del> with a Form I-94 Arrival/Departure record, or a successor document, issued by the United States Citizenship and Immigration Services that is stamped with “Asylee,” “Refugee,” or “Asylum.”</li></ul></li></ul>
	<b>Page 389</b>	Text has been updated to indicate where to find additional information about eligibility and documentation requirements for qualifying asylees and refugees.

**Page 390**

In the answer document coding instructions for qualifying asylees and refugees, specific references to “Column A” in the Agency Use section were previously omitted in the box at the top of the page and in the “Absences and Irregularities” section. The references have been added.

**The manual begins on the next page. Please scroll down.**

# 2010

## 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: 800-252-9186 512-989-5300 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 and for online testing technical concerns or issues	Pearson's Austin Operations Center Telephone: 800-252-9186 512-989-5300 Fax: 512-989-5376 E-mail: pearsononlinetesting@support.pearson.com

For general 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>
enrollment and precoding	<i>District Testing Coordinator User's Guide for Online Data Management</i> at <a href="http://www.TexasAssessment.com/odminfo">http://www.TexasAssessment.com/odminfo</a>
ordering additional test materials	<i>District Testing Coordinator Online Data Management User's Guide for Orders</i> at <a href="http://www.TexasAssessment.com/odminfo">http://www.TexasAssessment.com/odminfo</a>

*continued on next page*

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

<b>Reference materials available online include the</b>	<b>Located at</b>
<i>Frequently Asked Questions and Answers about the Texas Assessment Program</i>	<a href="http://www.tea.state.tx.us/student.assessment/faq">http://www.tea.state.tx.us/student.assessment/faq</a>
<i>2009–2010 Test Security Supplement</i>	<a href="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</a>
<i>ARD Committee Decision-Making Process for the Texas Assessment Program</i>	<a href="http://www.tea.state.tx.us/student.assessment/resources/ard">http://www.tea.state.tx.us/student.assessment/resources/ard</a>
<i>2009–2010 Grade Placement Committee Manual</i>	<a href="http://www.tea.state.tx.us/student.assessment/resources/ssi">http://www.tea.state.tx.us/student.assessment/resources/ssi</a>
<i>2009–2010 Accommodations Manual</i>	<a href="http://www.tea.state.tx.us/student.assessment/resources/accommodations/AccommManual_2009_10.pdf">http://www.tea.state.tx.us/student.assessment/resources/accommodations/AccommManual_2009_10.pdf</a>
<i>LPAC Decision-Making Process for the Texas Assessment Program</i>	<a href="http://www.tea.state.tx.us/student.assessment/ELL">http://www.tea.state.tx.us/student.assessment/ELL</a>
<i>2010 District and Campus Coordinator Manual Supplement</i> (contains information for coordinators regarding TAKS exit level online tests and end-of-course assessments)	<a href="http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual/dccm_supplement.pdf">http://www.tea.state.tx.us/student.assessment/resources/guides/coormanual/dccm_supplement.pdf</a>
<i>Texas State Assessments Technical User’s Guide</i>	<a href="http://etesttx.com/techguide">http://etesttx.com/techguide</a>

# KEY CHANGES IN TESTING POLICY

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The Coordinator Manual incorporates the following key testing policy changes for 2010.

## TAKS Spanish Tests

The 81st Texas Legislature eliminated the grade 6 Spanish versions of TAKS. Spanish versions of the tests for grades 3, 4, and 5 will continue to be available for eligible students.

## Grades 5 and 8 Mathematics and Reading

The mathematics and reading tests at grades 5 and 8 will be combined into one administration beginning in 2010. The first administration for mathematics and reading will be in early April. Retest administrations will be in May and June. See the Calendar of Events for exact dates.

## Student Success Initiative (SSI)

Enacted by the 76th Texas Legislature in 1999 and modified by the 81st Texas Legislature in 2009, the SSI grade advancement requirements apply only to the Texas Assessment of Knowledge and Skills (TAKS) mathematics and reading tests at grades 5 and 8. As specified by these requirements, a student may advance to the next grade level only by passing these tests or by unanimous decision of his or her grade placement committee (GPC) that the student is likely to perform at grade level after accelerated instruction.

