

# Preparation Activities for Administration of STAAR® Online Testing

Refer to the *STAAR Assessment Management System User's Guide*,  
the *STAAR Online Testing Platform Technology Guide*,  
and the *Local Caching Software (LCS) District Guide* for details on completing the steps below.

**Four to Six  
Weeks Prior**

Review resources  
Train coordinators  
and technology staff

Register district for  
STAAR online testing

Determine if Local  
Caching Software  
(LCS) is required

**Four Weeks  
Prior**

Prepare the testing  
environment (download,  
install and configure the  
secure browser)

Perform systems test  
using system check tools  
  
Evaluate system  
performance during use of  
tutorials and practice tests

**Two Weeks  
Prior**

Verify student data in  
the STAAR Assessment  
Management System

Register students  
Set up testing groups

If being used, install  
and configure LCS  
at campuses

**One Week  
Prior**

Print student test tickets  
Store in secure location

**One to Three  
Days Prior**

Verify Secure Browser is installed  
and functional on all machines  
  
LCS users: verify that the  
monitoring tools and caching service  
are running

**Day of  
Testing**

Provide test administrators with  
student rosters and student test  
tickets  
  
Supply required tools and resources

Monitor administration of tests

**After  
Testing**

Make necessary updates to score  
codes and demographic information  
  
Apply accommodation information  
and mark NEW TO TEXAS check box,  
if applicable

LCS sites: verify all responses  
have been submitted