2018 Texas Migrant Interstate Program (TMIP) Supplement to the Texas Student Assessment Program

To administer a State of Texas Assessments of Academic Readiness (STAAR®) test, use this supplement, the *2018 District and Campus Coordinator Manual*, and the appropriate 2018 STAAR test administrator manual. To administer a STAAR with Embedded Supports online test, use the *2018 District and Campus Coordinator Manual*, the appropriate 2018 STAAR test administrator manual, and the *User's Guide for the STAAR Assessment Management System*.

To maintain the security and confidentiality of the Texas student assessment program, refer to the *2018 District and Campus Coordinator Manual* and the *2018 Test Security Supplement.*

This supplement assumes that the test administrator has responsibility for all testing activities. If your test site has more than one person involved in an administration, you should call the Texas Migrant Interstate Program (TMIP).

Contents

TMIP Assessment Schedules

STAAR and STAAR Spanish
Grades 5 and 8 Test Administration Schedule

	April	May	June
Grade 5 Mathematics	4/9 – 4/13	5/14 – 5/18	6/25 – 6/29
Grade 8 Mathematics*	4/9 – 4/13	5/14 – 5/18	6/25 – 6/29
Grade 5 Reading	4/9 – 4/13	5/14 – 5/18	6/25 – 6/29
Grade 8 Reading*	4/9 – 4/13	5/14 – 5/18	6/25 – 6/29

*Does not include Spanish.

STAAR EOC Test Administration Schedule

	April	May	June	December
English I	4/9 – 4/13	–	6/25 – 6/29	12/3 – 12/7
English II	4/9 – 4/13	–	6/25 – 6/29	12/3 – 12/7
Algebra I	–	5/7 – 5/11	6/25 – 6/29	12/3 – 12/7
Biology	–	5/7 – 5/11	6/25 – 6/29	12/3 – 12/7
U.S. History	–	5/7 – 5/11	6/25 – 6/29	12/3 – 12/7

Each test site must arrange a testing schedule with the TMIP far enough in advance so that arrangements can be made for the timely delivery of test materials. For online assessment test sites, coordinators must contact the TMIP in advance to ensure that an online testing infrastructure is in place and to register students for online testing.

Contact Information:

Texas Migrant Interstate Program (TMIP)
800-292-7006

Texas Education Agency (TEA) Student Assessment Division
512-463-9536

Resources Available Online	
Reference materials available online	**Location**
2018 Test Security Supplement	http://tea.texas.gov/student.assessment/security/
Texas Administrative Code	http://ritter.tea.state.tx.us/rules/tac
STAAR Assessment Management System User's Guide	http://www.TexasAssessment.com/technology
2018 District and Campus Coordinator Manual	http://tea.texas.gov/student.assessment/manuals/dccm/
Accommodation Resources	http://tea.texas.gov/Student_Testing_and_Accountability/ Testing/Student_Assessment_Overview/Accommodation_ Resources/2018_Accessibility/
Checklist for STAAR Administrations	http://tea.texas.gov/student.assessment/manuals/dccm/

Testing Program Overview

STAAR General and Accommodations Information

For the TMIP, the STAAR program includes STAAR and STAAR Spanish. Students first enrolled in grade 9 in the 2011–2012 school year or after are required to take the STAAR EOC assessments for courses in which they are enrolled to fulfill the testing requirements for high school graduation. Students in grades 5 and 8 are required to pass reading and mathematics assessments to meet the promotion requirements for the Student Success Initiative (SSI).

- STAAR includes assessments at grades 3–8 of mathematics, reading, writing, science, and social studies. All of these assessments are available both on paper and online. Only STAAR grades 5 and 8 mathematics and reading assessments are offered through the TMIP.

- STAAR EOC assessments are available for Algebra I, English I, English II, biology, and U.S. history. All of these assessments are available both on paper and online.

- STAAR Spanish is available for English language learners (ELLs) in grades 3–5 for whom an assessment in Spanish provides the most appropriate measure of academic progress. STAAR Spanish is administered only on paper. Only STAAR Spanish grade 5 mathematics and reading assessments are offered through the TMIP.