Students in grade 3 are no longer required to pass the TAKS reading test to be promoted to grade 4.

## LAT Grades 5 and 8 Mathematics and Reading

Linguistically accommodated testing (LAT) administrations of grades 5 and 8 mathematics and reading for TAKS and TAKS–M will take place in May in conjunction with the SSI retests. Materials for these administrations will be shipped with the May TAKS retest administration materials. All other LAT administrations will occur in late April. See the Calendar of Events for exact dates.

## March Exit Level Retest

To accommodate election polling on Tuesday, March 2, 2010, the social studies section of the March exit level retest will be administered on Monday, March 1, before the other subject-area tests. Exit level social studies tests and retests are typically administered after the other subject-area tests. It is important to note that social studies items in the test booklet and the space where answers are marked on the answer document have not been changed. Extra care must be taken to ensure that students mark their answers in the correct section of the answer

document. Refer to the Test Administration Directions for complete information about administering the tests.

## TAKS–M

### New Test Administrator Manual Design

The TAKS–M test administrator manuals have been redesigned for 2010. Replacing the three test administrator manuals organized by grade band (grades 3–5, 6–8, and 9–11) is a new *2010 TAKS–M General Test Administrator Manual* designed to be used together with the appropriate set of test administration directions. The separate TAKS–M Test Administration Directions will continue to be organized by grade band.

The *TAKS–M General Test Administrator Manual* will be used by test administrators at all grade levels. Test administrators will need the manual in the testing room as a reference for each testing session. The manual contains the following program-wide administration information for TAKS–M:

- general information
- test administration calendar
- test security and confidentiality
- test administrator responsibilities
- appendices containing gridding information, instructions for administering braille and large-print tests, instructions for administering tests to students who are deaf or hard of hearing, links to the Texas Administrative Code, and a test administrator security oath

The TAKS–M Test Administration Directions for grades 3–5, 6–8, and 9–11 are supplements to the *TAKS–M General Test Administrator Manual*. Each Test Administration Directions supplement contains the following:

- grade-specific calendar of events
- test administration directions (for each applicable grade and subject-area test)
- appendices containing oral administration instructions and sample items, instructions for LAT administrations of TAKS–M tests, and the test administrator security oath(s)

The TAKS–M Test Administration Directions will be provided for the first spring testing administration for each grade and should be retained for use throughout the school year.

### TAKS–M Manual Distribution

Distribution schedules for TAKS–M manuals have been modified to take advantage of the new manual design. The *TAKS–M General Test Administrator Manual* will be sent in a separate shipment in early January, along with the *2010 District and Campus Coordinator Manual Supplement*, the *2010 TAKS General Test Administrator Manual*, and the *2010 TELPAS Manual for Raters and Test Administrators*. With one exception, grade-band-specific TAKS–M Test Administration Directions will be sent in the nonsecure shipment for the first spring testing

administration for each grade. The directions for the April grades 5 and 8 mathematics and reading administrations, will be included in the combined shipment. All TAKS–M manuals are intended to be kept and used for all administrations during the school year.

Additional TAKS–M General Test Administrator Manuals and TAKS–M Test Administration Directions will **NOT** be shipped for subsequent spring administrations but can be ordered through the additional order process if needed.

## **TELPAS**

### **Interface Transition**

A transition will be made this spring to the use of an enhanced online interface for the Texas English Language Proficiency Assessment System (TELPAS) reading assessments for grades 2–12. To make the transition, some districts will use the original interface and some will use the enhanced interface. Using performance data from both interfaces, a comparability study will be conducted to maintain the original performance standards. Districts were notified in fall 2009 of the interface assignment of their district (Interface A or Interface B). All campuses in a district are assigned to the same interface.

### **New Final Verification Window**

Following the five-week TELPAS administration window, testing coordinators will have three days for verifying student records in the online system before the information is submitted for scoring.

### **Supplemental Training Requirements for Level 2 Refresher Course Participants**

Beginning this spring, individuals who do not perform adequately on the practice activities in the Level 2 refresher courses are required to complete supplemental training. This requirement applies to both the K–1 and 2–12 refresher courses.

## **Answer Documents**

Changes have been made to answer documents for 2009–2010. Summaries of the changes follow.

