

# STAAR Alternate 2, TELPAS, and TAKS Technology Setup for Online Testing

Spring 2017

Texas Education Agency  
Student Assessment Division

Texas Assessment Conference  
February 2017

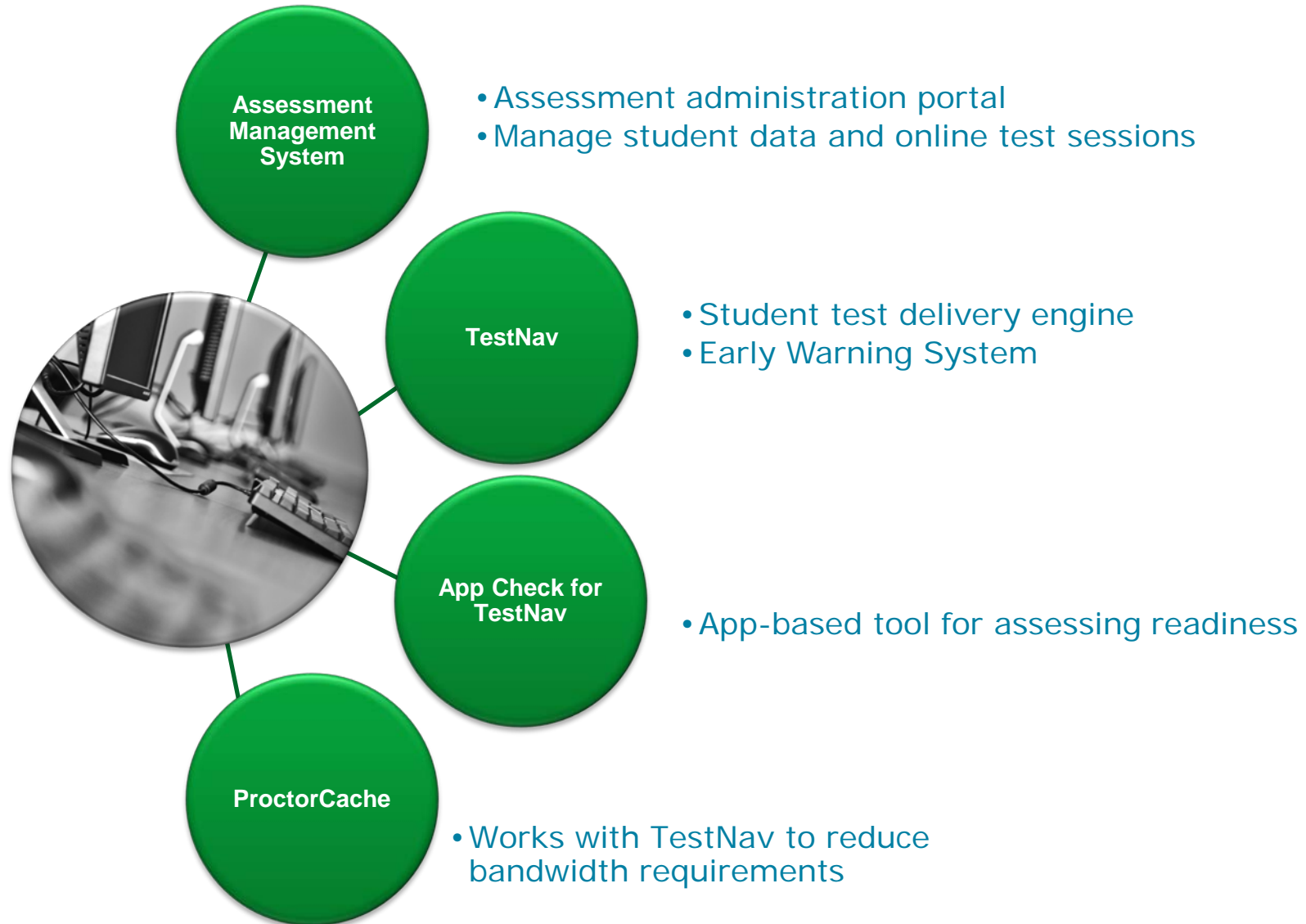




## Technology Setup

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# Online Testing Components



# Preparing - Communication

Broadcast emails  
User Accounts  
Staff Training

District Testing  
Coordinator

App Check  
Firewalls  
Proctor Caching  
TestNav

District Technology  
Staff

Campus Technology  
Staff

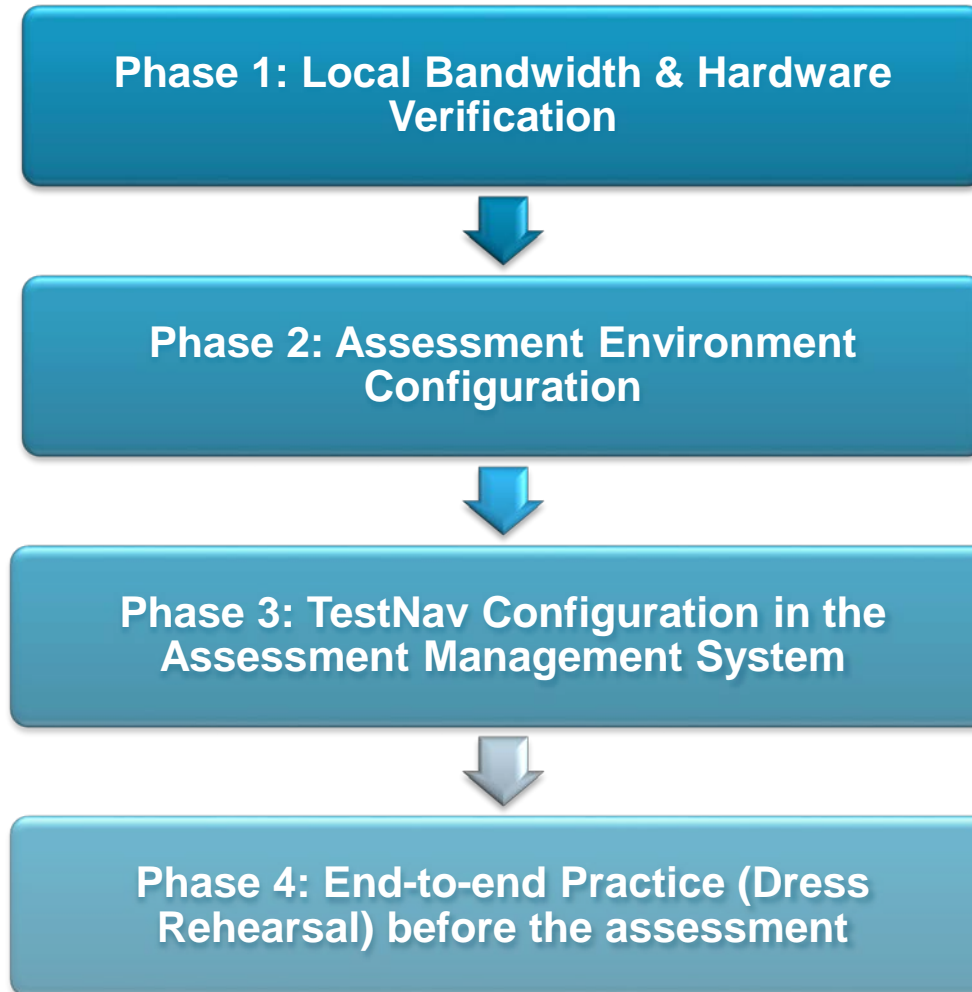
Test Administrators

Firewalls  
Proctor Caching  
TestNav  
District IT Communications

Monitor Test Sessions  
Resume Students  
Stop Test Sessions



# Preparing - Environment



# Preparing - TestNav App Installers

<http://download.testnav.com>

## TestNav™

Check [TestNav System Requirements](#) before you download installable TestNav and ProctorCache.

### Installable TestNav

After you download installable TestNav, see [Kiosk Mode Test Set Up](#) to complete setup and prepare for testing.

Laptops and Desktops	Tablets	Chromebooks
		
<b>TestNav Desktop</b> <ul style="list-style-type: none"><li>◦ <a href="#">OS X</a></li><li>◦ Windows<ul style="list-style-type: none"><li>◦ <a href="#">.msi installer</a></li><li>◦ <a href="#">.exe installer</a></li></ul></li><li>◦ <a href="#">Linux Fedora</a></li><li>◦ <a href="#">Linux Ubuntu</a></li></ul>	<b>TestNav for iPad</b>  <b>TestNav for Android devices</b> 	<b>TestNav for Chromebook</b> 

# Preparing - Technology Setup Checklist

1. Configure firewall, proxy server, content and spam filters
2. Identify the testing locations and the number and kind of testing devices to be used
3. Identify the Proctor Caching location and install ProctorCache software
4. Complete the App Check tests to verify testing device readiness and Proctor Caching connection
5. Update testing workstations to comply with TestNav 8 hardware/software requirements
6. Enter TestNav configuration in the Assessment Management System
7. Pre-cache test content from the Assessment Management System
8. Conduct an end-to-end Infrastructure Trial (dress rehearsal)
9. Plan your technical support during the online assessment



# Preparing - Wireless Testing Best Practices

Tips to ensure that wireless networks are acceptable for online testing.

- Ensure sufficient wireless access and limit the number of computers per wireless access point for better performance.
- Computers located closer to wireless access points perform better than those that are far away.
- Obstructions such as walls and equipment between testing workstations and wireless access points can disrupt connection and negatively affect performance.
- Set up a small number of workstations to measure performance on a wireless network before setting up a large number of workstations.



# Preparing - Verify Minimum System Requirements

The screenshot shows the Pearson TestNav 8 Online Support page. The left sidebar contains a navigation menu with links to TestNav System Requirements, ProctorCache System Requirements, Set up and Use TestNav, Set Up and Use ProctorCache, Troubleshooting, Technical Bulletins, Features and Demos, and Recently Updated. The main content area is titled 'TestNav System Requirements' and includes a search bar, a link to the Recently Updated page, and a note about minimum requirements. Below this is a section for Hardware Requirements with a table detailing specifications for Windows, OS X, macOS, Linux, iOS, Android, and Chrome OS.

**TestNav System Requirements**

Search TestNav 8 Online Support:

For details on supported changes, see the [Recently Updated](#) page.

