## Gridding Information

### Identification Information*

<table>
<thead>
<tr>
<th>STARR, STAAR SPANISH, STAAR ALTERNATE 2, or TELPAS</th>
<th>EXPLANATION</th>
<th>PEIMS DATA ELEMENT ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSWER DOCUMENT/ONLINE RECORD HEADINGS</td>
<td>LAST-NAME</td>
<td>E0705</td>
</tr>
<tr>
<td></td>
<td>FIRST-NAME</td>
<td>E0703</td>
</tr>
<tr>
<td></td>
<td>MI (PEIMS ELEMENT IS MIDDLE-NAME)</td>
<td>E0704</td>
</tr>
<tr>
<td></td>
<td>DISTRICT-NAME</td>
<td>E0213</td>
</tr>
<tr>
<td></td>
<td>CAMPUS-NAME</td>
<td>E0267</td>
</tr>
<tr>
<td></td>
<td>STUDENT-ID (AS USED FOR PEIMS)</td>
<td>E0001</td>
</tr>
<tr>
<td>E0001</td>
<td>EITHER THE STUDENT'S SOCIAL SECURITY NUMBER OR A STATE-APPROVED ALTERNATIVE ID NUMBER CONSISTING OF AN &quot;S&quot; FOLLOWED BY EIGHT DIGITS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SEX-CODE</td>
<td>E0004</td>
</tr>
<tr>
<td></td>
<td>M = MALE</td>
<td>F = FEMALE</td>
</tr>
<tr>
<td></td>
<td>GRADE-LEVEL-CODE</td>
<td>E0017</td>
</tr>
<tr>
<td></td>
<td>DATE-OF-BIRTH (MMDDYY)</td>
<td>E0006</td>
</tr>
<tr>
<td></td>
<td>TEST FORM</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>LOCAL-STUDENT-ID—ASSIGNED BY SCHOOL DISTRICT</td>
<td>E0923</td>
</tr>
<tr>
<td>ETH HISPANIC-LATINO-CODE</td>
<td>INDICATES A PERSON OF CUBAN, MEXICAN, PUERTO RICAN, SOUTH OR CENTRAL AMERICAN, OR OTHER SPANISH CULTURE OR ORIGIN, REGARDLESS OF RACE.</td>
<td>E1064</td>
</tr>
<tr>
<td></td>
<td>1 = HISPANIC/LATINO</td>
<td>0 = NOT HISPANIC/LATINO</td>
</tr>
</tbody>
</table>

*Not all codes are applicable to every testing program.
<table>
<thead>
<tr>
<th>Heading</th>
<th>Explanation</th>
<th>PEIMS Data Element ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>I American-Indian-Alaska-Native-Code</td>
<td>Indicates a person having origins in any of the original peoples of North and South America (including Central America).</td>
<td>E1059</td>
</tr>
<tr>
<td>A Asian-Code</td>
<td>Indicates a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</td>
<td>E1060</td>
</tr>
<tr>
<td>B Black-African-American-Code</td>
<td>Indicates a person having origins in any of the black racial groups of Africa.</td>
<td>E1061</td>
</tr>
<tr>
<td>P Native-Hawaiian-Pacific-Islander-Code</td>
<td>Indicates a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</td>
<td>E1062</td>
</tr>
<tr>
<td>W White-Code</td>
<td>Indicates a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</td>
<td>E1063</td>
</tr>
</tbody>
</table>
Program Information*

Program information submitted should reflect the student’s status at the time of testing. Current information should be provided if the student is new to the district or if the student’s program or demographic information has changed since the October 2017 PEIMS submission.

If a demographic or program information field is left blank for any student, data from the October 2017 PEIMS submission will be used to complete the field, if possible. If it is not possible to match a student’s data to the appropriate PEIMS record, data from any field left blank will be aggregated and reported as “No information provided” for that data element.

<table>
<thead>
<tr>
<th>STAAR, STAAR SPANISH, STAAR ALTERNATE 2, or TELPAS</th>
<th>PEIMS DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONLINE RECORD</td>
<td>ELEMENT ID</td>
</tr>
<tr>
<td>EXPLANATION</td>
<td></td>
</tr>
</tbody>
</table>

**ED**

**ECONOMIC-DISADVANTAGE-INDICATOR-CODE**  
(MARK ONE)

01 = ELIGIBLE FOR FREE MEALS UNDER THE NATIONAL SCHOOL LUNCH AND CHILD NUTRITION PROGRAM

02 = ELIGIBLE FOR REDUCED-PRICE MEALS UNDER THE NATIONAL SCHOOL LUNCH AND CHILD NUTRITION PROGRAM

99 = OTHER ECONOMIC DISADVANTAGE

00 = NOT IDENTIFIED AS ECONOMICALLY DISADVANTAGED

**TIA**

**TITLE-I-PART-A-INDICATOR-CODE**  
(MARK ONE)

6 = STUDENT ATTENDS CAMPUS WITH SCHOOLWIDE PROGRAM

7 = STUDENT PARTICIPATES IN PROGRAM AT TARGETED ASSISTANCE SCHOOL

8 = STUDENT IS PREVIOUS PARTICIPANT IN PROGRAM AT TARGETED ASSISTANCE SCHOOL (NOT A CURRENT PARTICIPANT)

9 = STUDENT DOES NOT ATTEND A TITLE I, PART A SCHOOL BUT RECEIVES TITLE I, PART A SERVICES BECAUSE THE STUDENT IS HOMELESS

0 = STUDENT DOES NOT CURRENTLY PARTICIPATE IN AND HAS NOT PREVIOUSLY PARTICIPATED IN PROGRAM AT CURRENT CAMPUS

*Not all codes are applicable to every testing program.
### STAAR, STAAR Spanish, STAAR Alternate 2, or TELPAS