### **Race/Ethnicity Field**

TEA is implementing the new federal standard for the collection of ethnicity and race information beginning with Public Education Information Management System (PEIMS) data collection in the 2009–2010 school year.

PEIMS will collect this information using both the old and new reporting standards. It is important that the “E” (ethnicity), “ETH” (ethnicity), and “RACE” fields be completed for all students. Answer documents will contain fields for both types of information.

## **Court-ordered High School Equivalency Program (HSEP)—Grades 9, 10, and 11/Exit Level**

Students ordered by a court under Article 45.054, Code of Criminal Procedure, or by the Texas Youth Commission to participate in an authorized high school equivalency program are excused from taking the TAKS tests, according to 19 TAC §89.1409. For these students, fill in the HSEP bubble and fill in the “O” (Other) bubble in the SCORE CODE field for all subjects.

## **Optional Web-based Test Administrator Training Modules**

New Web-based test administrator procedures training modules have been developed as part of a comprehensive 14-point plan designed by TEA to help ensure that test results are meaningful and valid. The modules are available to supplement the mandatory training required of all test administrators involved in testing. This training, which consists of three modules, is optional but recommended. The training is designed to be taken in either a group or individual setting.

Modules include the following:

- active monitoring
- distribution of test materials
- proper handling of secure materials

Use of the training modules is not a substitute for the mandatory annual training in test security and test administration procedures but instead supplements the mandatory training.

## **October 2010 TAKS Exit Level Retest**

Information about the October 2010 TAKS exit level retest administration is not included in this manual. A supplement to the Coordinator Manual, the *Directions for District Coordinators, Campus Coordinators, and Test Administrators*, will be distributed before that administration.

## **TAAS**

Due to legislation passed by the Texas Legislature in June 2009, the TAAS tests will no longer be administered. Former TAAS and TEAMS examinees will be required to take the TAKS exit level tests. TAKS scores will be matched to the appropriate TAAS or TEAMS passing standard.

An examinee who needs to take the TAAS mathematics test will take the TAKS mathematics test. An examinee who needs to take the TAAS reading test will now take only the reading section of the TAKS English language arts (ELA) test (the multiple choice items only). An examinee who needs to take the TAAS writing test will write a composition and take the revising and editing section of the TAKS ELA test.

## Separate Field Tests

In 2010 there will be separate field-test administrations of TAKS grade 10 and exit level ELA. There will be no field-test administrations of TAKS grade 4 writing (English and Spanish), grade 7 writing, and grade 9 reading.

## Policy Regarding Composition Retention and Duplication

District personnel may retain a copy of each student's composition and/or open-ended responses for the following TAKS administrations, including TAKS (Accommodated), in **March**:

- grade 4 writing (English and Spanish)
- grade 7 writing
- grade 9 reading
- the primary form of grade 10 ELA (**NOT** the make-up form)
- exit level ELA

Districts may **NOT** make copies of TAKS–M tests or any other writing, reading, or ELA tests or field tests.

## Changes to ELL Assessment Provisions

House Bill 3, enacted in 2009 by the 81st Texas Legislature, made changes to provisions affecting assessment and accountability requirements for a small number of English language learners (ELLs) identified as unschooled asylees and refugees.

To conform with the legislative changes, Section 101.1010, Provisions for Unschooled Limited English Proficient Asylees and Refugees, has been added to 19 TAC, Chapter 101, Subchapter AA, Commissioner's Rules Concerning the Participation of Limited English Proficient Students in State Assessments. The new rules have an effective date of February 22, 2010 and apply beginning with the March 2010 test administration.

In February 2010 a new section, Appendix H, was added to this manual to detail the new provisions and answer document coding requirements. The appendix contains a link to the revised commissioner rules.



# GUIDE TO THE 2010 COORDINATOR MANUAL

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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 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 administrations.