**Hardware Requirements<sup>1</sup>**

Specifications	Windows	OS X, macOS	Linux	iOS	Android	Chrome OS
<b>Supported devices</b>	Desktops Laptops Tablets	Desktops Laptops	Desktops Laptops	iPads	Tablets	Chromebooks
<b>Processor</b>	x86/x32 and x64	Intel-based™	x86/x32 and x64	any	any	any
<b>Memory</b>	<b>Recommended</b> 1 GB RAM <b>Minimum</b> 512 MB RAM	<b>Recommended</b> 2 GB RAM <b>Minimum</b> 1 GB RAM	<b>Recommended</b> 2 GB RAM <b>Minimum</b> 1 GB RAM	<b>Recommended</b> 1 GB RAM (iPad 3rd gen +) <b>Minimum</b> 512 MB RAM (iPad 2)	<b>Recommended</b> 2 GB RAM <b>Minimum</b> 1 GB RAM	<b>Recommended</b> 4 GB RAM <b>Minimum</b> 2 GB RAM

<https://support.assessment.pearson.com>

# Preparing - Verify Minimum System Requirements

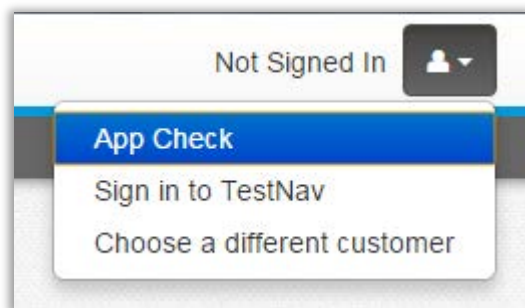
## Unified Minimum System Requirements for the Administration of Online Assessments

The following specifications apply to all Texas student assessment program online assessments administered in the 2016-2017 school year.

Common Specifications for the Administration of All Online Testing (STAAR, STAAR L, STAAR A, STAAR Alternate 2, TELPAS, TAKS)	
Devices	Desktops: Windows, Mac OS X, Linux Laptops: Windows, Mac OS X, Linux Chromebooks Tablets: iPad - 3 <sup>rd</sup> Generation and higher, Android tablets, Windows tablets except for Windows RT
Operating Systems	Windows: 7, 8.1, 10 Chrome OS: (Release Channel only, current or near-current release) Mac OSX: 10.9 10.10 10.11 (10.12 [Sierra] has known issues and is not supported at this time) iOS: 9.3.2 through 9.3.5 Android: 5 or 6 Fedora: 24 Ubuntu: 16.04

<https://texasassessment.com/technology/>

# App Check for TestNav



**New!** The configuration identifier allows TestNav to also check connection to ProctorCache computers.

TestNav Not Signed In [User Icon]

Back to Sign in

## App Check

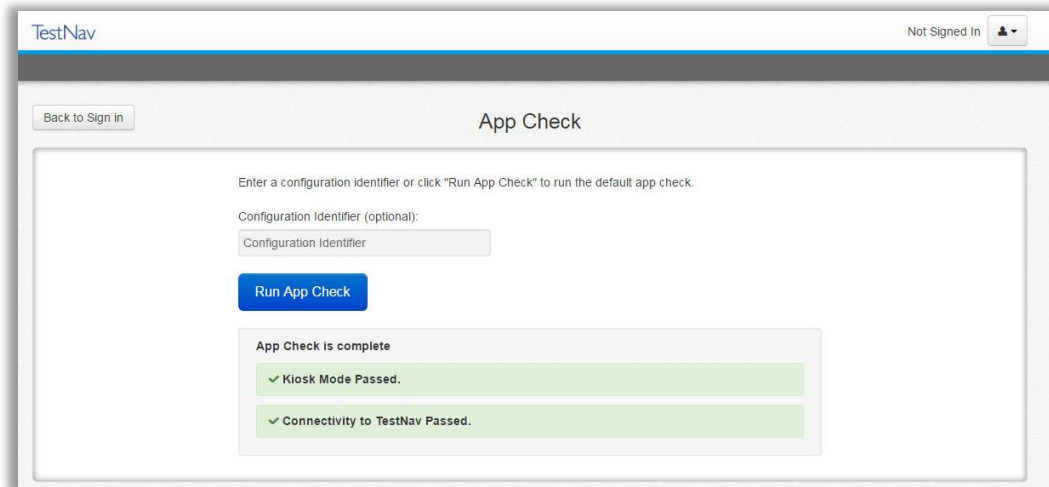
Enter a configuration identifier or click "Run App Check" to run the default app check.

Configuration Identifier (optional):

Run App Check

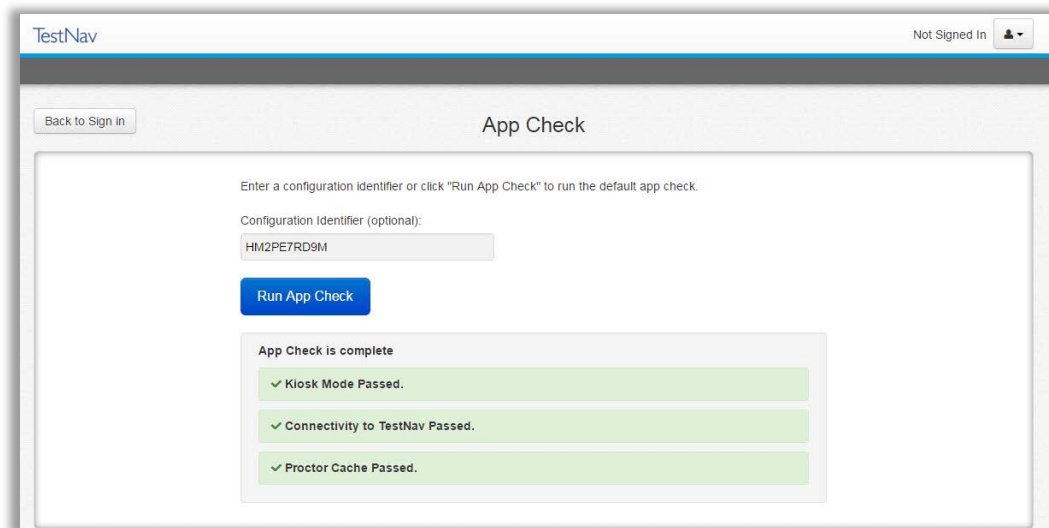
# App Check for TestNav

Configuration Identifier not entered



The screenshot shows the TestNav App Check interface. At the top, there's a header with the TestNav logo and a 'Not Signed In' status. Below the header, there's a 'Back to Sign In' button. The main heading is 'App Check'. The instructions say: 'Enter a configuration identifier or click "Run App Check" to run the default app check.' There's a text input field for the 'Configuration Identifier (optional)' which is currently empty. Below the field is a blue 'Run App Check' button. Underneath the button, a message states 'App Check is complete' followed by two green success bars: '✓ Kiosk Mode Passed.' and '✓ Connectivity to TestNav Passed.'

Configuration Identifier entered



This screenshot shows the same TestNav App Check interface as the one above, but with the 'Configuration Identifier (optional)' field now containing the text 'HM2PE7RD9M'. The 'Run App Check' button is still present. The 'App Check is complete' message is followed by three green success bars: '✓ Kiosk Mode Passed.', '✓ Connectivity to TestNav Passed.', and '✓ Proctor Cache Passed.'

# Proctor Caching

ProctorCache is Pearson-supplied software that is used in conjunction with TestNav 8 to reduce bandwidth requirements and accelerate the delivery of test content.

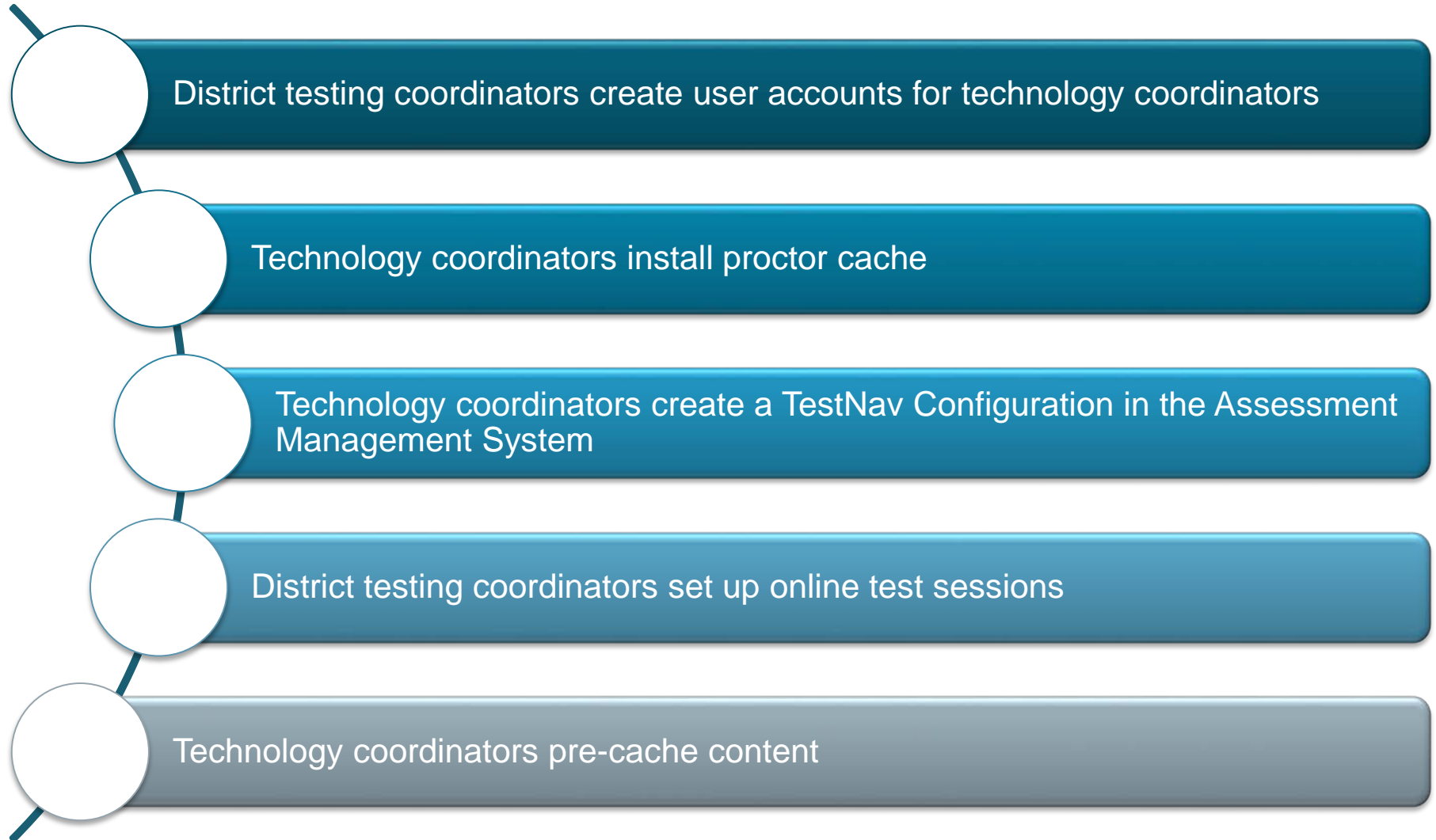
Proctor caching:

- allows you to pre-cache test content to your local network before a test;
- reduces the burden on your internet service provider (ISP) by eliminating redundancy in requests for test content; and
- stores an encrypted local copy of all pre-cached tests.