- Designated supports are changes to assessment materials or procedures that are intended to allow all test takers to demonstrate their knowledge of the content being tested without the format of the assessment, the non-tested language, or the type of response needed to answer the questions being barriers. The appropriate team of people at the campus level determine eligibility as indicated in each policy document.

- STAAR with Embedded Supports is available online for students who are eligible for specific designated supports. Students requiring testing accommodations will have personal needs and preferences (PNPs) that will activate appropriate designated supports in the online tests. Three types of embedded accommodations (text-to-speech, content and language supports, and spelling assistance) can be assigned on an individual student basis. The online version of STAAR will also include enhanced accessibility features that are available to all students.

- In rare circumstances, a student may require a paper-based administration with embedded supports normally only available in online administrations. With special permission from TEA, students may participate in a paper-based assessment with embedded supports of STAAR for grades 5 and 8 mathematics and reading and STAAR EOC assessments for Algebra I, English I, English II, biology, and U.S. history.

■ Information regarding allowable accommodations for the STAAR program can be found on the Accommodation Resources webpage and in the *2018 District and Campus Coordinator Manual*. Call the TMIP if an examinee indicates he or she is eligible for accommodations, particularly for an oral administration of any test.

Test Administration Resources

To administer the STAAR grades 5 and 8 mathematics and reading assessments or the STAAR EOC assessments, refer to the:

■ *2018 District and Campus Coordinator Manual*

■ appropriate 2018 STAAR Grades 3–5, Grades 6–8, or EOC test administrator manual

To administer the STAAR Spanish grade 5 mathematics and reading assessments, refer to the:

■ *2018 District and Campus Coordinator Manual*

■ *2018 STAAR Test Administrator Manual—Grades 3–5*

To administer a STAAR online assessment, refer to the:

■ *2018 District and Campus Coordinator Manual*

■ appropriate 2018 STAAR Grades 3–5, Grades 6–8, or EOC test administrator manual

■ *Assessment Management System User's Guide* (for students testing online)

■ STAAR tutorials and practice test (for students testing online)

Test Security

All test administrators are required to be trained and sign an oath of Test Security and Confidentiality. Training materials and guidelines will be provided by TMIP. Oaths are located in the appendix of all test administrator manuals.

For STAAR test security and confidentiality information, refer to the *2018 District and Campus Coordinator Manual*, the appropriate 2018 STAAR test administrator manual, and the *2018 Test Security Supplement*.

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities. Each person participating in the testing program is responsible for contacting the TMIP immediately to report any violation or suspected violation of test security or confidentiality. The TMIP will inform TEA of all violations. To report violations in test security or confidentiality, contact the TMIP immediately at 800-292-7006.

Test Security Supplement

STAAR Testing

Before STAAR Test Administration

Test sites for students participating in the STAAR grades 5 and 8 mathematics and reading assessments, or the STAAR EOC assessments must contact the TMIP in advance to ensure that all testing materials have been received.

If testing students online, contact TMIP to ensure online testing infrastructure is in place and to register participating students for online testing. Test sites should use the *Assessment Management System User's Guide* with the TMIP's assistance to navigate the system. TMIP will confirm that you have the necessary resources to administer an online test, register your students, and provide you with student login credentials.

Training and Materials

Attend Training

All test administrators and test materials handlers are required to be trained annually in test security and testing procedures and to sign an Oath of Test Security and Confidentiality. This training will be arranged through the TMIP. The signed Oath of Test Security and Confidentiality must be returned to the TMIP once testing has concluded.

Assemble STAAR Test Materials

For those administering paper tests, test booklets have been assigned to you using the unique ten-digit security number printed on each test booklet. The letter "S" before the number is used as a check digit only and should be ignored.

S123456789   1

Verify that you have received the number of test booklets required and that you have received those test booklets assigned to you by security number. You are responsible for these test booklets, as well as the answer documents given to you for your examinees' use, until you return them to the testing contractor.