## 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
ELPS	English Language Proficiency Standards
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
LMS	learning management system
LPAC	language proficiency assessment committee
LSG	linguistic simplification guide
SSI	Student Success Initiative
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

## 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.

<b>Official Component Title:</b>	<b>Abbreviated Name:</b>	<b>URL</b>
<i>2010 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>2010 TAKS General Test Administrator Manual</i>	General Test Administrator Manual	<a href="http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin">http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin</a>
<i>2010 TAKS Test Administration Directions (all grades)</i>	Test Administration Directions	<a href="http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin">http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin</a>
<i>2010 TAKS Grades 3–8 and 10 LAT Test Administrator Manual</i>	LAT Manual	<a href="http://www.tea.state.tx.us/student.assessment/ELL">http://www.tea.state.tx.us/student.assessment/ELL</a>
<i>2010 TAKS–M General Test Administrator Manual (grades 3–11)</i>	TAKS–M General Test Administrator Manual	<a href="http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin">http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin</a>
<i>2010 TAKS–M Test Administration Directions (grades 3–5, 6–8, and 9–11)</i>	TAKS–M Test Administration Directions	<a href="http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin">http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin</a>
<i>2010 District and Campus Coordinator Manual Supplement</i>	Coordinator Manual Supplement	<a href="http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin">http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin</a>
<i>2009–2010 Grade Placement Committee Manual</i>	GPC Manual	<a href="http://www.tea.state.tx.us/student.assessment/resources/ssi">http://www.tea.state.tx.us/student.assessment/resources/ssi</a>
<i>LPAC Decision-Making Process for the Texas Assessment Program; Procedural Manual for the 2009–2010 School Year</i>	LPAC Manual	<a href="http://www.tea.state.tx.us/student.assessment/ELL">http://www.tea.state.tx.us/student.assessment/ELL</a>
<i>ARD Committee Decision-Making Process for the Texas Assessment Program; Revised Reference Manual for the 2009–2010 Testing Year</i>	ARD Manual	<a href="http://www.tea.state.tx.us/student.assessment/resources/ard">http://www.tea.state.tx.us/student.assessment/resources/ard</a>
<i>2009–2010 Accommodations Manual</i>	Accommodations Manual	<a href="http://www.tea.state.tx.us/student.assessment/resources/accommodations/AccommManual_2009_10.pdf">http://www.tea.state.tx.us/student.assessment/resources/accommodations/AccommManual_2009_10.pdf</a>
<i>Texas State Assessments Technical User's Guide</i>	Technical User's Guide	<a href="http://etesttx.com/techguide">http://etesttx.com/techguide</a>
<i>2010 TELPAS Manual for Raters and Test Administrators</i>	TELPAS Manual	<a href="http://www.tea.state.tx.us/student.assessment/ELL">http://www.tea.state.tx.us/student.assessment/ELL</a>
<i>2009–2010 Test Security Supplement</i>	Test Security Supplement	<a href="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</a>
<i>TAKS–Alt Manual for District and Campus Coordinators Grades 3–11</i>	TAKS–Alt Coordinator Manual	<a href="http://www.tea.state.tx.us/student.assessment/resources/taksalt">http://www.tea.state.tx.us/student.assessment/resources/taksalt</a>

Keep this manual for reference throughout the 2010 testing year. The Coordinator Manual is NOT included in the coordinator packet for each test administration. It is shipped to districts only in December 2009, along with the Calendar of Events poster. See TAKS District Coordinator Activity 6 and TELPAS District Coordinator Activity 4 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

Four additional manuals are available to supplement information in the Coordinator Manual.

- The *2010 District and Campus Coordinator Manual Supplement* explains the responsibilities of district and campus testing coordinators for administering TAKS online and EOC assessments.
- The *TELPAS Coordinator Supplement for Paper Administrations* explains the responsibilities of district and campus testing coordinators for a paper administration of TELPAS.
- The *TAKS–Alt Manual for District and Campus Coordinators Grades 3–11* explains the responsibilities of testing coordinators for administering the TAKS–Alt assessment.
- The *Directions for District Coordinators, Campus Coordinators, and Test Administrators* explains the responsibilities of district and campus testing coordinators and test administrators for administering the October 2010 TAKS exit level retest.