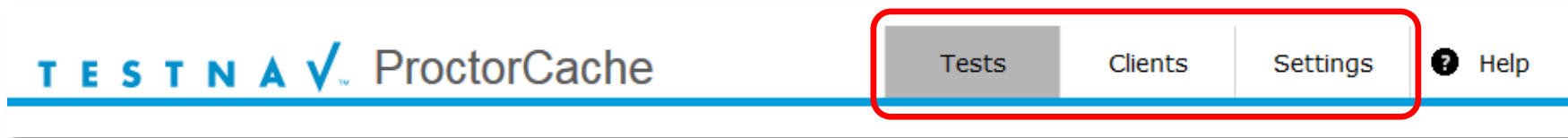
**Proctor caching is highly recommended due to these benefits.**



# Proctor Caching



# Proctor Caching



## Tests:

- Provides information about test content and caching status
- *Content Details* displays status of individual test items

## Clients:

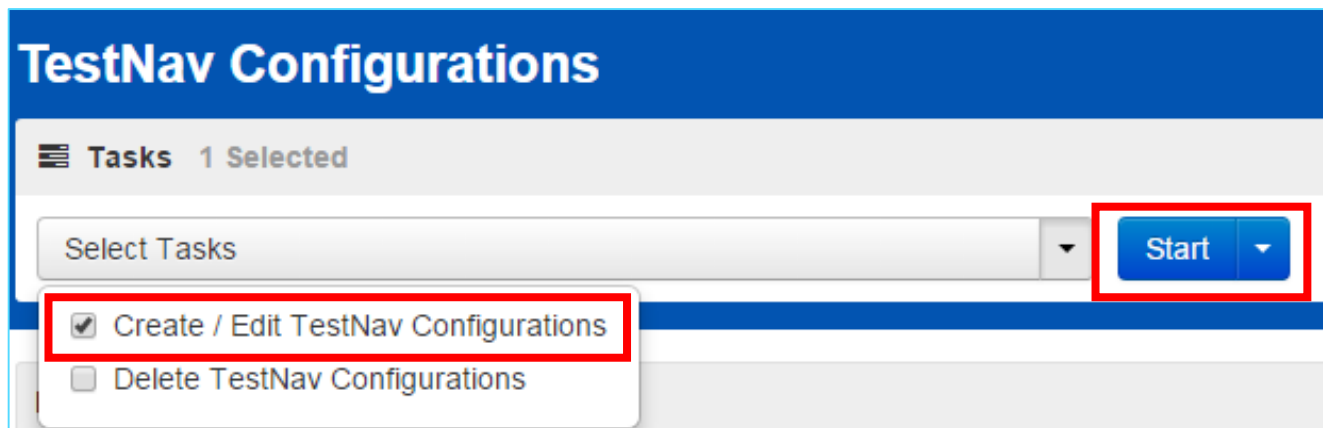
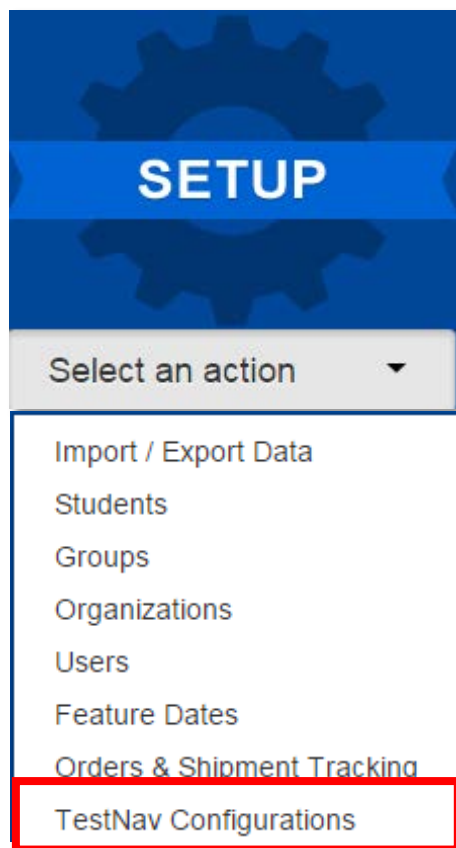
- Displays clients by IP address that have connected to TestNav 8
- *Client Details* displays details by computer

## Settings:

- Allows you to set a custom password to refresh, reload, or purge cached content



# TestNav Configuration



# TestNav Configuration

Tasks for Proctor Caching

Create / Edit TestNav Configurations

Add Task

< Previous Task

Next Task >

Exit Tasks ✕

CONFIGURATIONS (0)

Create Configurations

DETAILS

New Cache Configuration

CreateReset

Configuration Name\*

Organizations\*

Select

Default Precaching Computer

Computer Name\*

IP Address

Port

Response File Backup Locations

Please use the following format for SFTP file backup location: sftp://<userid>:<password>@<address>:<port>/path

Windows, Primary Location ⓘ

Use default user directory

Windows, Secondary Location ⓘ

MAC, Primary Location ⓘ

Use default user directory

MAC, Secondary Location ⓘ

Android, ChromeOS, and iOS Secondary Location ⓘ

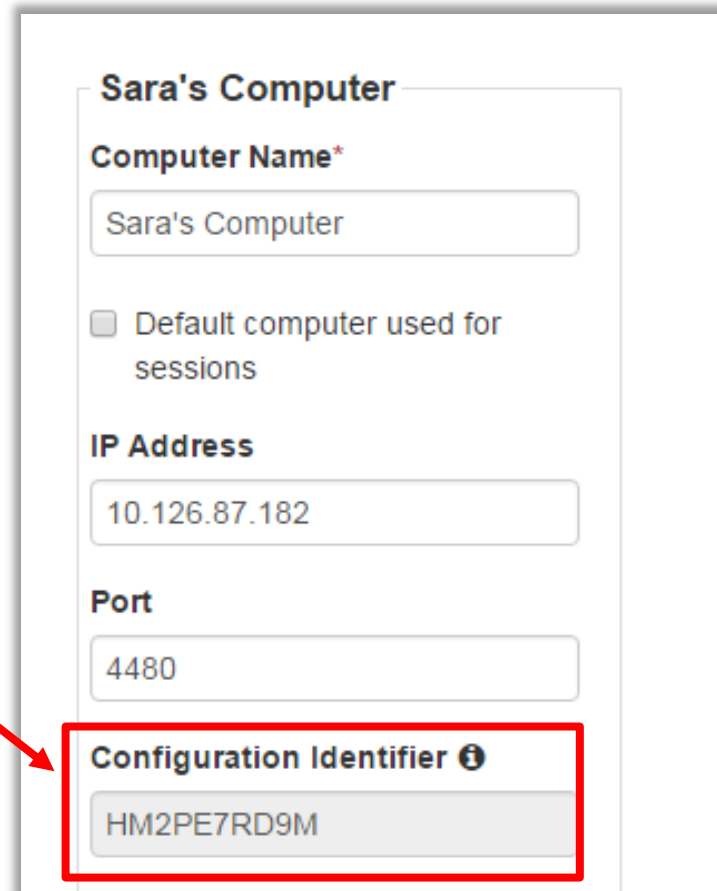
Linux, Primary Location ⓘ

Use default user directory

Linux, Secondary Location ⓘ

# TestNav Configuration

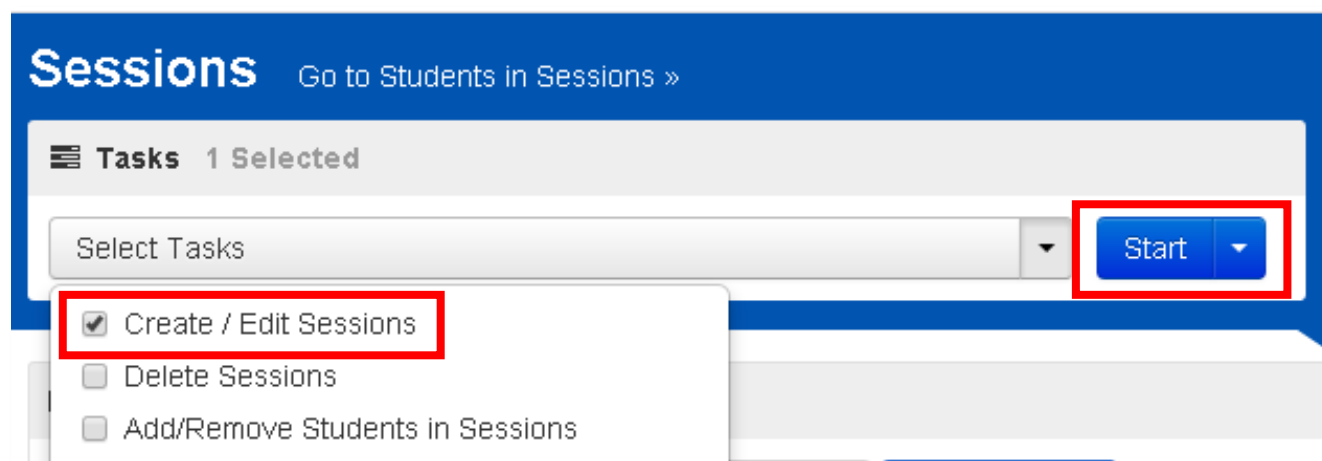
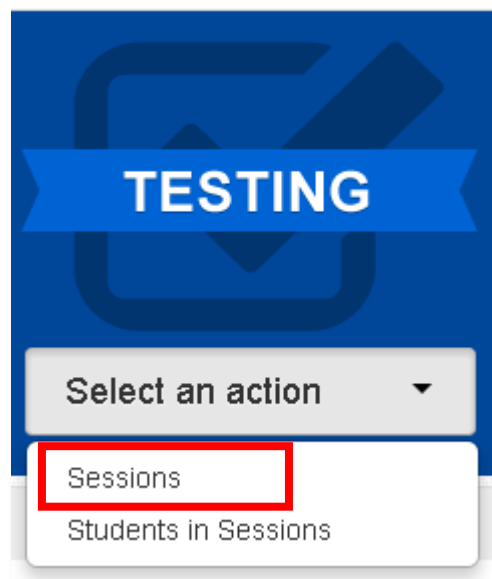
Configuration Identifier populated  
after configuration is created.



