



Returning Out-of-School/Out-of-District Answer Documents

This reference is provided as an aid for packing and returning answer documents for out-of-school (OOS) examinees and out-of-district (OOD) students to the contractor to ensure accurate processing and reporting. Materials returned incorrectly may result in delayed scoring and reporting.

For information about OOS/OOD examinees testing online, see the *STAAR Assessment Management System User's Guide*.

Group Answer Documents and Prepare ID sheets

Answer documents for OOS/OOD examinees must be returned beneath the appropriate identification (ID) sheets as follows.

Class ID Sheet

Campus testing coordinators should complete a separate Class ID Sheet for each home district. Indicate examinee's home campus and district name, grade or subject, and the number of answer documents to be scored for OOS/OOD students on each sheet. Fill out the Class ID for each grade/course. (The "NAME" field can be left blank.) Do **NOT** use a pre-printed Class ID Sheet provided for the testing district. The exact number of scorable answer documents recorded on a Class ID Sheet must match the number of answer documents beneath the sheet.

Campus and Group ID Sheet

Campus testing coordinators should complete a separate blank Campus and Group ID sheet for each home district for OOS/OOD examinees to indicate the examinee's home CDC. Do **NOT** use a pre-printed Campus and Group ID Sheet provided for the testing district. The exact number of scorable answer documents submitted under a Campus and Group ID Sheet must be gridded correctly and must match the total of the numbers on the Class ID Sheets for that group.

Voided Answer Document ID Sheet

Campus testing coordinators should use a separate, blank Voided Answer Document ID sheet for OOS/OOD examinees, if needed. Use the examinee's home district to complete the form.

NOTES

STAAR
Assessment
Management
System

Answer Document Packing List (ADPL)

District testing coordinators should use a separate ADPL for each home district to record the number of answer documents to be scored for OOS/OOD examinees. Blank ADPL forms for each administration can be downloaded from the Texas Assessment Management System webpage.

Fill in the **name** and **county-district number** of the home district. In the Campus column, record the name and nine-digit home CDC number of the student's home district and campus. Then record the number of answer documents being returned in the column for the subject(s) pertaining to the OOS/OOD home district and campus.

Make sure that the totals on the Campus and Group ID sheets match the quantities recorded on the ADPL and that these quantities are entered in the correct column and row for each campus on an ADPL.

Returning OOS/OOD Materials

Return the OOS/OOD scorable materials in the white boxes pre-labeled with the test administration specific label. These boxes were shipped in the district overage materials.

Place the stacks in the following order, with voided answer documents placed at the bottom of the box:

- ADPLs for the testing district and any OOS/OOD home districts
- Testing district answer documents under completed ID sheets
- OOS/OOD answer documents under completed ID sheets for each student's home district
- Voided answer documents under separate Voided Answer Document ID sheet for the testing district and each OOS/OOD home district

For questions about packing and returning OOS/OOD scorable materials, contact the Texas Assessment Support Center at 855-333-7770, STAAR3-8@ets.org, or STAAREOC@ets.org.