> **Keep secure test materials in locked storage when not in use.**

You will receive answer documents with precoded student information in a separate shipment. Follow the instructions in the *2018 District and Campus Coordinator Manual* for verifying the accuracy of precoded information.

STAAR grade 8 mathematics and Algebra I assessments (both paper and online versions) require that each student have a graphing calculator. Students participating in the STAAR biology assessment must have access to a four-function, scientific, or graphing calculator. There should be at least one calculator for every five students taking the biology assessment (both paper and online versions). Dictionaries are required for students participating in the STAAR grades 5 and 8 reading tests, as well as STAAR English I and English II. Once students have been identified as eligible, TMIP will provide the test site with the necessary dictionaries and calculators as required.

During STAAR Test Administration

Verify Examinee Identity

All examinees must present picture identification on the day of the assessment before they are allowed to test.

A driver's license, Department of Public Safety (DPS) ID, school ID, or resident alien card may be used to verify examinee identity. Contact the TMIP at 800-292-7006 if none of these IDs are available to verify an examinee's identity.

Ensuring Proper STAAR Testing Procedures

Administration times for STAAR English I and English II are limited to five hours. Administration times for all other assessments are limited to four hours. Test sessions must be conducted under the best possible conditions. By following the proper procedures, you ensure the security and confidentiality of the STAAR program and the uniform evaluation of all Texas-eligible examinees. For instructions on proper testing procedures, refer to the appropriate 2018 STAAR test administrator manual.

For additional questions or information, contact the TMIP at 800-292-7006.

Administering Each STAAR Assessment

The instructions for administering the STAAR assessments can be found in the appropriate 2018 STAAR test administrator manuals. In addition, refer to the *Assessment Management System User's Guide* for administration of online assessments.

Test administrators should maintain a roster and complete a seating chart that includes the date, time, test administrator name, and student name(s) for each test administration. Rosters and seating charts should be returned to the TMIP once testing has finished.

If you have any concerns during the administration of a test, contact the TMIP immediately for guidance.

STAAR Test Administrator Manuals

Assessment Management System User's Guide

After STAAR Test Administration

Completing Online Administration

If you have STAAR examinees testing online, notify the TMIP once testing is completed. Follow directions from the TMIP regarding destruction of any allowed supplemental aids or reference materials that students wrote on, scratch or graph paper, and student test tickets.

Completing Examinee Identification Information and Gridding STAAR Answer Documents for Paper Test Administrations

If you have STAAR examinees who are participating in a paper test administration and for whom no answer document has been prepared, follow the instructions in Appendix A of the appropriate 2018 STAAR test administrator manual to prepare an answer document. Ensure that the following information is provided on students' answer documents or on the demographic page in the online system before submitting for scoring.

Some information may be precoded on an answer document or in the online system for students who are registered to participate in an assessment. Do not change this information.

STUDENT-ID

The Student-ID is the examinee's Public Education Information Management System (PEIMS) number. This will be a nine-digit number or a state-approved alternative ID number consisting of an "S" followed by eight digits. The TMIP will provide you with the correct ID number. All identification numbers must be gridded or verified by testing personnel only. It is especially important that the examinee identification number be accurate because it is used to access an individual's permanent record. The Student-ID must be completed before the answer document is submitted for scoring. If you have any questions concerning identification numbers, contact the TMIP at 800-292-7006 or TEA at 512-463-9536.

DATE-OF-BIRTH

The "DATE-OF-BIRTH" field should be completed for each examinee. In the space labeled "MONTH," fill in the circle next to the month in which the student was born. Record the day of birth and the last two digits of the year in which the student was born in the boxes labeled "DAY" and "YEAR." If the birth date is before the tenth day of the month, add a zero in front of the date. Fill in the circles below the printed numbers.

LOCAL USE

This field should be left blank.

LOCAL-STUDENT-ID

This field should be left blank.

MIGRANT USE ONLY

The county-district-campus (CDC) number of each examinee's district and campus should be recorded in the box labeled FOR MIGRANT USE ONLY on the answer document, following the example below.