The screenshot shows a configuration form for a computer named 'Sara's Computer'. The form includes fields for 'Computer Name\*', 'IP Address', 'Port', and 'Configuration Identifier'. The 'Configuration Identifier' field is highlighted with a red box, and a red arrow points from a text box on the left to it. The 'Configuration Identifier' field contains the value 'HM2PE7RD9M'.

Field	Value
Computer Name*	Sara's Computer
Default computer used for sessions	<input type="checkbox"/>
IP Address	10.126.87.182
Port	4480
Configuration Identifier ⓘ	HM2PE7RD9M

# Online Test Sessions and ProctorCache



# Tasks Performed in the System

**Tasks for Sessions**

Add Task

< Previous Task

Next Task >

Exit Tasks ✕

Create / Edit Sessions

SESSIONS (0)

Create Session

DETAILS

New Session

CreateReset

Session Name\*

TEST SESSION NAME

Organization\*

AOC H S (260999001) ✕ ▼

Test & Form

Test Assigned\*

TELPAS Reading Grade 3 Sp 16 ✕ ▼

☐ Proctor Reads Aloud

Form Group Type\*

Online ✕ ▼

Use Custom TestNav Settings

Precaching Computer\*

Gabriel PC ✕ ▼

Scheduling

Scheduled Start Date\*

03/07/2016 📅

Scheduled Start Time

08:00 AM CST ⌚

Lab Location

A pre-caching computer is required when there is one or more available.


Texas Education Agency

Student Assessment Division

Texas Assessment Conference

February 2017

# Pre Caching Test Content



## SETUP

Select an action ▾

- Import / Export Data
- Students
- Move Tests Between Organizations
- Groups
- Organizations
- Users
- Orders & Shipment Tracking
- TestNav Configurations
- Precache By Test**

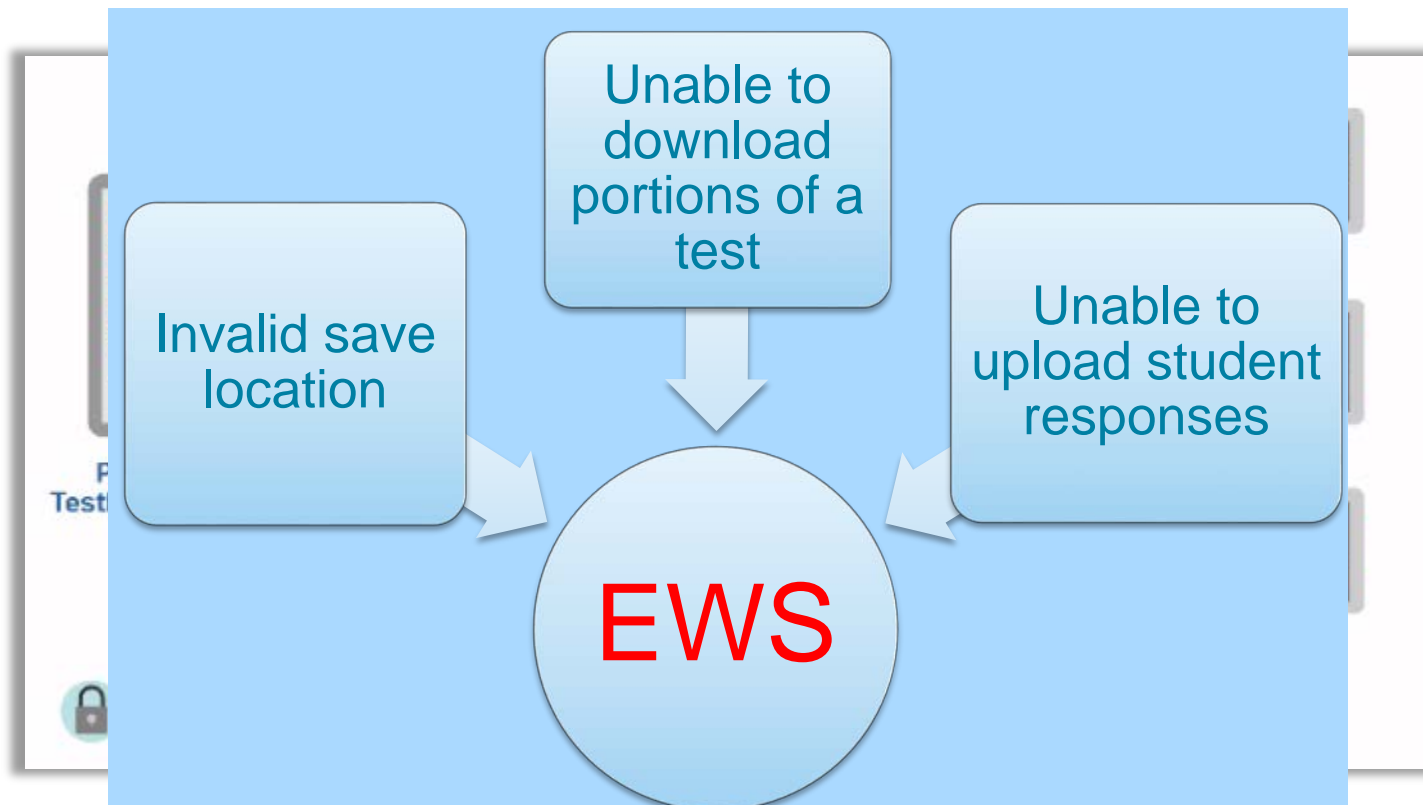
Precache By Test

Organization	Test (select one or more)	
AOC ISD (260999)	<div><input type="checkbox"/> TELPAS Holistic Ratings Grade 10-12</div> <div><input type="checkbox"/> TELPAS Holistic Ratings Grade 2</div> <div><input type="checkbox"/> TELPAS Holistic Ratings Grade 3</div> <div><input type="checkbox"/> TELPAS Holistic Ratings Grade 4-5</div> <div><input type="checkbox"/> TELPAS Holistic Ratings Grade 6-7</div> <div><input type="checkbox"/> TELPAS Holistic Ratings Grade 8-9</div> <div><input type="checkbox"/> TELPAS Holistic Ratings Grade K-1</div> <div><input type="checkbox"/> TELPAS Reading Grade 10-12</div> <div><input type="checkbox"/> TELPAS Reading Grade 2</div> <div><input type="checkbox"/> TELPAS Reading Grade 3</div> <div><input type="checkbox"/> TELPAS Reading Grade 4-5</div> <div><input type="checkbox"/> TELPAS Reading Grade 6-7</div> <div><input type="checkbox"/> TELPAS Reading Grade 8-9</div>	<div>Precache</div>

Precache

# TestNav Early Warning System (EWS)

The Early Warning System (EWS) is integrated functionality in TestNav that provides an additional fail-safe in the event of unexpected network disruptions during computer-based testing.





# Early Warning System

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EWS writes continuously in the background to the saved response file (SRF).

---

A combination of the student authorization ticket and the test session is used to uniquely identify an SRF.

---

The SRF has a response data threshold that, once reached, triggers TestNav to send response data to Pearson servers.

---

Uploading of response data is continuous. If an upload to the Pearson servers fails, student responses continue to be saved locally while TestNav cycles and attempts another upload.

---

If the response data upload is successful, TestNav creates a new SRF and begins the process again. TestNav 8 only deletes an SRF once it is successfully uploaded to the Pearson servers.

---

TestNav can identify the correct SRF if a test is successfully resumed.

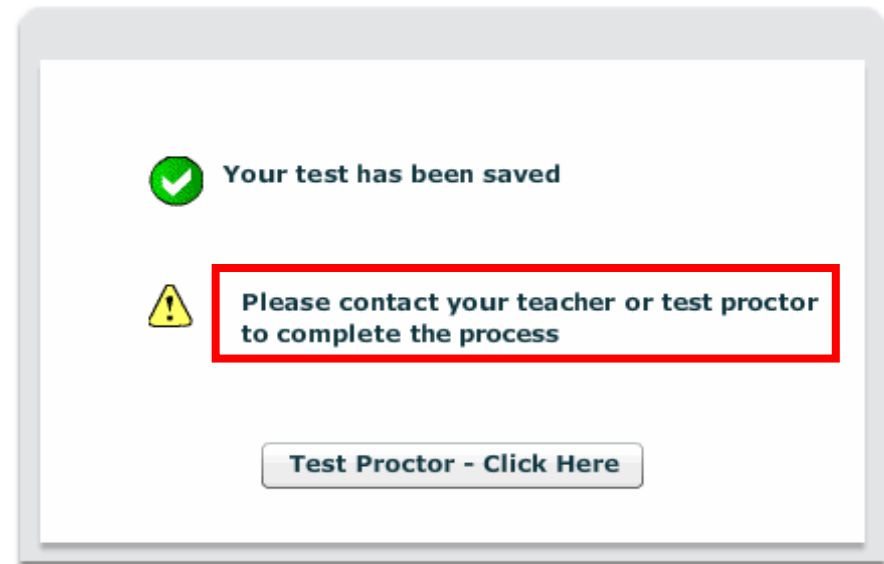
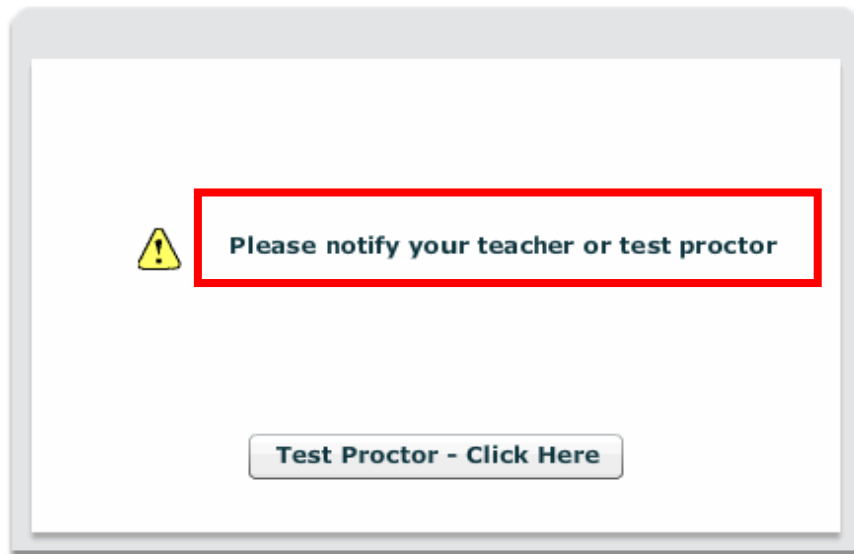
---

Only the SRF from the student's last test attempt can be used when the student resumes a test.