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# **Student Assessment Program Overview**

## Calendar of Events—2010 Testing

Events		Test Administration/Grade Level					
	January TAKS Field Test	March TAKS Exit Level Retest	March TAKS/ TAKS–M Grades 4, 7, 9, 10, & Exit Level	March TELPAS Grades K–12	April TAKS/ TAKS–M Grades 5 & 8 Math/Reading	April TAKS/ TAKS–M Grades 3–10 and Exit Level	
District coordinators submit enrollment information	—	—	9/18–11/1	—	1/4–1/29	1/4–1/29	
District coordinators select precode option	—	11/11–12/11	11/11–12/11	11/11–12/11	11/11–12/11	11/11–12/11	
Districts receive out-of-school registration packets	—	12/7–12/11	—	—	—	—	
Districts receive Advance Letter/Materials List (online only)	1/4	2/1	1/15	—	3/1	3/8	
Districts receive precode file layouts	—	1/4	1/4	1/4	1/4	—	
District coordinators submit precode files	—	1/4–1/22	1/4–1/22	1/4–2/5	—	2/22–3/5	
Districts receive nonsecure shipment of test materials	—	—	1/25–1/29	1/4–1/8	—	3/15–3/26	
Registration for TAKS out-of-school/district examinees	—	12/7–1/22	—	—	—	—	
District coordinator training sessions	By 1/8	By 1/8	By 1/8	By 1/8	By 1/8	By 1/8	
Districts receive combined shipment of test materials	1/11–1/15	2/8–2/12	—	—	3/8–3/19	—	
Districts receive secure shipment of test materials	—	—	2/8–2/19	—	—	3/29–4/2 (TAKS–M) 4/5–4/16 (TAKS)	
Deadline for district coordinators to order additional materials	1/19	2/22	2/22	3/1	3/30	4/19	
Districts receive precoded materials	By 1/15	By 2/23†	By 2/23†	By 2/19*	By 3/30	By 4/20†	
Districts receive TAKS out-of-school/district materials	—	2/23	—	—	—	—	
Campus coordinator training sessions	By 1/20	By 2/23	By 2/23	Holistic By 1/22 Reading By 3/1	By 3/31	By 4/19	
Test administrator training sessions	By 1/21	By 2/26	By 2/26	Holistic By 1/29 Reading By 3/5	By 4/2	By 4/26	
<b>TEST ADMINISTRATIONS</b>	<b>Writing</b>	—	—	3/3	—	—	
	<b>English Language Arts</b>	1/25–2/5	3/3	3/3 3/5 (G10 make-up)	—	—	4/27–4/28 (LAT)
	<b>Mathematics</b>	—	3/4	—	—	4/6	4/26 (G3, 4, 6, 7, 10 LAT) 4/27 (G3, 4, 6, 7, 10) 4/28 (Exit Level) 4/29 (G9)
	<b>Reading</b>	—	—	3/3 (G9)	—	4/7	4/27–4/28 (G3, 4, 6, 7 LAT) 4/28 (G3, 4, 6, 7)
	<b>Science</b>	—	3/5	—	—	—	4/29 (G5, 8, 10, Exit Level) 4/30 (G5, 8, 10 LAT)
	<b>Social Studies</b>	—	3/1	—	—	—	4/30
	<b>TELPAS</b>	—	—	—	3/8–4/9	—	—
Campus coordinators return scorable materials to district coordinator	2/8	3/5	3/5	—	4/8	5/3	
District coordinators ship all scorable materials	2/11	3/8	3/8	—	4/9	5/5	
Districts complete verification of TELPAS student records	—	—	—	4/14	—	—	
Campus coordinators return all nonscorable materials to district coordinator	2/12	3/15	3/15	4/20	4/14	5/12	
District coordinators ship all nonscorable materials	2/18	3/22	3/22	4/27	4/20	5/18	
Districts may distribute and discuss written compositions/English language arts essays	—	3/22	3/22	—	—	—	
Districts receive preliminary rosters (online only)	—	3/26	—	—	—	—	
Districts receive Standard and Optional Reports	—	4/23	5/26	5/14	4/27¶	5/26	
Districts notify students and parents of test results	—	By 5/25	By 6/1	By 5/25	By 5/6	By 6/1	
Districts submit student ID record changes	—	4/21–5/7	5/24–6/4	5/12–6/4	4/23–5/7	5/24–6/4	
Districts receive corrected CSRs and data files (online only)	—	5/21	6/18	6/18	5/21	6/18	
Regional Service Centers receive final region reports (online only)	—	6/11	7/2	6/25	5/28	7/2	
Districts report results to local board of trustees	—	By 10/1	By 10/1	By 10/1	By 10/1	By 10/1	

\*For TELPAS, these are electronic student records.