<table>
<thead>
<tr>
<th>EXPLANATION</th>
<th>PEIMS DATA ELEMENT ID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MS</strong></td>
<td>MIGRANT-STUDENT-INDICATOR-CODE E0984</td>
</tr>
<tr>
<td>STUDENT HAS BEEN IDENTIFIED AS A MIGRANT STUDENT (MARK ONE)</td>
<td></td>
</tr>
<tr>
<td>1 = YES</td>
<td></td>
</tr>
<tr>
<td>0 = NO</td>
<td></td>
</tr>
<tr>
<td><strong>L</strong></td>
<td>LEP-INDICATOR-CODE</td>
</tr>
<tr>
<td>STUDENT HAS BEEN IDENTIFIED AS LIMITED ENGLISH PROFICIENT BY THE LANGUAGE PROFICIENCY ASSESSMENT COMMITTEE (LPAC) (MARK ONE)</td>
<td></td>
</tr>
<tr>
<td>C = STUDENT IS CURRENTLY IDENTIFIED AS LEP (INCLUDES STUDENTS WITH PARENTAL DENIALS).</td>
<td></td>
</tr>
<tr>
<td>M1 = STUDENT HAS MET CRITERIA FOR BILINGUAL/ESL PROGRAM EXIT, IS NO LONGER CLASSIFIED AS LEP IN PEIMS, AND IS IN HIS OR HER FIRST YEAR OF MONITORING AS REQUIRED BY 19 TAC §89.1220(L).</td>
<td></td>
</tr>
<tr>
<td>M2 = STUDENT HAS MET CRITERIA FOR BILINGUAL/ESL PROGRAM EXIT, IS NO LONGER CLASSIFIED AS LEP IN PEIMS, AND IS IN HIS OR HER SECOND YEAR OF MONITORING.</td>
<td></td>
</tr>
<tr>
<td>0 = ALL OTHER ENROLLED STUDENTS</td>
<td></td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>BILINGUAL-PROGRAM-CODE E1042</td>
</tr>
<tr>
<td>(MARK ONE)</td>
<td></td>
</tr>
<tr>
<td>2 = TRANSITIONAL BILINGUAL/EARLY EXIT</td>
<td></td>
</tr>
<tr>
<td>3 = TRANSITIONAL BILINGUAL/LATE EXIT</td>
<td></td>
</tr>
<tr>
<td>4 = DUAL LANGUAGE IMMERSION/TWO-WAY</td>
<td></td>
</tr>
<tr>
<td>5 = DUAL LANGUAGE IMMERSION/ONE WAY</td>
<td></td>
</tr>
<tr>
<td>0 = STUDENT DOES NOT PARTICIPATE IN A BILINGUAL EDUCATION PROGRAM</td>
<td></td>
</tr>
<tr>
<td><strong>ESL</strong></td>
<td>ESL-PROGRAM-TYPE-CODE E1043</td>
</tr>
<tr>
<td>(MARK ONE)</td>
<td></td>
</tr>
<tr>
<td>2 = ENGLISH AS A SECOND LANGUAGE/CONTENT-BASED</td>
<td></td>
</tr>
<tr>
<td>3 = ENGLISH AS A SECOND LANGUAGE/PULL-OUT</td>
<td></td>
</tr>
<tr>
<td>0 = STUDENT DOES NOT PARTICIPATE IN AN ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM</td>
<td></td>
</tr>
</tbody>
</table>
| **NOTE:** FOR BILINGUAL OR ESL STUDENTS, PROGRAM INFORMATION SHOULD REFLECT ENROLLMENT IN EITHER A BILINGUAL OR AN ESL PROGRAM.
<table>
<thead>
<tr>
<th>Heading</th>
<th>Explanation</th>
<th>PEIMS Data Element ID</th>
</tr>
</thead>
</table>
| SE                      | SPECIAL-ED-INDICATOR-CODE  
(MARK ONE)  
1 = STUDENT IS PARTICIPATING IN A SPECIAL EDUCATION PROGRAM  
0 = STUDENT IS NOT PARTICIPATING IN A SPECIAL EDUCATION PROGRAM | E0794                 |
| G/T                     | GIFTED-TALENTED-INDICATOR-CODE  
STUDENT IS PARTICIPATING IN A STATE-APPROVED GIFTED/TALENTED PROGRAM  
(MARK ONE)  
1 = YES  
0 = NO | E0034                 |
| AR                      | AT-RISK-INDICATOR-CODE  
STUDENT IS DESIGNATED AS BEING  
AT RISK OF DROPPING OUT OF SCHOOL UNDER STATE-MANDATED ACADEMIC CRITERIA ONLY  
(MARK ONE)  
1 = YES  
0 = NO | E0919                 |
| CT                      | CAREER-AND-TECHNICAL-ED-IND-CODE  
NOTE: GRADES 6–12, OS, ALL PROGRAMS.  
INDICATES WHETHER STUDENT IS ENROLLED IN ONE OR MORE STATE-APPROVED VOCATIONAL EDUCATION COURSES (MARK ONE)  
1 = ENROLLED IN ONE OR MORE STATE-APPROVED CAREER AND TECHNICAL COURSES AS AN ELECTIVE  
2 = PARTICIPANT IN THE DISTRICT’S CAREER AND TECHNICAL COHERENT SEQUENCE OF COURSES PROGRAM  
0 = NO PARTICIPATION IN CAREER AND TECHNICAL COURSES | E0031                 |
| PD                      | PARENTAL DENIAL (CODE C, PARENTAL-PERMISSION-CODE)  
(MARK ONE)  
1 = PARENT OR GUARDIAN HAS DENIED PLACEMENT OF STUDENT IN ANY SPECIAL LANGUAGE PROGRAM  
0 = PARENT OR GUARDIAN HAS NOT DENIED PLACEMENT OF STUDENT IN ANY SPECIAL LANGUAGE PROGRAM | E0896                 |
Scoring Information*

STAAR, STAAR SPANISH, STAAR ALTERNATE 2, or TELPAS

ANSWER DOCUMENT/
ONLINE RECORD

HEADING EXPLANATION

ACCOMMODATIONS FOR STAAR:

DESIGNATED SUPPORTS

MARK THE DS BUBBLE TO INDICATE THAT A DESIGNATED SUPPORT NOT LISTED BELOW (LP OR XD) WAS AVAILABLE TO THE STUDENT.

DS = DESIGNATED SUPPORT

MARK THE APPROPRIATE BUBBLE (LP AND/OR XD) IF EITHER OF THESE SPECIFIC ACCOMMODATIONS WERE AVAILABLE TO A STUDENT.

LP = LARGE-PRINT ADMINISTRATION
XD = EXTRA DAY

NOTE: REFER TO THE ACCOMMODATION RESOURCES WEBPAGE FOR MORE INFORMATION REGARDING ACCOMMODATIONS.

ACCOMMODATIONS FOR STAAR ALTERNATE 2:

IF ANY OF THESE SPECIFIC ACCOMMODATIONS WERE AVAILABLE TO A STUDENT, CHECK THE CORRESPONDING BOX.

COLOR OR HIGHLIGHT
COLOR OVERLAYS
PHOTOGRAPHS OR OBJECTS
TEXTURED MATERIALS
DEMONSTRATE
RAISE OR DARKEN OUTLINE
ENLARGE
BRAILLE
DESCRIBE IMAGES
PROVIDE IMAGES OR TEXT SEPARATELY
ISOLATE IMAGES
PICTURE REPRESENTATIONS
USE CALCULATOR, MANIPULATIVES, OR MATH TOOLS
REREAD TEXT
PROVIDE STRUCTURED REMINDERS

*Not all codes are applicable to every testing program.
### STAAR, STAAR Spanish, and STAAR Alternate 2:

<table>
<thead>
<tr>
<th>Score Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Writing</td>
</tr>
<tr>
<td>M</td>
<td>Mathematics</td>
</tr>
<tr>
<td>R</td>
<td>Reading</td>
</tr>
<tr>
<td>SS</td>
<td>Social Studies</td>
</tr>
<tr>
<td>S</td>
<td>Science</td>
</tr>
</tbody>
</table>

(MARK ONLY ONE SCORE CODE FOR EACH SUBJECT AREA)

#### HIGH SCHOOL EQUIVALENCY PROGRAM (HSEP)

MARK (ALONG WITH THE “O” SCORE CODE) IF A STUDENT WHO IS COURT-ORDERED TO PARTICIPATE IN AN AUTHORIZED HIGH SCHOOL EQUIVALENCY PROGRAM QUALIFIES TO BE AND IS EXCUSED FROM TAKING THE TEST.

#### SUBSTITUTE ASSESSMENT

MARK (ALONG WITH THE “O” SCORE CODE) IF A STUDENT IS NOT TAKING THE TEST BECAUSE THE STUDENT HAS TAKEN AND PASSED AN ASSESSMENT THAT WILL SUBSTITUTE FOR THE STAAR EOC ASSESSMENT.
STAAR, STAAR SPANISH, STAAR ALTERNATE 2, or TELPAS
ANSWER DOCUMENT/ONLINE RECORD
HEADING EXPLANATION

TEST TAKEN INFO:

STAAR FOR EACH SUBJECT AREA TEST ADMINISTERED IN GRADES 3–5, MARK WHICH OF THE FOLLOWING TESTS WAS TAKEN. (MARK ONE)

   EN = ENGLISH VERSION OF STAAR
   SP = STAAR SPANISH

FORM # = WRITE THE NUMBER OF THE FORM THE STUDENT USED, AND MARK THE BUBBLES ACCORDINGLY

EOC/ABOVE GRADE MARK THIS BUBBLE (ALONG WITH THE “O” SCORE CODE) ON THE STUDENT’S ENROLLED GRADE ANSWER DOCUMENT IF STUDENT TOOK THE TEST ABOVE GRADE.

TEST DATE FIELD:

STAAR EOC THE TEST DATE FIELD INDICATES THE DAY ON WHICH THE STUDENT TESTED. COMPLETE THIS FIELD BY WRITING THE NUMBERS FOR THE DAY OF THE MONTH AND THEN FILLING IN THE CORRESPONDING BUBBLES BELOW.
TELPAS

ONLINE CODING EXPLANATION

TELPAS

RATER INFORMATION QUESTION A

THIS FIELD INDICATES THE ROLE THAT BEST DESCRIBES THE RELATIONSHIP OF THE RATER TO THE STUDENT.

1 = BILINGUAL EDUCATION TEACHER
2 = ESL TEACHER
3 = ELEMENTARY EDUCATION TEACHER
4 = MS OR HS GENERAL ED TEACHER OF CORE SUBJECTS
5 = SPECIAL EDUCATION TEACHER
6 = GIFTED AND TALENTED TEACHER
7 = TEACHER OF ENRICHMENT SUBJECTS
8 = NO DOMAINS RATED (E OR X IN EVERY DOMAIN)

RATER INFORMATION QUESTION B

THIS FIELD INDICATES WHETHER THE RATER COLLABORATED WITH OTHERS FAMILIAR WITH THE STUDENT’S PROGRESS IN LEARNING ENGLISH.