# TestNav Early Warning System:

One of the following screens will appear if the Early Warning System is triggered.

Students should be instructed to ALWAYS raise their hand when presented with either of the Test Proctor Click Here screens. They should NEVER click the Test Proctor-Click Here button.



**NOTE:** It may be necessary to contact your local technology coordinator to determine the appropriate course of action.

# Early Warning System

Any applications or update processes that may launch automatically on testing workstations may interrupt testing. These programs should be configured to not launch automatically.

Common applications that may launch automatically include:

- Anti-virus software, browsers or operating systems performing automatic updates
- Power management software on laptops warning of low batteries
- Screen savers
- Email with automatic message notification
- Energy saving features

TestNav 8 will shut down the test if anything is detected in the background. Once you resolve the issue you can resume the student back into the test.

# Pulling it All Together - Assess Local Readiness

- Use App Check to verify readiness
- Verify proctor caching default in Portal has been applied to all online test sessions
  - Also verify connectivity to ProctorCache machine
- PreCache test content to the ProctorCache machine
- Account for any last minute gaps or risks
  - Have there been any software or hardware updates?
  - Any configuration or image changes?
  - Has anything new been installed that may impact testing?



# Pulling it All Together - Deliver the Assessment

- Verify ProctorCache is working
  - Use ProctorCache Diagnostics screen to verify that students are connecting and content is being served
- Make yourself available
  - Where will you and your team be the most accessible and supportive in the event anything is needed?
- Celebrate victories
  - Did things go smoothly?
  - It's not magic, it is everyone's planning and hard work!



# Pulling it All Together – Post Test Steps

- Purge cached test content
  - Use the Purge function on the ProctorCache Diagnostics screen
- Optional activities
  - Uninstall ProctorCache
  - Remove TestNav from mobile devices
  - Revert any firewall, security, and systems configuration
- Review with your school and test coordinators
  - What went well, what can be improved for next time?





## **Contact Information**



# Texas Education Agency

## TEA

Telephone: 512-463-9536

Fax 512-463-9302

TEA Student Assessment website

[www.tea.texas.gov/student.assessment/](http://www.tea.texas.gov/student.assessment/)

## Call TEA's Student Assessment Division for assistance with:

- Testing accommodations
- Notification of a disruption in online testing
- Requesting changes to the testing schedule
- Questions about the time-limit policy including taking breaks
- Testing beyond normal school hours
- Handling unusual circumstances on test days
- Violations of test security
- Handling school emergencies that affect testing
- Questions about general online testing policy
- Questions about oral administration of test sessions
- Assistance with technology applications
- Questions about monitoring TELPAS rating training activities
- Questions about TEA communications

# Customer Service Center

## Customer Service

7:30 AM – 5:30 PM CT Monday–Friday

Toll free: 800-627-0225

E-mail: [TxPearsonAccess@support.pearson.com](mailto:TxPearsonAccess@support.pearson.com)

## Call or email the Customer Service Center for assistance with:

- Information about online testing or online testing procedures
- Navigating the Assessment Management System
- Accessing and using the Training Center
- Managing examinee data
- Setting up test sessions
- Assigning usernames
- Accessing resources
- Questions about Pearson online testing communications
- Setting up a test run of the TestNav test delivery system
- Network problems
- Proctor caching issues
- Evaluating infrastructure
- Hardware and software requirements or problems
- The TestNav 8 Early Warning System
- Wireless networking issues
- Technical emergencies
- Solving online testing set-up issues

**Thank you!**

# STAAR<sup>®</sup> Assessment Program Online Testing

# Online Testing Preparation

Activities to Support Test Delivery	Resource
Verify that the district's network meets requirements and is properly configured for testing.	<i>STAAR Online Testing Platform Technology Guide</i>
Conduct network diagnostics to estimate district and campus network user capacity and to plan for concurrent testing volumes.	Online Readiness Tools
Determine local caching software needs and complete installation procedures.	<i>STAAR Online Testing Platform Local Caching Software (LCS) District Guide</i>
Verify that all devices used for online testing meet the minimum hardware and software requirements.	<i>Unified Minimum System Requirements</i>
Install the appropriate STAAR Online Testing Platform Secure Browser on all testing devices.	<i>STAAR Online Testing Platform Technology Guide</i>
Confirm successful installation and operation of secure browsers.	<i>STAAR Online Testing Platform Technology Guide</i>
Test the compatibility of computers and gauge technology infrastructure readiness.	STAAR Online Testing Platform student tutorials
Prepare all computers for online test delivery. Close all web browser windows, disable any automatically launching applications on all devices, and check for sufficient power sources.	<i>Quick Guide to Online Testing</i>

# The STAAR Online Testing Platform

## Requirements

- Stable, high-speed Internet connection(s) (wired or wireless)
- Appropriate bandwidth
- For complete list of requirements please see the Unified System Requirements:  
[http://texasassessment.com/s/texasassessment/pdf/Unified\\_System\\_Reqs.pdf](http://texasassessment.com/s/texasassessment/pdf/Unified_System_Reqs.pdf)

## Components Include

- Online readiness tools <https://tx-bandwidth.caltesting.org/>
  - School capacity calculator
  - System Check Test
- Secure Browser <https://www.texasassessment.com/technology/>
  - The Secure Browser prevents students from accessing other computer or internet applications or copying test information

# Online Testing: LCS Management

## Local Caching Software

- Only recommended for low/inadequate bandwidth or unreliable Internet connections
- For detailed information, reference the *STAAR Online Testing Platform Local Caching Software (LCS) District Guide* available at: <http://www.TexasAssessment/technology>
- LCS Registration required

The screenshot shows the STAAR Assessment Management System interface. The left sidebar contains a menu with options: Program, Organizations, Users, Students, Online Testing (highlighted), Manage Online Testing, LCS Management (highlighted with a red box), Orders, and Reports. The main content area is titled 'LCS Management' and includes a 'Register an LCS' section with fields for Campus, Create a Password, Confirm Password, and Description. Below this is a table listing existing LCS keys.

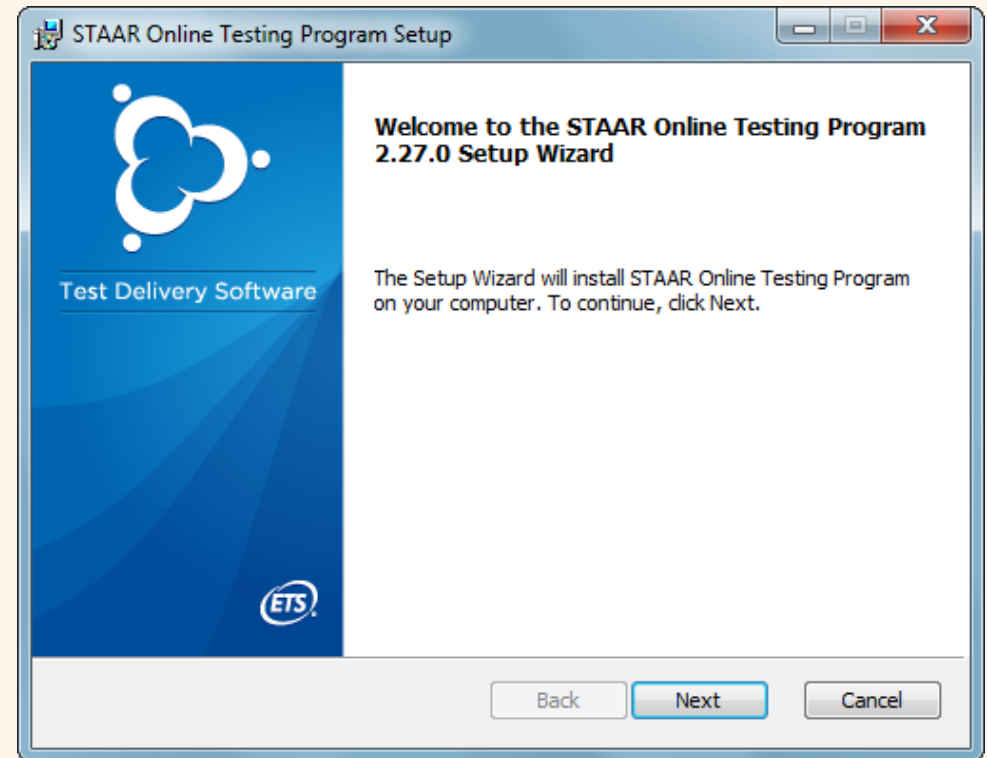
#	School	Description	Key	Created Date	Status
1	001902001	test	A7K5B7P8E4L7	2016-02-17 16:13:37.662785	●●
2	999999003	Demo LCS Key for Training Day_20160301	B4F8D3M8Y4E5	2016-03-01 11:54:16.053943	●●
3	999999001	Love2Learn!	A8C2N9G8E5Y9	2016-03-24 10:52:48.95871	●●
4	057905025	test	F8ASYN43P8P3	2016-03-24 11:10:16.753348	●●
5	999999003	Love2Learn!	Y5D8C8M8Z5N6	2016-03-25 01:46:49.597392	●●
6	999999003	Love2Live!	X7J4Z6P8B3M3	2016-03-25 23:48:22.921792	●●
7	999999001	PDV	J7Q4H42J8H8C2	2016-03-26 18:37:30.950542	●●