†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.

\*\*New coordinators only

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

## Calendar of Events—2010 Testing

Events						
	April TAKS Exit Level Retest	May TAKS/TAKS–M Grades 5 & 8 Math/Reading Retest	June TAKS/TAKS–M Grades 5 & 8 Math/Reading Retest	July TAKS Exit Level Retest	October TAKS Exit Level Retest	
District coordinators submit enrollment information	—	—	—	—	—	
District coordinators select precode option	—	—	—	—	8/9–8/27	
Districts receive out-of-school registration packets	—	—	—	5/3–5/7	8/9–8/13	
Districts receive Advance Letter/Materials List (online only)	4/5	4/26	6/7	6/14	9/13	
Districts receive precode file layouts	—	—	—	—	9/7	
District coordinators submit precode files	—	—	—	—	9/7–9/17	
Districts receive nonsecure shipment of test materials	—	—	—	—	—	
Registration for TAKS out-of-school/district examinees	—	—	6/4	5/3–6/11	8/9–9/17	
District coordinator training sessions	By 1/8	By 1/8	By 6/11**	By 6/18**	By 9/24**	
Districts receive combined shipment of test materials	4/12–4/16	5/3–5/7	6/14–6/18	6/21–6/25	9/27–10/1	
Districts receive secure shipment of test materials	—	—	—	—	—	
Deadline for district coordinators to order additional materials	4/20	5/7	6/22	7/6	10/12	
Districts receive precoded materials	By 4/16	By 5/7	By 6/18	By 6/25	By 10/12	
Districts receive TAKS out-of-school/district materials	4/20	—	6/22	7/6	10/12	
Campus coordinator training sessions	By 4/19	By 5/7	By 6/22	By 7/8	By 10/12	
Test administrator training sessions	By 4/26	By 5/14	By 6/28	By 7/12	By 10/18	
<b>TEST ADMINISTRATIONS</b>	<b>Writing</b>	—	—	—	—	—
	<b>English Language Arts</b>	4/27	—	—	7/13	10/19
	<b>Mathematics</b>	4/28	5/17 (LAT) 5/18	6/29	7/14	10/20
	<b>Reading</b>	—	5/18–5/19 (LAT) 5/19	6/30	—	—
	<b>Science</b>	4/29	—	—	7/15	10/21
	<b>Social Studies</b>	4/30	—	—	7/16	10/22
	<b>TELPAS</b>	—	—	—	—	—
Campus coordinators return scorable materials to district coordinator	4/30	5/20	7/1	7/20	10/25	
District coordinators ship all scorable materials	5/3	5/21	7/1	7/20	10/26	
Campus coordinators return all nonscorable materials to district coordinator	5/6	5/26	7/8	7/21	10/27	
District coordinators ship all nonscorable materials	5/17	6/3	7/14	7/27	11/2	
Districts may distribute and discuss written compositions/English language arts essays	—	—	—	—	—	
Districts receive preliminary rosters (online only)	—	—	—	—	11/12	
Districts receive Standard and Optional Reports	5/19	6/8¶	7/16¶	8/13	12/3	
Districts notify students and parents of test results	By 6/9	By 6/11	By 7/23	By 9/10	By 12/31	
Districts submit student ID record changes	5/17–6/4	6/4–6/15	7/14–7/23	8/11–8/27	12/1–12/17	
Districts receive corrected CSRs and data files (online only)	6/18	6/29	8/6	9/10	12/31	
Regional Service Centers receive final region reports (online only)	7/2	7/2	8/20	9/24	1/14	
Districts report results to local board of trustees	By 10/1	By 10/1	By 10/1	By 11/5	By 1/28	

\*For TELPAS, these are electronic student records.

†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.

\*\*New coordinators only

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



# GENERAL INFORMATION

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

## 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; ELA 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 3–5, in writing at grade 4, and in science at grade 5.