1 = YES
2 = NO
3 = NO DOMAINS RATED (E OR X IN EVERY DOMAIN)

SCORE CODE:

WRITING

B = BEGINNING
I = INTERMEDIATE
A = ADVANCED
H = ADVANCED HIGH
E = EXTENUATING CIRCUMSTANCES
X = ARD DECISION

LISTENING, SPEAKING, READING (K–1)

B = BEGINNING
I = INTERMEDIATE
A = ADVANCED
H = ADVANCED HIGH
E = EXTENUATING CIRCUMSTANCES
X = ARD DECISION

LISTENING AND SPEAKING, READING (2–12)

A = ABSENT
X = ARD DECISION
O = OTHER, STUDENT NOT TO BE SCORED
TELPAS

ONLINE CODING EXPLANATION

ACCOMMODATIONS FOR TELPAS:

DESIGNATED SUPPORTS.

CHECK THE BOX FOR DESIGNATED SUPPORTS TO INDICATE THAT A DESIGNATED SUPPORT NOT LISTED BELOW (LP OR XD) WAS AVAILABLE TO THE STUDENT.

DS = DESIGNATED SUPPORT

CHECK THE APPROPRIATE BOX FOR LARGE PRINT AND/OR EXTRA DAY IF EITHER OF THESE SPECIFIC ACCOMMODATIONS WERE AVAILABLE TO A STUDENT.

LP = LARGE-PRINT ADMINISTRATION
XD = EXTRA DAY

YEARS IN U.S. SCHOOLS
(Grades 1–12 only)

AN ELL MUST BE ENROLLED FOR 60 CONSECUTIVE DAYS IN A SCHOOL YEAR FOR THAT SCHOOL YEAR TO COUNT AS ONE YEAR IN THE CALCULATION OF YEARS IN U.S. SCHOOLS. THEREFORE, ELL STUDENTS ENROLLING IN U.S. SCHOOLS WITHIN THE LAST 60 SCHOOL DAYS OF A SCHOOL YEAR WILL BE CONSIDERED TO BE IN THEIR FIRST YEAR IN U.S. SCHOOLS FOR THE FOLLOWING SCHOOL YEAR.

DO NOT INCLUDE KINDERGARTEN OR PREKINDERGARTEN IN COUNTING THE YEARS IN U.S. SCHOOLS OF ELL STUDENTS IN GRADES 1–12. CONSIDER GRADE 1 AS THE FIRST YEAR FOR STUDENTS ENROLLED IN U.S. SCHOOLS SINCE KINDERGARTEN OR BEFORE.

1 = HAS BEEN ENROLLED IN U.S. SCHOOLS FOR ALL OR PART(S) OF 1 SCHOOL YEAR
2 = HAS BEEN ENROLLED IN U.S. SCHOOLS FOR ALL OR PART(S) OF 2 SCHOOL YEARS
3 = HAS BEEN ENROLLED IN U.S. SCHOOLS FOR ALL OR PART(S) OF 3 SCHOOL YEARS
4 = HAS BEEN ENROLLED IN U.S. SCHOOLS FOR ALL OR PART(S) OF 4 SCHOOL YEARS
5 = HAS BEEN ENROLLED IN U.S. SCHOOLS FOR ALL OR PART(S) OF 5 SCHOOL YEARS
6 = HAS BEEN ENROLLED IN U.S. SCHOOLS FOR ALL OR PART(S) OF 6 OR MORE SCHOOL YEARS
UNSCHOoled Asylees/Refugees and Students with interrupted formal schooling (SIFE):

UNSCHOOLED ASYLEES/REFUGEES ARE ELLS WHO ARE DETERMINED TO BE UNSCHOOLED ASYLEES OR REFUGEES IN ACCORDANCE WITH STATE-ESTABLISHED CRITERIA. THESE STUDENTS LACK LITERACY SKILLS IN THEIR FIRST LANGUAGE AND BASIC SUBJECT-MATTER KNOWLEDGE AND SKILLS. THEY MAY ALSO LACK BASIC SOCIAL SKILLS AND MAY HAVE EXPERIENCED EMOTIONAL TRAUMA AS A RESULT OF THEIR PREVIOUS CIRCUMSTANCES. IT IS HIGHLY CRITICAL THAT THIS CATEGORY BE CODED ACCURATELY FOR PROPER IDENTIFICATION OF THESE STUDENTS.


1. THIS EXTENUATING CIRCUMSTANCES DATA CAN BE SUBMITTED AND UPDATED THROUGH THE STUDENT REGISTRATION IMPORT PROCESS.

2. THIS EXTENUATING CIRCUMSTANCES DATA CAN ALSO BE ENTERED ON THE TELPAS STUDENT REGISTRATION DETAILS PAGE OF THE TELPAS ASSESSMENT MANAGEMENT SYSTEM. TO SUBMIT THIS INFORMATION FOR ELLS WITH EXTENUATING NEEDS, SELECT “1 = YES” IN THE FIELD FOR THE APPLICABLE SPECIAL CIRCUMSTANCE(S). FOR EXAMPLE, IF AN ELL MEETS THE ELIGIBILITY CRITERIA TO QUALIFY AS AN UNSCHOOLED ASYLEE/REFUGEE, SELECT “1 = YES” IN THE FIELD LABELED “UNSCHOOLED ASYLEE/REFUGEE.”

UNSCHOOLED ASYLEE/REFUGEE

1 = YES, APPLICABLE SPECIAL CIRCUMSTANCE
BLANK OR 0 = NOT APPLICABLE

STUDENTS WITH INTERRUPTED FORMAL SCHOOLING (SIFE)

1 = YES, APPLICABLE SPECIAL CIRCUMSTANCE
BLANK OR 0 = NOT APPLICABLE
Answer Document Score Code Information

STAAR assessments for grades 3–8 and end-of-course (EOC) are listed below. STAAR Alternate 2 is administered separately from the STAAR tests and is not included in the table. This appendix covers additional information about submitting answer documents, gridding codes on the answer documents, and submitting online tests and score codes.

### Grades 3–8

<table>
<thead>
<tr>
<th>Test Administration</th>
<th>Grade</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>4</td>
<td>Writing*</td>
</tr>
<tr>
<td>April</td>
<td>5</td>
<td>Mathematics* and Reading*</td>
</tr>
<tr>
<td>April</td>
<td>7</td>
<td>Writing</td>
</tr>
<tr>
<td>April</td>
<td>8</td>
<td>Mathematics and Reading</td>
</tr>
<tr>
<td>May</td>
<td>3</td>
<td>Mathematics* and Reading*</td>
</tr>
<tr>
<td>May</td>
<td>4</td>
<td>Mathematics* and Reading*</td>
</tr>
<tr>
<td>May</td>
<td>5</td>
<td>Science*</td>
</tr>
<tr>
<td>May</td>
<td>6</td>
<td>Mathematics and Reading</td>
</tr>
<tr>
<td>May</td>
<td>7</td>
<td>Mathematics and Reading</td>
</tr>
<tr>
<td>May</td>
<td>8</td>
<td>Science and Social Studies</td>
</tr>
<tr>
<td>May/June (retest)</td>
<td>5</td>
<td>Mathematics* and Reading*</td>
</tr>
<tr>
<td>May/June (retest)</td>
<td>8</td>
<td>Mathematics and Reading</td>
</tr>
</tbody>
</table>

*both English and Spanish versions

### End-of-Course

<table>
<thead>
<tr>
<th>Test Administration</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>English I</td>
</tr>
<tr>
<td>April</td>
<td>English II</td>
</tr>
<tr>
<td>May</td>
<td>Algebra I</td>
</tr>
<tr>
<td>May</td>
<td>Biology</td>
</tr>
<tr>
<td>May</td>
<td>U.S. History</td>
</tr>
<tr>
<td>May</td>
<td>English III</td>
</tr>
<tr>
<td>May</td>
<td>Algebra II</td>
</tr>
<tr>
<td>June/December</td>
<td>English I</td>
</tr>
<tr>
<td>June/December</td>
<td>English II</td>
</tr>
<tr>
<td>June/December</td>
<td>Algebra I</td>
</tr>
<tr>
<td>June/December</td>
<td>Biology</td>
</tr>
<tr>
<td>June/December</td>
<td>U.S. History</td>
</tr>
</tbody>
</table>
General Information about Answer Document Submission

It is important to properly grid the score codes and associated fields used for scoring so that students will receive correct results and districts will receive accurate information that will be used for various state and federal reporting purposes. It is also important to submit only the answer documents that should be processed in order to avoid duplicate records and to have the appropriate assessment information. The following are some general rules regarding the submission of answer documents and gridding of score codes. Refer to the STAAR section of this manual for information about gridding the Test Taken Information fields, accommodations, etc.