# Online Testing Preparation

## 4-6 Weeks Before Test Administration

- Review resources and complete training of coordinators and technology staff
- Register students for STAAR online testing
- Determine if LCS is required
- Prepare the testing environment



# Online Testing Preparation

## At least 4 Weeks Before Test Administration

- Prepare the testing environment

### Checking system configuration

✓ Loading Software

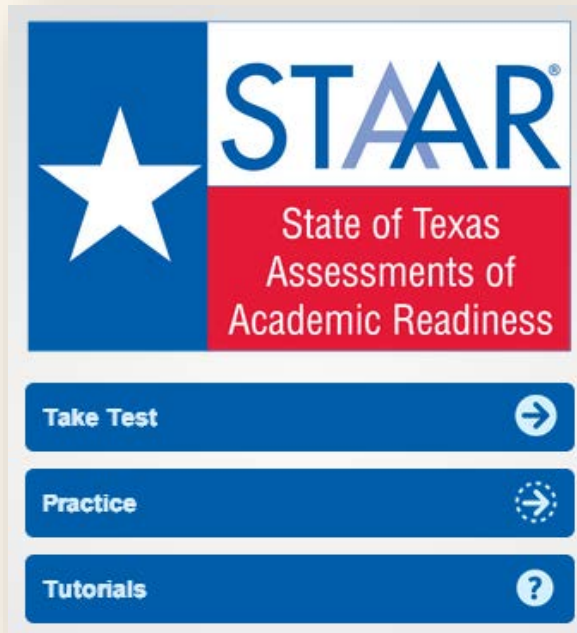
✓ System Requirements

↻ Loading next step

# Online Testing Preparation

## At least 4 Weeks Before Test Administration

- Administer tutorials



### Practice Using the Software

To log in, select grade, subject and test.  
The Username, Password and Session ID will automatically be filled in for you. Please do not change these selections.  
You may then click the LOGIN button to start your practice test.

Select a Grade  Select a Subject   
Select a Test 

 Username

 Password

 Session ID

 Clear

Login 

### Take a Tutorial

Select from the menu below to choose the tutorial you want to view.

Select a Grade  Select a Subject   
Select a Test 

 Username

 Password

 Session ID

 Clear

Login 

# Online Testing Tab – Overview

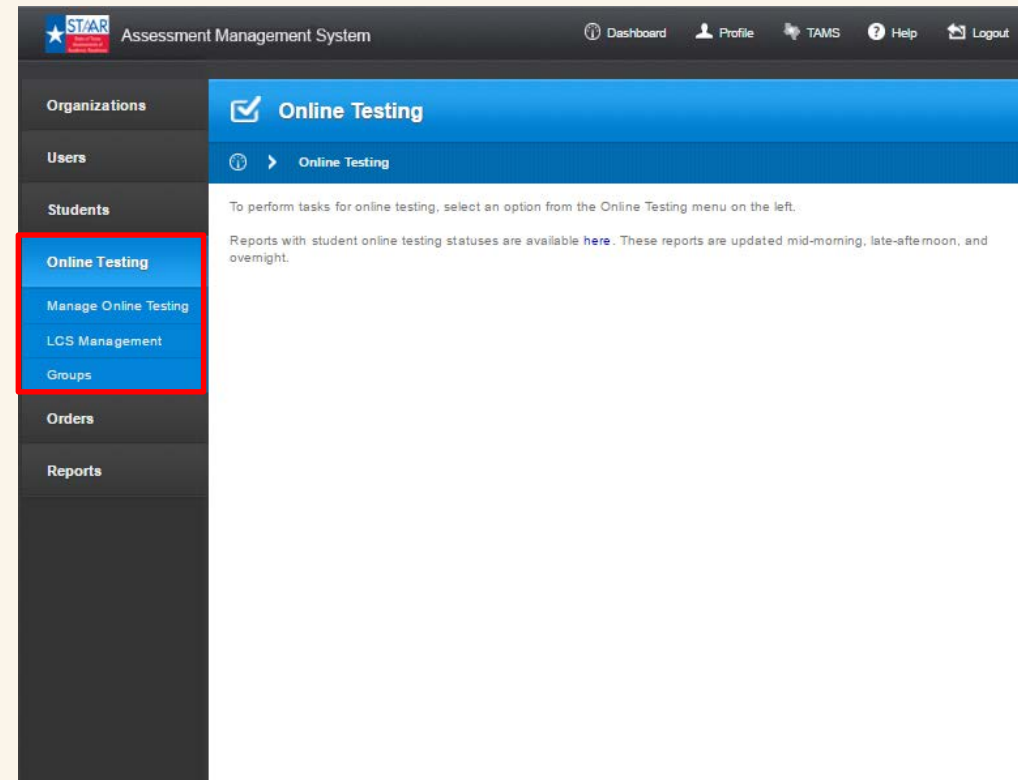
## Online Testing Tab

- Manage Online Testing
- LCS Management
- Groups

## Key Functions

- View online test sessions and testing groups
- Import student test tickets
- Download and print student test tickets
- Monitor online test sessions

All activities required to view and manage online tests are conducted in the *Online Testing* tab.



# Students: Personal Needs and Preferences (PNP)

## Indicate embedded supports

- Submit a student data file upload
- Register a new student
- Manually edit an existing student registration

**NOTE:** Student test registrations with PNP accommodation codes will default to an online *Test Mode*.

## PNP (Embedded Support) Codes

- Content support = C
- Language and vocabulary supports = L
- Text-to-speech (TTS) = T

C L T

# Students: Personal Needs and Preferences (PNP)

## Upload District Supplied Data File:

PEIMS Data Element ID and Code	Field Description and Answer Document Codes (PEIMS data element names are used where available)	ANS Doc Column Headings (And Codes)	CSV File Column	Field Length
	<b>ELA SCORE CODE<sup>†</sup></b> NOTE: The following codes apply only to TAKS exit level. X = ARD Decision, do not score P = Student previously met passing standard in English language arts	(ELA) (X) (P)	AJ	1
	<b>MATHEMATICS SCORE CODE<sup>†</sup></b> NOTE: The following codes apply only to TAKS exit level. X = ARD Decision, do not score P = Student previously met passing standard in mathematics	(M) (X) (P)	AK	1
E0923	<b>LOCAL-STUDENT-ID</b> Optional, assigned by the school district.	(LOCAL-STUDENT-ID)	AF	9
	<b>END-OF-COURSE CODE<sup>†</sup></b> NOTE: The following codes are applicable for STAAR EOC and STAAR Alternate 2. A1 = Algebra I A2 = Algebra II (Not applicable to STAAR Alternate 2) BI = Biology E1 = English I E2 = English II E3 = English III (Not applicable to STAAR Alternate 2) US = U.S. History		AI	2
	<b>STAAR EOC TEST VERSION CODE<sup>†</sup></b> NOTE: The following field applies only to the STAAR EOC assessments. The following codes apply only to the Fall EOC administration. S = STAAR L = STAAR L A = STAAR A  Effective 1/1/17 this column will denote the accommodations for a student, by EOC subject  Enter online testing accommodations needed for this subject: T = Text-to-Speech (includes click word) (delivered online) L = Language and Vocabulary Supports (delivered online) C = Content Supports (delivered online) Leave blank for no accommodations.  NOTE: They may be entered in any order. No punctuation. Example: LT in this column is for a student that requires Text-to-Speech and Language and Vocabulary Supports. The test will be delivered online.		AW	3
	<b>YEARS IN U.S. SCHOOLS<sup>†</sup></b> NOTE: Applicable for TEPAS grades 1–12; not applicable for kindergarten.  1 = First enrolled in U.S. schools during part or all of the current 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	<b>YEARS IN U.S. SCHOOLS (YRS on "Register Students" screen)</b> (Yr 1) (Yr 2) (Yr 3) (Yr 4) (Yr 5) (Yr 6 or more)	AG	1

<sup>†</sup>This element is not part of the PEIMS data collection system.



### STAAR EOC TEST VERSION CODE<sup>†</sup>

**NOTE:** The following field applies only to the STAAR EOC assessments. The following codes apply only to the Fall EOC administration.

S = STAAR

L = STAAR L

A = STAAR A

Effective 1/1/17  
EOC subject

Enter online test

T = Te

L = La

C = C

Leave blank for

**NOTE:** They may be entered in any order. No punctuation. Example: LT in this column is for a student that requires Text-to-Speech and Language and Vocabulary Supports. The test will be delivered online.

### STAAR GRADES 3–8 TEST VERSION CODES

5. Beginning with the 2017 March and May 3–8 test administrations, the Reading Test Version Code, Writing Test Version Code, Mathematics Test Version Code, Science Test Version Code, and Social Studies Test Version Code fields will be used to register a student for the online administration using the new PNP accommodation codes.

The following accommodations are available for STAAR grades 3–8:

- T = Text-to-Speech (includes click word) (delivered online)
- L = Language and Vocabulary Supports (delivered online)
- C = Content Supports (delivered online)
- O = Deliver online with no accommodations
- Blank = Deliver via paper

PNP Codes

#### NOTES:

- Not all accommodations may be available for all tests.
  - Each field may contain up to three of the T, L, C codes, in any order, with no punctuation. For example: LT in this column is for a student who requires Text-to-Speech and Language and Vocabulary Supports. The test will be delivered online.
  - For online testing with no accommodations, O must be entered by itself with no other codes.
  - To modify an existing registration, enter all the accommodations to be given to the student. The old accommodations will be replaced by the new set.
6. The Above Grade Code field is used if a student is testing above grade level for a specific subject. If a student is indicated as needing an above grade level assessment, you will receive both the enrolled grade answer document and the above grade answer document in your precode materials.
7. The Test Format field should be left blank. The system will default this to P for paper administrations. If a student has any PNP accommodations indicated in the test version code, (i.e. T, L, C, or O) the system will default to O for online administrations.

# Personal Needs and Preferences (PNP)

## Registering a New Student

- PNP accommodation codes added during Step 2 of the register process (*Students > Register*)
- Established separately for each test
- Any combination of accommodations/embedded supports may be selected

**NOTE:** Text-to-speech is the only PNP selection available for Algebra II and English III tests.

STAR Assessment Management System

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Students

View & Edit

Register

Upload

Resolution

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Online Testing

Orders

Reports

Register A Student

Step: 1 2

Step 2 is for entering test information. To save the registration, click submit. The information will NOT be saved unless both steps are completed and submitted.