Example

```
999001  EXAMPLE ISD
   001          EXAMPLE H S  (09-12)
 * 002          EXAMPLE H S  (09-12)
   003          EXAMPLE H S  (09-12)
   004          EXAMPLE H S  (09-12)
   005          EXAMPLE H S  (09-10)
   006          ADULT ED  (09-12)
   007          ALTERNATIVE CENTE  (01-12)
   008          EXAMPLE  (EE-12)
   009          EXAMPLE CO JUVENI  (05-12)
```

FOR MIGRANT USE ONLY

9 9 9 – 0 0 0 – 0 0 2

County   District   Campus

* The last three digits indicate the Texas high school campus the examinee regularly attends and plans to graduate from.

The CDC number is extremely important for the examinee. This number determines where test results are sent and can affect the examinee's graduation status. Call the TMIP or TEA for help in determining how to code the CDC number or any other part of the answer document if this information has been left blank.

DISTRICT-NAME

Below DISTRICT-NAME, print the name of the Texas district where the examinee is enrolled.

CAMPUS-NAME

Below CAMPUS-NAME, print the name of the Texas school in which the examinee is enrolled. If you are unable to determine the campus name, print the name of the city in Texas where the examinee went to school and call the TMIP. This information is critical in processing the examinee's test.

Gridding Score Codes, Test Taken Information, and Accommodations

For in-depth information about gridding score codes and test taken information for each grade and subject of each administration, contact the TMIP. Information is also available in Appendix B of the *2018 District and Campus Coordinator Manual*.

Follow these instructions for gridding the SCORE CODE field.

The SCORE CODE field in the FOR SCHOOL USE ONLY section indicates whether a student's test should be scored. For each content-area assessment, select only one score code.

The score codes are as follows:

A = Absent

O = Other:

- Student who began testing was unable to complete the test due to illness.
- Student is in final stages of terminal or degenerative disease.
- Student is receiving extensive medical treatment due to medical emergency or serious injury.
- Student's test is invalidated due to cheating.
- Student is participating in a different level test in this subject.
- Student is enrolled in the High School Equivalency Program.
- Student has taken and met the required score on an assessment that will substitute for a STAAR EOC assessment.

* = Student did not test on the answer document for the subject indicated.

P = Student previously passed the subject-area test (SSI retests only).

PW = Parent or guardian requested that a student not participate in the third SSI testing opportunity for STAAR.

S = Test to be scored

NOTE: All of the score codes in the example above will not appear on a single answer document at one time.

> **NOTE:** A test site is required to provide testing opportunities to all students who are in attendance during the administration of a test. Unless a student is eligible for transcribing, the student is expected to record his or her answers on the answer document or in the online form for the corresponding test within the time limit of the test. Students who choose not to record their answers will have their answer documents or online tests submitted for scoring as is. Students who are in attendance on the day of testing but choose not to participate or refuse to mark their answers on the answer document or in the online form and who are in grades 3–8 or are taking an EOC assessment for the first time will have their tests submitted for scoring as is.

Former TAKS Examinees Taking STAAR

The Texas Assessments of Knowledge and Skills (TAKS) tests are no longer being administered. Former TAKS examinees (including former Texas Assessment of Academic Skills [TAAS] and Texas Educational Assessment of Minimal Skills [TEAMS] examinees) have the option to take an alternate assessment, including STAAR EOC assessments, to fulfill their graduation testing requirements. More information is available on the TAKS page of the Texas Education Agency's (TEA's) Student Assessment Division website.

You will need to complete the AGENCY USE field for former TAKS, TAAS, or TEAMS examinees. Completing the appropriate information in column D of the AGENCY USE field will ensure former TAKS, TAAS, and TEAMS examinees are held to the appropriate passing standards (not the STAAR passing standards) and are not included in campus/district accountability.

To indicate on the answer document that examinees are former TAKS, TAAS, or TEAMS examinees, mark the following in column D of the AGENCY USE field.