- Do **NOT** submit an answer document for a student who is assessed with STAAR Alternate 2. Doing so may result in duplicate records and inaccurate assessment information.
- Do **NOT** submit an answer document for a student who is taking all tests online. Doing so may result in duplicate records and inaccurate assessment information.
- Do **NOT** submit an answer document for a student who is no longer enrolled in your district at the time of testing. Doing so may result in duplicate records and inaccurate assessment information. Answer documents for students no longer enrolled must be voided.
- Do **NOT** submit an answer document for a student who has previously taken a STAAR EOC assessment and passed the test. If a student has previously passed a STAAR EOC assessment and retakes the test, the student’s results will show “Previously Passed” rather than providing a score.
- Do **NOT** submit an answer document in a retest administration for a student who has previously taken a STAAR or STAAR Spanish grade 5 or STAAR grade 8 mathematics and reading assessment and passed both tests. If a student has previously passed a STAAR mathematics and reading assessment(s) and retakes the test(s), the student’s results will show “Previously Passed” rather than providing a score.
- Do **NOT** submit an answer document in a retest administration for a student who tested above grade in grade 5 or 8 mathematics or reading and did not pass unless the student tested on grade in the other subject and did not pass. Students testing above grade at grades 5 and 8 are not held to SSI requirements and are not eligible for retest administrations.
- Do **NOT** submit an on-grade-level answer document for a student who is taking all tests above his or her enrolled grade level. For example, if a student is enrolled in grade 6 and takes reading at grade 7 and mathematics at grade 8, submit the grade 7 and grade 8 answer document and void the grade 6 answer document.
- Do **NOT** submit an answer document for a student who does not show up for the June EOC test administration. There is no “A” (Absent) score code on the answer documents for the June EOC test administration. Void the answer document; the student will receive a precoded answer document for December based on a document being submitted for the spring EOC administration.
Do NOT submit an answer document for a student that is being instructed in the TEKS above grade level for grades 4 or 7 writing or grade 5 science and will therefore not be taking the grade-level test. Void the answer document.

For the situations above, if there was a precoded answer document supplied, return it under the Voided Answer Document ID sheet.

**Proper Use of Score Codes**

Grid one (and only one) score code per subject. Leaving the score code blank may result in inaccurate assessment information. The following are general guidelines in determining which score code to use.

- If the student was absent from the test during the entire testing window and is enrolled in your school district, mark the “A” score code. This includes grades 5 and 8 students who do not show up for the June retest.

- The most common uses of the “O” score code include the following.
  - A student became ill during the test and was not able to finish.
  - There was a testing irregularity (e.g., the student cheated on the test).
  - A student who is court-ordered to participate in an authorized high school equivalency program (HSEP) qualifies to be, and is excused from, taking the test according to 19 TAC §89.1409. Mark the “HSEP” bubble along with the “O” score code (EOC only).
  - A student took an approved substitute assessment indicated in 19 TAC §101.4002 and met the required score. Mark the “SUBSTITUTE ASSESSMENT” bubble along with the “O” score code (EOC only). This is necessary only one time.
• A student is tested on grade level for one subject and is testing above grade level for the other subject. Mark the “EOC/ABOVE GRADE” bubble on the on-grade-level answer document for the subject the student is taking above grade level and mark the “O” score code. (Specific examples follow below.)

■ If the student is taking an online test in one subject and is taking the other subject on paper within the same administration, mark the “*” (asterisk) score code for the subject that is being taken online.
■ If the student took the subject-area test and the test is to be scored, mark the “S” score code.

Online Test Submission and Score Code Information

Below is a list of the most common instances when you should NOT submit a record for a student who is registered to take an online test. Do NOT submit an online test if

■ the student is taking all tests on paper;
■ the student is not enrolled in your district at the time of testing (exception: student is an out-of-district or out-of-school tester);
■ the student has previously taken a STAAR EOC assessment and passed the test;
■ the student has previously taken a STAAR grade 5 or 8 mathematics or reading assessment and passed the test (within the same school year); or
■ the student does not show up for the June EOC test administration.

When a student tests online, the “S” score code does not need to be marked in order to have the test scored. The test will automatically be scored if the test is submitted by the student or test administrator, and a score code other than “S” has not been entered. The following are instances when a score code (other than “S”) should be used (provided that an answer document was not submitted).

■ If the student was not able to finish the test due to illness or a testing irregularity, select the “O” score code.
■ If the student was absent from the test during the entire testing window and is enrolled in your school district, select the “A” score code. This includes grades 5 and 8 students who do not show up for the June retest. (This does not apply to students who miss a June EOC administration.)
■ If the student is not taking the June grades 5 or 8 mathematics or reading retest due to a parental waiver, select the “PW” score code.

For the items above, make sure that an answer document is NOT being submitted for the student. Void the answer document if the online record is being submitted. If the student has tested one subject on an answer document and a score code other than “S” is appropriate for the other subject, mark the score code for the other subject on the answer document rather than submitting an online test for that subject.
STAAR Score Code Scenarios

Grade 3

Students are assessed on mathematics and reading.

1. Student takes **both subjects on grade and on paper**:
   a. Submit one grade 3 answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish and the FORM# field for each subject.
   c. Mark the appropriate score code, A (absent), O (other), or S (score), for each subject.
   d. Complete the ACCOMM. field as necessary for each subject.

2. Student takes **one subject on grade on paper and one subject on grade on computer**:
   a. Submit one grade 3 answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish and the FORM# field for each subject.
   c. Mark the appropriate score code, A (absent), O (other), or S (score), for the subject tested on paper.
   d. Mark the asterisk (*) score code for the subject tested online.
   e. Complete the ACCOMM. field as necessary for the subject tested on paper.

3. Student takes **both subjects (on or above grade) on computer**:
   a. Submit no grade 3 answer document.

4. Student takes **both subjects above grade**:
   a. Submit no grade 3 answer document.
   b. Complete the answer document(s) for the grade(s) tested.
5. Student takes one subject on grade and one subject above grade on paper.

a. Submit one grade 3 answer document.

b. Mark the TEST TAKEN INFO field for English or Spanish and the FORM# field for the subject tested on paper.

c. Mark the appropriate score code, A (absent), O (other), or S (score), for the subject tested on paper.

d. Mark the O (other) score code for the subject tested above grade.

e. Mark the ABOVE GRADE field for the subject taken above grade on paper.

f. Complete the above-grade answer document for the subject tested above grade.

g. Mark the TEST TAKEN INFO field for English or Spanish for the subject tested above grade and the FORM# field.

h. Mark the appropriate score code for the subject tested above grade, and mark the O (other) score code for the subject taken on grade.

i. Complete the ACCOMM. field as necessary for each subject tested on paper.
6. Student takes **one subject on grade on paper and one subject above grade on computer**:
   a. Submit one grade 3 answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish and the FORM# field for the subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score), for the subject tested on paper.
   d. Mark the O (other) score code for the subject tested online.
   e. Mark the ABOVE GRADE field for the subject taken above grade on computer.
   f. Complete the ACCOMM. field as necessary for the subject tested on paper.

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**Grade 4**

Students are assessed on mathematics, reading, and writing.

**April Writing:**

1. Student takes **subject on grade on paper**:
   a. Submit one grade 4 writing answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish and the FORM# field.
   c. Mark the appropriate score code, A (absent), O (other), or S (score).
   d. Complete the ACCOMM. field as necessary.

2. Student takes **subject on computer**:
   a. Submit no grade 4 writing answer document.

3. Student is **receiving instruction in writing above grade**:
   a. Submit no grade 4 writing answer document.
May Mathematics and Reading:

1. Student takes both subjects on grade on paper:
   a. Submit one grade 4 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish and the FORM# field for each subject.
   c. Mark the appropriate score code, A (absent), O (other), or S (score), for each subject.
   d. Complete the ACCOMM. field as necessary for each subject.