Step 2: Add Test(s)

Test Administration: MAR 2017 STAAR EOC

Student Grade: 12

Home Campus: Training HS [999999001]

Home District Code: 999999000

Home District Name: Training ISD

Subject	Testing Grade	Test Info	Actions
Select...	EOC	<p>Version</p> <p>Mode: Online</p> <p>Registration Type: Regular</p> <p>Testing Campus (Test Item are local): Lawrence - Training HS[999999001]</p> <p>Online Testing Group: NO GROUP NAME GIVEN</p> <p>Personal Needs and Preferences (PNP): <input checked="" type="checkbox"/> Content Supports (C) <input type="checkbox"/> Language and Vocabulary Supports (L) <input checked="" type="checkbox"/> Text-to-Speech (T)</p>	

ADD ANOTHER TEST

CANCEL BACK SUBMIT

# Online Testing: Manage Online Testing

## Available Functionality

- View Test Sessions and Testing Groups
- Import test tickets
- Print Test tickets/Rosters with PNP indicators
- Downloadable proctor tickets
- Set online test attributes

The screenshot displays the STARS Assessment Management System interface. The left sidebar contains a navigation menu with options: Program, Organizations, Users, Students, Online Testing, UES Management, Orders, and Reports. The 'Online Testing' option is highlighted, and a red box is drawn around the 'Manage Online Testing' link. The main content area shows the 'Manage Online Testing' page with a breadcrumb trail: Online Testing > Manage Online Testing. Below the breadcrumb, there is a 'Search Sessions' section with dropdown menus for 'Test Administration' (set to DEC 2016 STAAR EOC), 'Subject' (set to Algebra I), and 'Testing Grade' (set to EOC). A 'Campus' dropdown is also present, showing 'Training HS (999999901)' and 'Training ISD (666666600)'. Below this, a 'Session At A Glance' section shows a circular gauge with 'Ready to Test' at 197 and 'In Progress' at 0. A 'Total Groups: 11' section is also visible. A modal window titled 'Search For Student' is open in the foreground. It contains instructions on how to add a student from another campus. Below the instructions, there are input fields for 'Subject' (A1), 'Testing Grade' (EOC), 'Group' (Group 01), 'PEIMS #' (456490004), 'First Name' (ANDREW), 'Last Name' (LEED), and 'Date of Birth' (mm/dd/yyyy). A 'SEARCH' button is located at the bottom right of the modal. Below the search fields, there is a table with the following data:

#	Name	PEIMS ID	Grade	Date of Birth	Actions
1	ANDREW/LEED	*****0004	EOC	Oct 22, 2000 12:00:00 AM	IMPORT TICKET

At the bottom of the modal, there are 'CANCEL' and 'IMPORT TICKET' buttons.



# Online Testing: Manage Online Testing

## District Level Online Testing Dashboard

- New functionality beginning with March STAAR administrations
- View online testing status across districts
- Drill down on specific campuses to view campus specific test sessions and online testing groups in real time
- District level dashboard is refreshed approximately every 20 minutes

**Manage Online Testing**

From this page you can select and view information about test sessions, filtered by groups in your campus(es). To view a session: choose a test administration, subject, grade, and campus and then click the SEARCH button. A list of available groups within that session, as well as aggregate information about testing activity, will appear. To view an individual group, click on the VIEW icon in the Actions column.

**Search Sessions**

Test Administration \*  
MAR 2017 STAAR EOC

Subject \*  
English I

Testing Grade \*  
EOC

Organization \*  
REG III EDUCATION SERVICE CENTER [010000000]

**SEARCH**

**Session At A Glance**

Ready to Test: 2  
In Progress: 0  
Alerts: 1  
Submitted: 0

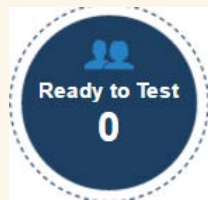
**Total Campuses : 2**

#	Campus	Ready to Test	In-Progress	Alerts	Submitted	Actions
1	FT [010000000] EL [010000000]	1	0	1	0	
2	MIDDLE/HIGH SCHOOL [010000000]	1	0	0	0	

Showing 1 of 1

# Online Testing: Manage Online Testing

## View Test Sessions and Testing Groups



Number of students who are enrolled and ready to take the test



Number of students who are actively testing



Number of students who are inactive



Number of students who have completed their tests

The screenshot shows the STAR Assessment Management System interface. The left sidebar contains a menu with items: Program, Organizations, Users, Students, Online Testing, Manage Online Testing (highlighted with a red box), LCS Management, Orders, and Reports. The main content area is titled "Manage Online Testing" and includes a search bar with filters for Test Administration (DEC 2016 STAAR EOC), Subject (Algebra I), and Testing Grade (EOC). Below the search bar is a "Session At A Glance" section with four circular badges: Ready to Test (197), In Progress (0), Alerts (3), and Submitted (0). At the bottom, there is a table titled "Total Groups: 11" showing a list of groups with columns for Group Name, Ready to Test, In-Progress, Alerts, Submitted, and Actions.











#	Group Name	Ready to Test	In-Progress	Alerts	Submitted	Actions
1	Group 01	15	0	3	0	Q
2	Group 02	19	0	0	0	Q
3	Group 03	21	0	0	0	Q
4	Group 04	20	0	0	0	Q
5	Group 05	20	0	0	0	Q

# Online Testing: Manage Online Testing

## View Testing Groups

- View online test status by student

### Status Icon Key

	Registered		Inactive
	Enrolled		Expired
	Enrolled Hold		Submitted
	Ready to Test		Processing
	In Progress		Voided

**NOTE:** *Reports > Online testing* tab contains downloadable CSV files indicating student level test status

- District Test Status Report*
- Campus Test Status (of student) Report*

### Session Info

Test Administration	Campus	District Code	District Name
MAR 2017 STAAR EOC	Training H S [999999001]	999999000	Training ISD

Session ID  
20041073610















### Update Results

Subject \* English I Testing Grade \* EOC Group \* ANDYMAN

Personal Needs & Preferences (PNP)  
☐ Content Supports (C) ☐ Language and Vocabulary Supports (L) ☐ Text-to-Speech (T)

First Name Enter First Name Last Name Enter Last Name PEIMS ID

Total Students: 48


#	<input type="checkbox"/> Student Name ▼	PEIMS ID	Version	PNP	Status 	Actions 
1	<input type="checkbox"/> ATRAINING, EFGH	*****0002	STAAR	C,L,T	 Feb 1, 2017 11:55 AM	  
2	<input type="checkbox"/> ATRAINING, EFGH	*****0015	STAAR	---	 Feb 1, 2017 11:55 AM	  
3	<input type="checkbox"/> ATRAINING, IJKL	*****0003	STAAR	---	 Feb 1, 2017 11:55 AM	  

# Online Testing: Manage Online Testing


## View Testing Groups

- View student PNP embedded supports

## Actions Column Functions:

 Print student test tickets

 Set test attributes

 Do Not Report

### Session Info

Test Administration	Campus	District Code	District Name
MAR 2017 STAAR EOC	Training H S [999999001]	999999000	Training ISD

Session ID  
20041073610

### Update Results

Subject \* English I Testing Grade \* EOC Group \* ANDYMAN

Personal Needs & Preferences (PNP)  
☐ Content Supports (C) ☐ Language and Vocabulary Supports (L) ☐ Text-to-Speech (T)

First Name Enter First Name Last Name Enter Last Name PEIMS ID

Total Students: 48

#	<input type="checkbox"/>	Student Name ▼	PEIMS ID	Version	PNP	Status ⓘ	Actions ⓘ
1	<input type="checkbox"/>	ATRAINING, EFGH	*****0002	STAAR	C,L,T	Feb 1, 2017 11:55 AM	
2	<input type="checkbox"/>	ATRAINING, EFGH	*****0015	STAAR	---	Feb 1, 2017 11:55 AM	
3	<input type="checkbox"/>	ATRAINING, IJKL	*****0003	STAAR	---	Feb 1, 2017 11:55 AM	

# Online Testing: Manage Online Testing

## Print Test Tickets and Rosters



- Testing Group Rosters and Student Test Tickets contain PNP information.
- Ensure that students eligible to use embedded supports have the information noted on their test tickets.



**NOTE:** Test Tickets are available for printing one week prior to the start of the testing window.

**May 2016 STAAR Grades 3–8 Online Testing**

Testing Group Roster and Student Test Tickets  
Archery City EL [005901000], Archer City ISD [005901001]

Science 08 Smith Grade 8 Science  
Subject Grade Group

**Testing Group Roster**

The testing group rosters list the students who will be testing in a test administration, organized by group. Across the top of the testing roster is the Subject, Grade, Session ID, Testing Window, and Group. Each student listed on the testing group roster will have a student test ticket issued that indicates the test administration, the student's first name and last name, their date of birth, their unique username and password, and the Session ID.

**Student Test Tickets**

Student test tickets are printed one (1) student to a page.

1. Review the individual student test tickets and make sure you have one for every student listed on your testing group roster.
2. Distribute student test tickets to students on the day of testing. Verify that each student has a test ticket with the correct name printed on it.
3. Ensure students enter the unique username, password, and Session ID information when logging into the test. This information, when entered correctly, activates the test.
4. Upon completion of the test, collect the student test tickets before students leave the testing area. Test tickets are secure materials and need to be returned to the campus coordinator.