## TAKS (Accommodated)

TAKS includes a form called TAKS (Accommodated) for students receiving special education services 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 federal law. TAKS–M is intended for a small number of students receiving special education services 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 are not available for TAKS–M. Spanish versions of the TAKS–M assessment 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 eligible immigrant ELLs who qualify for linguistically accommodated testing provisions in accordance with state and federal law. Linguistic accommodations made during LAT administrations help eligible immigrant ELLs better understand the language used on TAKS, which enables them to better demonstrate what they know and can do related to the content assessed. LAT administrations are available in federally required subjects and grades. Spanish-version LAT tests are available in the same grades and subjects as the Spanish versions of TAKS. LAT administrations of TAKS, including TAKS (Accommodated), and TAKS–M are available for eligible immigrant ELLs who receive special education services.

## TELPAS

TELPAS assesses the progress that grades 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.

## 2010 Assessments

The 2010 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.

<b>TAKS, including TAKS (Accommodated); TAKS–M; and TAKS–Alt</b>	
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	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.

<b>LAT<sup>†</sup></b>	
Grades 3–8 and 10	Mathematics and Reading/English Language Arts
Grades 5, 8, and 10	Science

<sup>†</sup> LAT administrations of TAKS, including TAKS (Accommodated), and TAKS–M are provided for eligible students. Spanish-version LAT forms are available in grades 3–5 but are not available for LAT administrations of TAKS–M.

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

## Online Testing

The following tests will be available online in 2010.

2010 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.

2010 Operational Online Administrations TELPAS	
Grade	Subject Area
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/resources/guides/test\\_admin](http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin).**

All test administrator manuals, tutorials, user’s guides, and materials such as mathematics and science charts are provided at <http://etesttx.com/resources> 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 TAKS tests for grades 4 and 7 writing, grade 9 reading, grade 9 mathematics, and grade 10 and exit level ELA; the LAT tests; TAKS (Accommodated) and TAKS–M tests; paper-based TELPAS reading tests; and retest administrations have only “one form” for each test. Most other TAKS tests have multiple forms that are sequentially numbered.

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

- If a student will need Form 1 of a test for a subject scheduled later in the week, the student must begin testing that week with Form 1. For example, a grade 4 student who is scheduled to receive dyslexia bundled accommodations for the reading test **must** be issued a Form 1 test booklet on the day scheduled for 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** continue using the same Form 1 test booklet for the remaining subject-area tests.

Campus coordinators are responsible for distributing the Form 1 test booklets 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	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 and Science
TAKS Grade 6	Mathematics
TAKS Grade 7	Mathematics
TAKS Grade 8	Mathematics, Science, and Social Studies
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 test booklets are 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 who take the reading test with the dyslexia bundled accommodations must use Form 1. These students must be issued a Form 1 test booklet 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 May and June for grades 5 and 8 mathematics and reading because there is only one form of each.**

# TEST SECURITY AND CONFIDENTIALITY REQUIREMENTS

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As defined by the TEC, Chapter 39, Subchapter B, TAKS, including TAKS (Accommodated), TAKS–M, LAT, and TELPAS are secure testing programs. In addition, all field tests are secure. According to 19 TAC, Chapter 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. TAKS–Alt online assessment materials and the holistically rated components of TELPAS are not considered secure. However, 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 will be 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 the implementation of the online training modules and previously instituted security measures, please refer to the *2009–2010 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 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 and LAT linguistic simplification guide 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 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 must sign an 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.**
- 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, 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.
- 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, captured, or photographed at any time without prior approval from TEA.
- 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 2010, except the grade 10 TAKS ELA make-up test and all TAKS–M tests. 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 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 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 administration materials. (For information about transcribing, see TAKS Campus Coordinator Activity 11.) If circumstances require that a test booklet be examined for responses, permission **must** be obtained from TEA **before** the test booklet is examined.
- No person may change any response 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 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/test\\_security\\_supplement.pdf](http://www.tea.state.tx.us/student.assessment/admin/security/test_security_supplement.pdf).

## 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 *Technical 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 be trained 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 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 administrative personnel are included in Appendix B of this manual. Security oaths for test administrators can be found in the test administrator manuals. Security oaths for TELPAS holistic raters and writing collection verifiers can be found in the test administration materials for each administration. 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 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 2010 testing year. All oaths (except for the administration-specific test administrator's oath) are valid for 2010 spring, summer, and fall testing as well as any field testing conducted during this time period.