2. Student takes one subject on grade on paper and one subject on grade on computer:
   a. Submit one grade 4 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish and the FORM# field for the subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested on paper.
   d. Mark the asterisk (*) score code for the subject tested online.
   e. Complete the ACCOMM. field as necessary for the subject tested on paper.

NOTE: Students who are enrolled in grade 4 and receiving instruction in mathematics and/or reading at grade 5 level must take the grade 5 mathematics and/or reading test in April.

3. Student takes both subjects (on or above grade) on computer:
   a. Submit no grade 4 mathematics and reading answer document.

4. Student takes both subjects above grade:
   a. Submit no grade 4 mathematics and reading answer document.
   b. Complete the answer document(s) for the grade(s) tested.
5. Student takes one subject on grade on paper and one subject above grade on paper:
   a. Submit one grade 4 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish and the FORM# field for the subject tested on the grade 4 answer document.
   c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested on grade.
   d. Mark the O (other) score code for the subject tested above grade.
   e. Mark the ABOVE GRADE field for the subject taken above grade on paper.
   f. Complete the above-grade answer document for the subject tested above grade.
   g. Mark the TEST TAKEN INFO field for English or Spanish and the FORM# field for the subject tested above grade.
   h. Mark the appropriate score code for the subject tested above grade, and mark the O (other) score code for the subject taken on grade.
   i. Complete the ACCOMM. field as necessary for each subject tested on paper.
6. Student takes one subject on grade on paper and one subject above grade on computer:

   a. Submit one grade 4 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish and the FORM# field for the subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score), for the subject tested on paper.
   d. Mark the O (other) score code for the subject tested online above grade.
   e. Mark the ABOVE GRADE field for the subject taken above grade on computer.
   f. Complete the ACCOMM. field as necessary for the subject tested on paper.

Grade 4 Mathematics and Reading Answer Document:

Grade 5 Students are assessed on mathematics, reading, and science.

April Mathematics and Reading:

1. Student takes both subjects on grade on paper:

   a. Submit one grade 5 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish and the FORM# field for each subject.
   c. Mark the appropriate score code, A (absent), O (other), or S (score) for each subject.
   d. Complete the ACCOMM. field as necessary for each subject.

Grade 5 Mathematics and Reading Answer Document:
2. Student takes **one subject on paper and one subject on grade on computer**:
   a. Submit one grade 5 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish and the FORM# field for the subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested on paper.
   d. Mark the asterisk (*) score code for the subject tested online.
   e. Complete the ACCOMM. field as necessary for the subject tested on paper.

3. Student takes **both subjects (on or above grade) on computer**:
   a. Submit no grade 5 mathematics and reading answer document.

4. Student takes **both subjects above grade on paper**:
   a. Submit no grade 5 mathematics and reading answer document.
   b. Complete the answer document(s) for the grade(s) tested.

5. Student takes **one subject on grade on paper and one subject above grade on paper**:
   a. Submit one grade 5 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish and the FORM# field for the subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested on grade on paper.
   d. Mark the O (other) score code for the subject tested above grade.
   e. Mark the ABOVE GRADE field for the subject taken above grade on paper.
f. Complete the above-grade answer document for the subject tested above grade.

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h. Complete the ACCOMM. field as necessary for each subject tested on paper.

i. Complete the FORM# field for the subject tested above grade on paper.

6. Student takes one subject on grade on paper and one subject above grade on computer:

a. Submit one grade 5 mathematics and reading answer document.

b. Mark the TEST TAKEN INFO field for English or Spanish and the FORM# field for the subject tested on paper.

c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested on paper.

d. Mark the O (other) score code for the subject tested online.

e. Mark the ABOVE GRADE field for the subject taken above grade on computer.

f. Complete the ACCOMM. field as necessary for the subject tested on paper.
May Mathematics and Reading Retest:

1. Student takes both subjects on paper:
   a. Submit one grade 5 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish for each subject.
   c. Mark the appropriate score code, A (absent), O (other), P (previously passed the subject-area test), or S (score) for each subject.
   d. Complete the ACCOMM. field as necessary for each subject.

2. Student takes one subject on paper and one subject on computer:
   a. Submit one grade 5 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish for the subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested on paper.
   d. Mark the asterisk (*) score code for the subject tested online.
   e. Complete the ACCOMM. field as necessary for the subject tested on paper.

3. Student takes both subjects on computer:
   a. Submit no grade 5 mathematics and reading answer document.

4. Student takes one subject on computer and previously passed one subject:
   a. Submit no grade 5 mathematics and reading answer document.
5. Student takes one subject on paper and previously passed one subject:
   a. Submit one grade 5 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish for the subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject previously passed.
   d. Mark the P (Previously Achieved Approached Grade Level) score code for the subject previously passed.
   e. Complete the ACCOMM. field as necessary for the subject tested on paper.

6. Student takes one subject on paper and takes one subject above grade level:
   a. Submit one grade 5 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish for the grade 5 subject tested.
   c. Mark the appropriate score code, A (absent), O (other), or S (score) for the grade 5 subject tested.
   d. Complete the ACCOMM. field as necessary for the grade 5 subject tested.
   e. Mark the O (other) score code for the subject that the student tested/will test above grade level.

7. Student’s ARD committee determines that student will not take either subject:
   a. Void the precoded answer document and return it with the scorable materials.

8. Student’s ARD committee determines that the student will take one subject on paper but not take one subject:
   a. Submit one grade 5 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish for the subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested on paper.
   d. Complete the ACCOMM. field as necessary for the subject tested on paper.
   e. Mark the O (other) score code for the subject that the ARD committee exempted the student from.
May Science:

1. Student takes **subject on grade on paper**:
   a. Submit one grade 5 science answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish and the FORM# field.
   c. Mark the appropriate score code, A (absent), O (other), or S (score).
   d. Complete the ACCOMM. field as necessary.

2. Student takes **subject on computer**:
   a. Submit no grade 5 science answer document.

3. Student is **receiving instruction in science above grade**:
   a. Submit no grade 5 science answer document.

June Mathematics and Reading Retest:

1. Student takes **both subjects on paper**:
   a. Submit one grade 5 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish for each subject.
   c. Mark the appropriate score code, A (absent), O (other), or S (score) for each subject.
   d. Complete the ACCOMM. field as necessary for each subject.
2. Student takes **one subject on paper and one subject on computer**:  
   a. Submit one grade 5 mathematics and reading answer document.  
   b. Mark the TEST TAKEN INFO field for English or Spanish for the subject tested on paper.  
   c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested on paper.  
   d. Mark the asterisk (*) score code for the subject tested online.  
   e. Complete the ACCOMM. field as necessary for the subject tested on paper.

3. Student takes **both subjects on computer**:  
   a. Submit no grade 5 mathematics and reading answer document.

4. Student takes **one subject on computer and previously passed one subject**:  
   a. Submit no grade 5 mathematics and reading answer document.

5. Student takes **one subject on paper and previously passed one subject**:  
   a. Submit one grade 5 mathematics and reading answer document.  
   b. Mark the TEST TAKEN INFO field for English or Spanish for the subject tested on paper.  
   c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested on paper.  
   d. Mark the P (previously passed) score code for the subject previously passed.  
   e. Complete the ACCOMM. field as necessary for the subject tested on paper.
6. Student’s parent has waived third administration of both subjects:
   a. Submit one grade 5 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish for both subjects.
   c. Mark the PW (parental waiver) score code for both subjects.

7. Student has previously passed one subject and parent has waived third administration of one subject:
   a. Submit one grade 5 mathematics and reading answer document.
   b. Mark the P (previously passed) score code for the subject previously passed.
   c. Mark the TEST TAKEN INFO field for English or Spanish for the subject waived.
   d. Mark the PW (parental waiver) score code for the subject waived.

8. Student takes one subject on paper and takes one subject above grade level:
   a. Submit one grade 5 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish for the subject tested.
   c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested.
   d. Complete the ACCOMM. field as necessary for the subject tested.
   e. Mark the O (other) score code for the subject that the student tested above grade level.

9. Student’s ARD committee determines that student will not take either subject:
   a. Void the precoded answer document and return it with the scorable materials.