- 1—to indicate a
  - former TAKS, TAAS, or TEAMS examinee is taking Algebra I as a replacement for the math requirement
  - former TAKS examinee is taking biology as a replacement for the science requirement
  - former TAKS examinee is taking U.S. history as a replacement for the social studies requirement
  - former TAKS examinee is taking English II (both reading and writing) as a replacement for the English language arts requirement
- 2—to indicate a former TAAS or TEAMS examinee is taking English II (reading only) as a replacement for the reading requirement only
- 3—to indicate a former TAAS examinee is taking English II (writing only) as a replacement for the writing requirement only
- 4—to indicate a former TAAS examinee is taking English II (BOTH reading AND writing) as a replacement for the reading requirement and the writing requirement

Packing STAAR Scorable Materials for Return

Immediately after testing, test sites are responsible for returning secure STAAR test materials to the TMIP. Scorable test materials must be organized using the identification sheets as instructed below and as directed by the TMIP and returned in the shipping box(es) provided.

- ■ **Complete a STAAR Campus and Group Identification Sheet (pink) with the following information:**
  CAMPUS NAME: Print the name of your test site.
  DISTRICT NAME: Print the city, state, and ZIP code where your test site is located.
  COUNTY-DISTRICT NUMBER: Print and grid 777-777 (this is different than on the student answer document).
  CAMPUS NUMBER: Print and grid 777 (this is different than on the student answer document).
  NUMBER OF ANSWER DOCUMENTS SUBMITTED: Print and grid the number of scorable answer documents to be processed. (Do not include voided answer documents in this count.)
  AGENCY USE: Print and grid the ZIP code of your test site (same as in "DISTRICT NAME" above).
  STAAR ENGLISH and STAAR SPANISH: Mark one only for the grade of scorable documents submitted.
  STAAR END-OF-COURSE: Mark the circle for the subject or course of scorable documents submitted.

- ■ **Complete a STAAR Class Identification Sheet (orange) with the following information:**
  CAMPUS AND DISTRICT NAMES
  CAMPUS NAME: Print the name of your test site.
  DISTRICT NAME: Print the city, state, and ZIP code where your test site is located.
  GROUP (mark one only): Mark the circle for the grade and subject or course of the scorable documents submitted.
  NAME: Print and grid TMIP, City, and State.
  NUMBER OF ANSWER DOCUMENTS SUBMITTED UNDER THIS IDENTIFICATION SHEET: Print and grid the number of answer documents to be processed. (Do not include voided answer documents in this count.)

- ■ **If necessary, complete a STAAR Voided Answer Document Identification Sheet (red).**
  Additionally, call the TMIP at 800-292-7006 if you need to void an answer document.

- ■ **Paper-band and pack your materials in the following order, top to bottom:**
  TMIP Test Site Roster
  STAAR Campus and Group Identification Sheet (pink)
  STAAR Class Identification Sheet (orange)
  STAAR answer documents to be processed
  STAAR Voided Answer Document Identification Sheet (red)
  Voided STAAR answer documents (if any)
  All other materials

As test sites prepare their secure test materials for return to the TMIP, they must verify that campus coordinators have

- provided an accurate inventory of the materials submitted;
- submitted all secure test booklets and answer documents; and
- assembled and packaged them correctly for return to the TMIP.

Student rosters, seating charts, and Oaths of Test Security and Confidentiality are also to be mailed back to the TMIP in the postage paid envelope that was provided by the TMIP. Copies of these documents must also be faxed to the TMIP at 956-702-6058, or emailed to tmip@sbcglobal.net. If you received calculators or dictionaries, those will also need to be shipped back to the TMIP.

> **For material return shipments to the TMIP, test site coordinators will return scorable materials in the white boxes pre-labeled with the test administration.**

Returning STAAR Test Materials to TMIP

All STAAR test materials should be returned in the shipping box(es) provided to:

**Texas Migrant Interstate Program
208 South Cesar Chavez
Alamo, TX 78516**

Test sites should return all calculators and dictionaries to TMIP as directed. Test administrator Oaths of Test Security, seating chart(s), and original shipping records should be returned to TMIP. The testing site may keep copies of the oaths, seating charts, and shipping records.