<b>Test Administrators<sup>†</sup></b>	
<b>Location of Oath:</b>	General Oath – General Test Administrator Manual Administration Specific – Test Administrator Directions*
<b>When to sign:</b>	General Oath—after training on general test administration procedures and before handling secure test materials. Administration Specific— <b>after</b> training on testing procedures specific to each administration and <b>before</b> handling secure materials. Test administrators <b>must also sign Section 2</b> of the administration specific 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 <b>Section 3</b> of the oath after the test.
<b>Retention:</b>	Signed oath must be kept on file in the district for at least five years.
<b>TELPAS Raters and Writing Collection Verifiers</b>	
<b>Location of Oaths:</b>	TELPAS Manual
<b>When to sign:</b>	<b>After</b> training and <b>before</b> handling or viewing any secure test materials or confidential information. Raters and writing collection verifiers <b>must also sign the bottom of the oath after</b> the completion of the TELPAS administration to affirm that they have complied with state assessment requirements.
<b>Retention:</b>	Signed oaths must be kept on file in the district for at least five years.
<b>Campus Testing Coordinators<sup>†</sup></b>	
<b>Location of Oath:</b>	Appendix B of this manual
<b>When to sign:</b>	<b>After</b> training and <b>before</b> handling secure test materials <b>After</b> all testing for the 2010 testing year has been completed, campus coordinators <b>must also sign the bottom of the oath</b> affirming that they have complied with state assessment requirements.
<b>Retention:</b>	Signed oath must be kept on file in the district for at least five years.
<b>Campus Principals<sup>†</sup></b>	
<b>Location of Oath:</b>	Appendix B of this manual
<b>When to sign:</b>	<b>After</b> training and <b>before</b> handling secure test materials <b>After</b> all testing for the 2010 testing year has been completed, campus principals <b>must also sign the bottom of the oath</b> affirming that they have complied with state assessment requirements.
<b>Retention:</b>	Signed oath must be kept on file in the district for at least five years.
<b>District Testing Coordinators<sup>†</sup></b>	
<b>Location of Oath:</b>	District testing coordinator packet, Appendix B of this manual
<b>When to sign:</b>	<b>After</b> training and <b>before</b> handling secure test materials <b>After</b> all testing for the 2010 testing year has been completed, district testing coordinators <b>must also sign the bottom of the oath</b> affirming that they have complied with state assessment requirements.
<b>Retention:</b>	Signed oath must be returned in the pre-addressed envelope <b>after</b> all 2010 test materials have been shipped back to the testing contractor.
<b>District Superintendent/Chief Administrative Officers</b>	
<b>Location of Oath:</b>	District testing coordinator packet, Appendix B of this manual
<b>When to sign:</b>	<b>After</b> all testing has been completed and all test materials have been returned to the testing contractor
<b>Retention:</b>	Signed oath must be returned with the district testing coordinator oath in the pre-addressed envelope <b>after</b> all 2010 test materials have been shipped back to the testing contractor.

\*The TAKS–Alt oaths and security guidelines are located in the TAKS–Alt Coordinator Manual, which can be found online at <http://www.tea.state.tx.us/student.assessment/resources/taksalt>. The LAT test administrator oath is located in the LAT Manual.

<sup>†</sup>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 after 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—e.g., scanned and kept in an electronic format, 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.**

## 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 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 is in violation of 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 this manual for each testing program. 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 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.**

## 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 unattended 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, examinees 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.
- 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.
- 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 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 to verify whether the student has marked test responses without prior approval from TEA.
- 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 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 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 or involved in 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 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 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 titled “Click here to submit an online incident report.”
3. Select your district and campus from the pull-down menus; complete the required information in the form.
4. Attach electronic supporting documentation and complete the submission process.
5. If you choose not to use the online system’s attachment feature, 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 in the subject line the incident identification number provided to you upon completion of the online submission.
6. If you are unable to submit supporting documentation via the online system’s attachment feature or e-mail, phone the Security Task Force at 512-463-9536 for assistance.

If you encounter difficulties using the online submission process, phone 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 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 the 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, see 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).**