10. Student’s ARD committee determines that the student will take one subject on paper but not take the other subject:
    a. Submit one grade 5 mathematics and reading answer document.
    b. Mark the TEST TAKEN INFO field for English or Spanish for the subject tested on paper.
    c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested on paper.
    d. Complete the ACCOMM. field as necessary for the subject tested on paper.
    e. Mark the O (other) score code for the subject that the ARD committee exempted the student from.
Grade 6

Students are assessed on mathematics and reading.

1. **Student takes both subjects on grade on paper:**
   - a. Submit one grade 6 answer document.
   - b. Complete the FORM# field for each subject tested on paper.
   - c. Mark the appropriate score code, A (absent), O (other), or S (score) for each subject.
   - d. Complete the ACCOMM. field as necessary for each subject.

2. **Student takes one subject on grade on paper and one subject on grade on computer:**
   - a. Submit one grade 6 answer document.
   - b. Complete the FORM# field for the subject tested on paper.
   - c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested on paper.
   - d. Mark the asterisk (*) score code for the subject tested online.
   - e. Complete the ACCOMM. field for the subject tested online.

3. **Student takes both subjects (on or above grade) on computer:**
   - a. Submit no grade 6 answer document.
4. Student takes both subjects above grade:
   a. Submit no grade 6 answer document.
   b. Complete the answer document(s) for the grade(s) tested.

5. Student takes one subject on grade on paper and one subject above grade on paper:
   a. Submit one grade 6 answer document.
   b. Complete the FORM# field for each subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score), for the subject tested on paper.
   d. Mark the O (other) score code for the subject tested above grade.
   e. Mark the ABOVE GRADE field for the subject taken above grade on paper.
   f. Complete the above-grade answer document for the subject tested above grade.
   g. Mark the appropriate score code for the subject tested above grade, and mark the O (other) score code for the subject taken on grade.
   h. Complete the ACCOMM. field for each subject tested on paper.
Grade 6 Mathematics and Reading Answer Document:

6. Student takes one subject on grade on paper and one subject above grade on computer:
   a. Submit one grade 6 answer document.
   b. Complete the FORM# field for the subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score), for the subject tested on paper.
   d. Mark the O (other) score code for the subject tested online.
   e. Mark the ABOVE GRADE field for the subject taken above grade on computer.
   f. Complete the ACCOMM. field as necessary for the subject tested on paper.

Grade 7

Students are assessed on mathematics, reading, and writing.

April Writing:

1. Student takes subject on grade on paper:
   a. Submit one grade 7 writing answer document.
   b. Complete the FORM# field. Mark the appropriate score code, A (absent), O (other), or S (score).
   c. Complete the ACCOMM. field as necessary.

2. Student takes subject on computer:
   a. Submit no grade 7 writing answer document.

3. Student is receiving instruction in writing above grade:
   a. Submit no grade 7 writing answer document.
May Mathematics and Reading:

1. Student takes both subjects on grade on paper:
   a. Submit one grade 7 mathematics and reading answer document.
   b. Complete the FORM# field for each subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score), for each subject.
   d. Complete the ACCOMM. field as necessary for each subject.

2. Student takes one subject on grade on paper and one subject on grade on computer:
   a. Submit one grade 7 mathematics and reading answer document.
   b. Complete the FORM# field for the subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score), for the subject tested on paper.
   d. Mark the asterisk (*) score code for the subject tested online.
   e. Complete the ACCOMM. field as necessary for the subject tested on paper.

   **NOTE:** Students who are enrolled in grade 7 and receiving instruction in mathematics and/or reading at grade 8 level must take the grade 8 mathematics and/or reading test in April.

3. Student takes both subjects (on or above grade) on computer:
   a. Submit no grade 7 mathematics and reading answer document.
4. **Student takes both subjects above grade level:**
   a. Submit no grade 7 mathematics and reading answer document.
   b. Complete the answer document(s) for the grade(s) tested on paper.

5. **Student takes one subject on grade on paper and one subject above grade:**
   a. Submit one grade 7 mathematics and reading answer document.
   b. Complete the FORM# field for each subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score), for the subject tested on paper.
   d. Mark the O (other) score code for the subject tested above grade.
   e. Mark the ABOVE GRADE field for the subject taken above grade on paper.
   f. Complete the above-grade answer document for the subject tested above grade if tested on paper.
   g. Mark the appropriate score code for the subject tested above grade, and mark the O (other) score code for the subject taken on grade.
   h. Complete the ACCOMM. field as necessary for each subject tested on paper.
Grade 8

Students are assessed on mathematics, reading, science, and social studies.

April Mathematics and Reading:

1. Student takes both subjects on grade on paper:
   a. Submit one grade 8 mathematics and reading answer document.
   b. Complete the FORM# field for each subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score), for each subject.
   d. Complete the ACCOMM. field as necessary for each subject.

2. Student takes one subject on grade on paper and one subject on grade on computer:
   a. Submit one grade 8 mathematics and reading answer document.
   b. Complete the FORM# field for the subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score), for the subject tested on paper.
   d. Mark the asterisk (*) score code for the subject tested online.
   e. Complete the ACCOMM. field as necessary for the subject tested online.

3. Student takes both subjects (on or above grade) on computer:
   a. Submit no grade 8 mathematics and reading answer document.
4. Student takes **both subjects above grade**:
   a. Submit no grade 8 mathematics and reading answer document.
   b. Complete the answer document(s) for the EOC subject(s) tested on paper.

5. Student takes **one subject on grade on paper and one subject above grade on paper**:
   a. Submit one grade 8 mathematics and reading answer document.
   b. Complete the FORM# field for each subject tested on paper.
   c. Mark the EOC/ABOVE GRADE field for the subject taken above grade on paper.
   d. Mark the appropriate score code, A (absent), O (other), or S (score), for the subject tested on paper.
   e. Mark the O (other) score code for the subject tested above grade.
   f. Complete the above-grade answer document for the subject tested above grade.
   g. Mark the appropriate score code for the subject tested above grade.
   h. Complete the ACCOMM. field as necessary for each subject tested on paper.
May Mathematics and Reading Retest:

1. Student takes both subjects on paper:
   a. Submit one grade 8 mathematics and reading answer document.
   b. Mark the appropriate score code, A (absent), O (other), or S (score) for each subject.
   c. Complete the ACCOMM. field as necessary for each subject.

2. Student takes one subject on paper and one subject on computer:
   a. Submit one grade 8 mathematics and reading answer document.
   b. Mark the appropriate score code, A (absent), O (other), or S (score), for the subject tested on paper.
   c. Mark the asterisk (*) score code for the subject tested online.
   d. Complete the ACCOMM. field as necessary for the subject tested on paper.

3. Student takes both subjects on computer:
   a. Submit no grade 8 mathematics and reading answer document.

4. Student takes one subject on computer and previously passed one subject:
   a. Submit no grade 8 mathematics and reading answer document.

5. Student takes one subject on paper and previously passed one subject:
   a. Submit one grade 8 mathematics and reading answer document.
   b. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested on paper.
   c. Mark the P (previously passed) score code for the subject previously passed.
   d. Complete the ACCOMM. field as necessary for the subject tested.
6. Student takes one subject on paper and takes one subject above grade level:
   a. Submit one grade 8 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish for the subject tested.
   c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested.
   d. Complete the ACCOMM. field as necessary for the subject tested.
   e. Mark the O (other) score code for the subject that the student tested above grade level.

7. Student’s ARD committee determines that student will not take either subject:
   a. Void the precoded answer document and return it with the scorable materials.

8. Student’s ARD committee determines that the student will take one subject on paper but not take the other subject:
   a. Submit one grade 8 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish for the subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested on paper.
   d. Complete the ACCOMM. field as necessary for the subject tested on paper.
   e. Mark the O (other) score code for the subject that the ARD committee exempted the student from.

May Science and Social Studies:

1. Student takes both subjects on grade on paper:
   a. Submit one grade 8 Science and Social Studies answer document.
   b. Complete the FORM# field for each subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score), for each subject.
   d. Complete the ACCOMM. field as necessary for each subject.

Grade 8 Science and Social Studies Answer Document:
2. **Student takes one subject on grade on paper and one subject on grade on computer:**
   a. Submit one grade 8 Science and Social Studies answer document.
   b. Complete the FORM# field for the subject tested on paper.
   c. Mark the appropriate score code, A (absent), O (other), or S (score), for the subject tested on paper.
   d. Mark the asterisk (*) score code for the subject tested online.
   e. Complete the ACCOMM. field as necessary for the subject tested on paper.

3. **Student takes both subjects on computer:**
   a. Submit no grade 8 Science and Social Studies answer document.

4. **Student takes both subjects above grade on paper:**
   a. Submit no grade 8 Science and Social Studies answer document.
   b. Complete the answer document(s) for the EOC subject(s) tested.

5. **Student takes one subject on grade on paper and one subject above grade:**
   a. Submit one grade 8 Science and Social Studies answer document.
   b. Complete the FORM# field for each subject tested on paper.
   c. Mark the EOC/ABOVE GRADE field for the subject taken above grade if taken on paper.
   d. Mark the appropriate score code, A (absent), O (other), or S (score), for the subject tested on paper.
   e. Mark the O (other) score code for the subject tested above grade.
f. Complete the answer document for the EOC subject tested above grade on paper.

g. Mark the appropriate score code for the subject tested above grade.

h. Complete the ACCOMM. field and form number as necessary for each subject tested on paper.

**June Mathematics and Reading Retest:**

1. Student takes **both subjects on paper**:
   a. Submit one grade 8 mathematics and reading answer document.
   b. Mark the appropriate score code, A (absent), O (other), or S (score), for each subject.
   c. Complete the ACCOMM. field as necessary for each subject.

2. Student takes **one subject on paper and one subject on computer**:
   a. Submit one grade 8 mathematics and reading answer document.
   b. Mark the appropriate score code, A (absent), O (other), or S (score), for the subject tested on paper.
   c. Mark the asterisk (*) score code for the subject tested online.
   d. Complete the ACCOMM. field as necessary for the subject tested on paper.

**EOC Answer Document:**

<table>
<thead>
<tr>
<th>TEST TAKEN INFO</th>
<th>ACCOMM.</th>
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<tbody>
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<td>US FORM #</td>
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**Grade 8 June Mathematics and Reading Answer Document:**

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<th>SCORE CODE</th>
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</tbody>
</table>
3. Student takes **both subjects on computer**:
   a. Submit no grade 8 mathematics and reading answer document.

4. Student takes **one subject on computer and previously passed one subject**:
   a. Submit no grade 8 mathematics and reading answer document.

5. Student takes **one subject on paper and previously passed one subject**:
   a. Submit one grade 8 mathematics and reading answer document.
   b. Mark the appropriate score code, A (absent), O (other), or S (score), for the subject tested.
   c. Mark the P (previously passed) score code for the subject previously passed.
   d. Complete the ACCOMM. field as necessary for the subject tested.

6. Student’s **parent has waived third administration of both subjects**:
   a. Submit one grade 8 mathematics and reading answer document.
   b. Mark the PW (parental waiver) score code for both subjects.

7. Student has **previously passed one subject and parent has waived third administration of one subject**:
   a. Submit one grade 8 mathematics and reading answer document.
   b. Mark the P (previously passed) score code for the subject previously passed.
   c. Mark the PW (parental waiver) score code for the subject waived.
8. Student takes **one subject on paper and takes one subject above grade level**:
   a. Submit one grade 8 mathematics and reading answer document.
   b. Mark the TEST TAKEN INFO field for English or Spanish for the subject tested.
   c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested.
   d. Complete the ACCOMM. field as necessary for the subject tested.
   e. Mark the O (other) score code for the subject that the student tested above grade level.

9. Student’s ARD committee determines that student **will not take either subject**:
   a. Void the precoded answer document and return it with the scorable materials.

10. Student’s ARD committee determines that the student will **take one subject on paper but not take the other subject**:
    a. Submit one grade 8 mathematics and reading answer document.
    b. Mark the TEST TAKEN INFO field for English or Spanish for the subject tested on paper.
    c. Mark the appropriate score code, A (absent), O (other), or S (score) for the subject tested on paper.
    d. Complete the ACCOMM. field as necessary for the subject tested on paper.
    e. Mark the O (other) score code for the subject that the ARD committee exempted the student from.
End-of-Course

Students are assessed in Algebra I, English I, English II, biology, and U.S. history. (Algebra II and English III are also available at district option.)

End-of-Course Assessments:

1. Student **takes test on paper**:
   a. Submit the answer document.
   b. Complete the FORM# field, if appropriate, for each subject tested on paper.
   c. Mark the appropriate score code, A (absent) [spring and fall only], O (other), or S (score).
   d. Complete the ACCOMM. field as necessary.

2. Student **takes test online**:
   a. Do not submit an answer document.

3. Student **does not take test**:
   a. Submit the answer document.
   b. Mark the appropriate score code, A (absent) [spring and fall only], O (other), or S (score).
   c. If student did not test due to court-ordered participation in an authorized high school equivalency program, mark the O score code and the HSEP bubble.
   d. If student did not test due to an acceptable score on a substitute assessment, mark the O score code and the SUBSTITUTE ASSESSMENT bubble.
Oath of Test Security and Confidentiality for
District Superintendent/Chief Administrative Officer

I do hereby certify to the state commissioner of education that the security and confidentiality of all assessment instruments and test items have been maintained, and do hereby further certify the following to the commissioner:

(Initial each statement.)

_____ that I understood my obligations concerning the security and confidentiality of these tests;
_____ that I was aware of the range of penalties that may result from a departure from the documented test administration procedures for the state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality;
_____ that no unauthorized person has inspected or viewed any part of the assessment instrument;
_____ that no person has in any way copied or reproduced any part of a secure test without expressed written permission from TEA;
_____ that no person has copied or reproduced any part of a student response to a secure test except as explicitly specified in the instructions for the assessment;
_____ that no person has revealed any of the contents of the assessment instrument except where authorized by the procedures governing administration of a test;
_____ that no person has corrected or altered student responses to the assessment instrument or provided assistance with responses to the assessment instrument; and
_____ that no unauthorized person has inspected or viewed any part of the assessment instrument.

I do hereby further certify, warrant, and affirm that I have notified either the district coordinator or the Texas Education Agency of any violation or suspected violation of test security and confidentiality that has been reported to me.

I do hereby further certify, warrant, and affirm that I will notify the Texas Education Agency of any violation or suspected violation of test security and confidentiality that may hereinafter be reported to me.

IN WITNESS WHEREOF I affix my hand on this the _______ day of ________________, 20______.

____________________________________    ______________________________________
Signature of Superintendent/Chief Administrative Officer          Printed Name of Superintendent/Chief Administrative Officer

____________________     ____________________     ____________________
District Name                          County-District Number                  Area Code/Telephone #

Sign and return this form to your district testing coordinator after all testing for the 2018 calendar year for your district has been completed and all materials have been returned to the testing contractor. Your district coordinator will return this form to the testing contractor in the envelope provided in the district coordinator packet. The oath will be kept on file for a period of five years from the last day of testing.

District Superintendents/Chief Administrative Officers need to sign only one oath for the 2018 calendar year.

Duplicate this form as needed.
Oath of Test Security and Confidentiality for
District Testing Coordinator

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following:

(Initial each statement.)

I have received training on the appropriate administration of the state assessments;
I will read all coordinator directions and applicable manuals governing the administration of the student assessment program;
I will train the appropriate district personnel or ensure that appropriate district personnel are trained in general test administration procedures;
I will train the appropriate district personnel or ensure that appropriate district personnel are trained in testing procedures specific to each administration during the 2018 calendar year;
I understand my obligations concerning the security and confidentiality of these tests;
I am aware of the range of penalties that may result from a departure from the documented test administration procedures for the state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and
I am aware of my obligation to report any suspected violations of test security to the district superintendent and the Texas Education Agency.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

IN WITNESS WHEREOF I affix my hand on this the _______ day of ________________, 20______.

____________________________________    ______________________________________
Signature of District Testing Coordinator                                 Printed Name of District Testing Coordinator

____________________     ____________________     ____________________
District Name                          County-District Number                  Area Code/Telephone #

Initial and sign the above portion before handling any secure test materials. After all testing for the 2018 calendar year for your district has been completed and all materials have been shipped to the testing contractor, sign and date the statement below.

I do hereby certify, warrant, and affirm that I have fully complied with all the requirements governing the student assessment program and that I have reported any suspected violations of test security or confidentiality to the Texas Education Agency.

____________________________________
Signature of District Testing Coordinator

Date

Sign this form after all testing for the 2018 calendar year has been completed and all materials have been returned to the testing contractor. Return this form as soon as possible, along with the signed superintendent/chief administrative officer security oath, in the pre-addressed envelope provided in the district coordinator packet. The forms should be returned to Educational Testing Service, Attention: RESO Oaths, 200 Ludlow Drive, Ewing, NJ, 08638.

District testing coordinators need to sign only one oath for the 2018 calendar year.

Duplicate this form as needed.
Oath of Test Security and Confidentiality for Campus Testing Coordinator

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following:

(Initial each statement.)

______ I have received training on the appropriate administration of the state assessments;

______ I will read all coordinator directions and applicable manuals governing the administration of the student assessment program;

______ I will train the appropriate campus personnel or ensure that appropriate campus personnel are trained in general test administration procedures;

______ I will train the appropriate campus personnel or ensure that appropriate campus personnel are trained in testing procedures specific to each administration during the 2018 calendar year;

______ I understand my obligations concerning the security and confidentiality of the state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

______ I am aware of my obligation to report any suspected violations of test security to the district testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

IN WITNESS WHEREOF I affix my hand on this the _______ day of ________________, 20______.

___________________________________
Signature of Campus Testing Coordinator

___________________________________
Printed Name of Campus Testing Coordinator

___________________________________
District Name

___________________________________
Campus Name

___________________________________
County-District Number

___________________________________
Area Code/Telephone #

Initial and sign the above portion of this form before handling any secure test materials. After all testing for the 2018 calendar year for your campus has been completed and all materials have been returned to the district testing coordinator, sign and date the statement below.

I do hereby certify, warrant, and affirm that I have fully complied with all the requirements governing the student assessment program and that I have reported any suspected violations of test security or confidentiality to the District Testing Coordinator.

___________________________________
Signature of Campus Testing Coordinator

Date

Return this form along with the signed campus principal security oath to the district testing coordinator.

Campus Testing Coordinators need to sign only one oath for the 2018 calendar year. Any person who has more than one testing role (for instance, a principal who serves as campus testing coordinator) must sign an oath for each role.

Duplicate this form as needed.
Oath of Test Security and Confidentiality
for Campus Principal

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following:

(Initial each statement.)

______ I have received training in test security and general testing procedures for all state assessment programs administered on this campus;

______ All appropriate campus personnel will be trained and will sign an oath of test security and confidentiality;

______ I am aware of my obligations concerning the proper administration of each assessment;

______ I understand my obligations concerning the security and confidentiality of the state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

______ I am aware of my obligation to report any suspected violation of test security to the district testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

IN WITNESS WHEREOF I affix my hand on this the _______ day of ________________, 20______.

____________________________________   ___________________________________
Signature of Campus Principal                      Printed Name of Campus Principal

____________________________________   ___________________________________
District Name                                      Campus Name

____________________________________   ___________________________________
County-District Number                            Area Code/Telephone #

Initial and sign the above portion of this form before handling any secure test materials. After all testing for the 2018 calendar year for your campus has been completed and all materials have been returned to the district testing coordinator, sign and date the statement below.

I do hereby certify, warrant, and affirm that I have fully complied with all the requirements governing the student assessment program and that I have reported any suspected violations of test security or confidentiality to the district testing coordinator.

____________________________________   _________________
Signature of Campus Principal                      Date

Return this form to the campus coordinator.

Principals need to sign only one oath for the 2018 calendar year. Any person who has more than one testing role (for instance, a principal who serves as campus coordinator) must sign an oath for each role.
Oath of Test Security and Confidentiality
for Technology Staff

FOR ALL TECHNOLOGY STAFF: Complete this section before accessing any secure test materials.

I do hereby certify, warrant, and affirm that I will fully comply with all applicable requirements governing the student assessment program and do hereby certify the following:

(Initial each statement.)

_____ I have read the test security and confidentiality policies in the test administration materials, and I understand my obligation to maintain and preserve the security and confidentiality of all tests.

_____ I understand that student information is confidential and that I am obligated to maintain and preserve the confidentiality of this information.

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

_____ I am aware that release or disclosure of confidential test items could result in prosecution under the Texas Education Code, Government Code, Administrative Code, and/or Penal Code.

I do hereby further certify, warrant, and affirm that I will comply with all requirements concerning test security and confidentiality.

Signed on this the ________ day of________________________, 20______.

______________________________________________  _______________________________  ______________________
Signature of Technology Staff               Printed Name of Technology Staff               County-District Number

______________________________________________  _______________________________  ______________________
District Name               Campus Name               Area Code/Telephone #
Oath of Test Security and Confidentiality
for Test Administrator

This oath applies to all state assessments.

For All Test Administrators: Complete this section before handling any secure test materials.

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following by initialing to the left of the statements below and including the date where applicable:

(Initial each statement.)

_____ I have received training on test administration procedures, and I understand my responsibilities concerning the administration of state assessments;

_____ I am aware that testing procedures require me to actively monitor during test administrations;

_____ I understand my responsibilities as a test administrator, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures;

_____ I understand my obligations concerning the security and confidentiality of state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the ________ day of __________________________, 20______.

_____________________________ _______________________________ ______________________
Signature of Test Administrator Printed Name of Test Administrator County-District Number

_____________________________ _______________________________ ______________________
District Name Campus Name Area Code/Telephone #

For Test Administrators Authorized to View Secure State Assessments

Individuals who are authorized to conduct test administration procedures that involve viewing secure state assessments have an added responsibility of maintaining confidentiality. These procedures include but are not limited to: oral administration of paper tests, transcribing student responses from the test booklet, and particular accommodations, including embedded supports. As a reminder of this responsibility, these individuals are required to specifically confirm compliance with state confidentiality requirements by initialing to the left of each statement below.

_____ I have not and will not divulge the contents of the test, generally or specifically.

_____ I have not and will not copy any part of the test.

I do hereby certify, warrant, and affirm that I will fully comply with all the requirements governing the student assessment program.

_____________________________ _______________________________
Signature of Test Administrator Date
Oath of Test Security and Confidentiality
for TELPAS Rater

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following:

(Initial each statement and sign before handling or viewing any secure test materials or confidential information.)

I have received training in the Texas English Language Proficiency Assessment System (TELPAS) holistic rating and administration procedures;

I understand my obligations concerning the security and confidentiality of TELPAS, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

I understand my responsibilities as a TELPAS rater, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the _________ day of__________________________, 20_____.

____________________________ ____________________________ ____________________________
Signature of TELPAS Rater Printed Name of TELPAS Rater County-District Number

____________________________ ____________________________
District Name Campus Name Area Code/Telephone #

Any person who has more than one assessment role (for instance, a TELPAS rater who also serves as a TELPAS test administrator) must sign an oath for each role.
Oath of Test Security and Confidentiality
for TELPAS Writing Collection Verifier

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the State Assessment Program and do hereby certify the following:

(Initial each statement before verifying TELPAS writing collections.)

______ I have received training in the Texas English Language Proficiency Assessment System (TELPAS) administration procedures, including procedures specific to reviewing and verifying the assembly of TELPAS student writing collections;

______ I understand my obligations concerning the security and confidentiality of TELPAS, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

______ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security.

Signed on this the _______ day of ____________________________, 20______.

________________________________________  __________________________________________
Signature of Writing Collection Verifier  Printed Name of Writing Collection Verifier  County-District Number

____________________________  _________________  _________________
District Name  Campus Name  Area Code/Telephone #

Any person who has more than one assessment role (for instance, a TELPAS writing collection verifier who also serves as a TELPAS test administrator) must sign an oath for each role.
Oath of Test Security and Confidentiality
for TELPAS Calibration Proctor

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following:

(Initial each statement and sign before handling or viewing any secure test materials or confidential information.)

_____ I have received training in the Texas English Language Proficiency Assessment System (TELPAS) holistic rating and administration procedures;

_____ I understand my responsibilities as a TELPAS calibration proctor, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures;

_____ I am aware that testing procedures require me to actively monitor during TELPAS calibration sessions to ensure that rater calibration activities are completed independently;

_____ I understand my obligations concerning the security and confidentiality of TELPAS, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the ________ day of ______________________, 20______.

_______________________________ __________________________________ ___________________
Signature of TELPAS Calibration Proctor Printed Name of TELPAS Calibration Proctor County-District Number

_______________________________ ______________________________ ________________
District Name Campus Name Area Code/Telephone #

Any person who has more than one assessment role (for instance, a TELPAS calibration proctor who also serves as a TELPAS test administrator) must sign an oath for each role.