**Personal Needs and Preferences**

Science 08 20010134414 July 2016 STAAR EOC Smith 8th Grade Science  
Subject Grade Session ID Testing Window Group

**Testing Group Roster**

Last Name	First Name	MI	PEIMS ID	Date of Birth	PNP
Anderson	Shannon	E	*****6779	Oct 10, 2002	---
Buchanan	Ashley	A	*****7891	Aug 12, 2002	C
Curry	Hannah	E	*****8912	Dec 17, 2002	T
Davis	Jon	C	*****9123	Oct 19, 2002	L
Smith	John	E	*****3047	Apr 1, 2002	C, T
Travis	Hannah	W	*****1234	May 1, 2001	C, L
Ulrich	Johannes	M	*****2121	Mar 5, 2001	L, T
Washington	Amanda	Z	*****4312	Sep12, 2002	C, L, T

**Student Test Ticket**

Test Administration: May 2016 STAAR grades 3–8

Group: NO GROUP NAME GIVEN

First Name: John  
Last Name: Smith  
Date of Birth: Apr 1, 2002  
Version: STAAR  
Subject: Science  
Grade: 08

PNP: Content Supports (C)  
Language and Vocabulary Supports (L)  
Text-to-Speech (T)

Username: jsmith001  
Password: eedan626  
Session ID: 20010134414

# Personal Needs and Preferences (PNP)

## Updating PNP Embedded Accommodations

- PNP embedded supports may be updated any time prior to test submission
- Any PNP settings established prior to the test being started will be available upon logging into the test
- Districts may make changes after an online test has been started

STAAR Assessment Management System

Dashboard Profile TAMS Help Logout

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View & Edit

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Student Profile

Back to Results

Students Edit A Student

Add or update the student's information. Required fields are marked with a red asterisk.\*

RAY GROSS

Profile Tests Scores

Test Administration MAR 2017 STAAR EOC Student Grade 12

Home Campus Training HS [999999001] Home District Code 999999000 Home District Name Training ISD

Add Tests

Subject	Testing Grade	Test Info	Actions
English I	EOC	<p>Version STAAR</p> <p>Mode Online</p> <p>Registration Type Regular</p> <p>Testing Campus (Test times are local) Lawrence - Training HS[999999001]</p> <p>Online Testing Group NO GROUP NAME GIVEN</p> <p>Personal Needs and Preferences (PNP)</p> <p><input checked="" type="checkbox"/> Content Supports (C)</p> <p><input type="checkbox"/> Language and Vocabulary Supports (L)</p> <p><input checked="" type="checkbox"/> Text-to-Speech (T)</p>	


ADD ANOTHER TEST

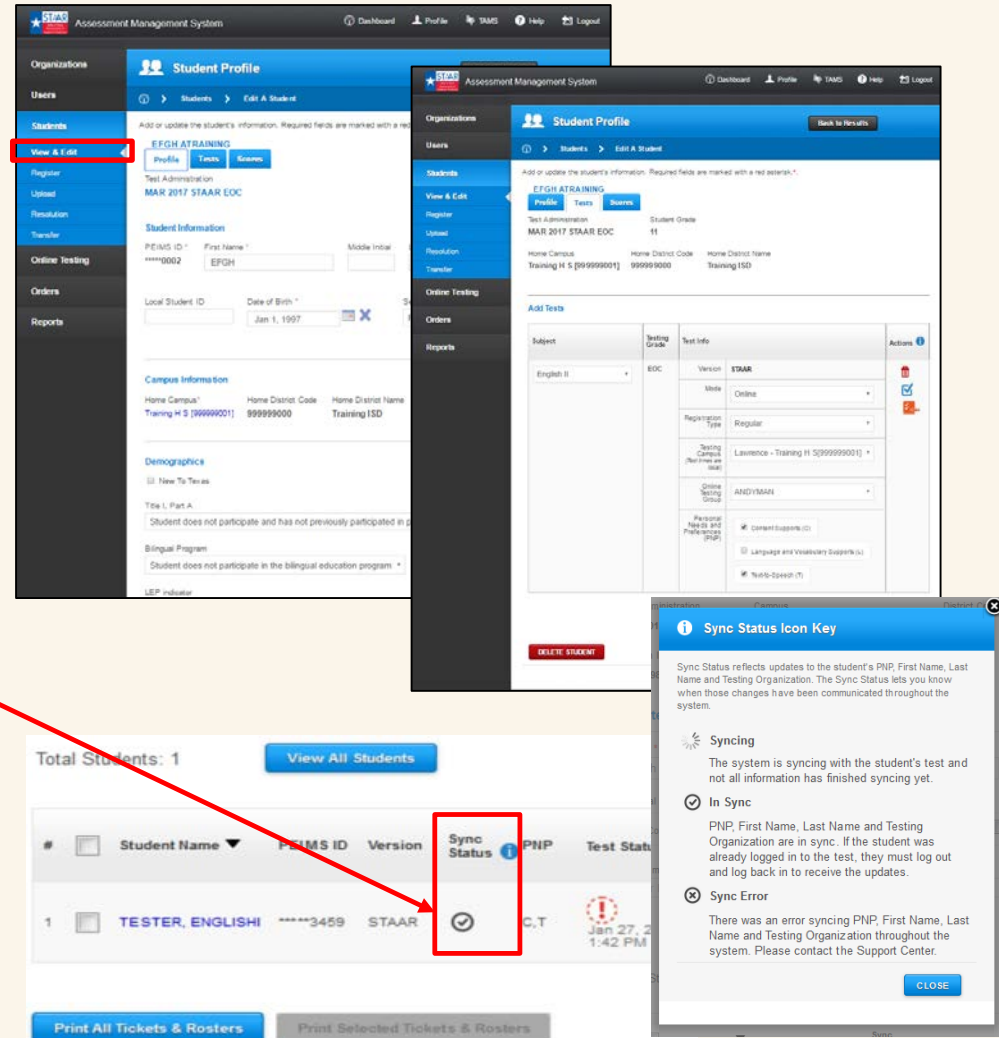
DELETE STUDENT

UPDATE

# Personal Needs and Preferences (PNP)

## Steps for updating after online test has been started:




- Log out of the online test
- Update PNP embedded supports (*Tests* tab)
- Return to online test group where the student's test ticket is located
- Check the Sync Status to confirm the updates are synced  with the online test
- Login with test ticket information to resume testing after "In Sync" (may take up to 20 minutes)



The image displays three screenshots from the Assessment Management System (AMS) interface. The top-left screenshot shows the 'Student Profile' page with the 'Tests' tab selected, where a red box highlights the 'View & Edit' button. The top-right screenshot shows the 'Tests' tab with the 'Add Tests' section, where a red box highlights the 'Sync Status' icon. The bottom screenshot shows a list of students with a red box highlighting the 'Sync Status' icon for the student 'TESTER, ENGLISH'. A red arrow points from the 'Sync Status' icon in the bottom screenshot to the 'Sync Status Icon Key' dialog box on the right. The dialog box explains the sync status and provides instructions for resolving sync errors.

**Sync Status Icon Key**

Sync Status reflects updates to the student's PNP, First Name, Last Name and Testing Organization. The Sync Status lets you know when those changes have been communicated throughout the system.

-  **Syncing**  
The system is syncing with the student's test and not all information has finished syncing yet.
-  **In Sync**  
PNP, First Name, Last Name and Testing Organization are in sync. If the student was already logged in to the test, they must log out and log back in to receive the updates.
-  **Sync Error**  
There was an error syncing PNP, First Name, Last Name and Testing Organization throughout the system. Please contact the Support Center.

**CLOSE**



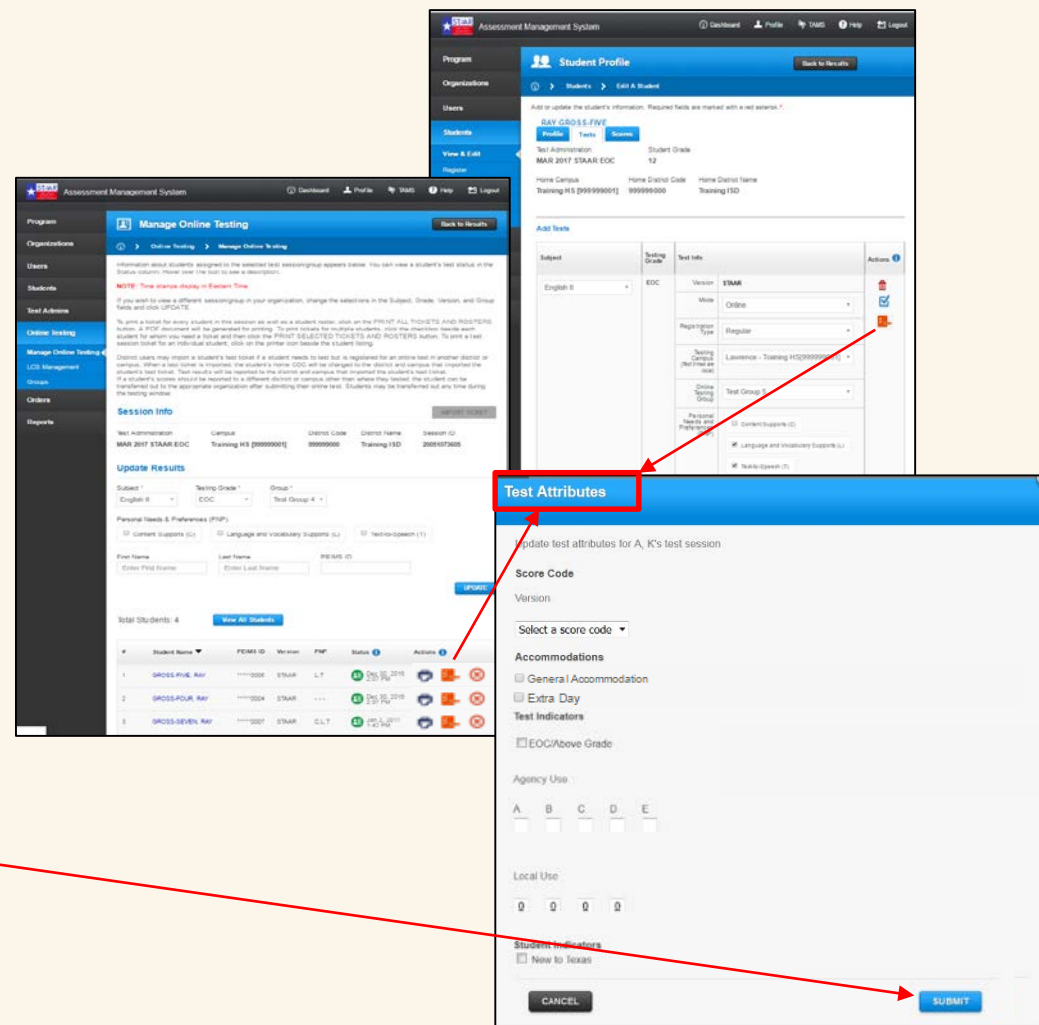
# Online Testing: Manage Online Testing

☐ Extra Day  
☐ General Accommodation

## Online Test Attributes

- Used to update score codes and accommodations through the close of the testing window
- Accessed via a student's profile page (*Students > View & Edit > Tests* tab) or the online testing group search results page (*Online Testing > Manage Online Testing*)
- Inactive tests, tests that have been started and not submitted, and all submitted tests default to "Scored" at close of testing window

**NOTE:** Users must click SUBMIT after completing test attribute updates to capture changes



The image displays two screenshots of the Assessment Management System (AMS) interface. The top screenshot shows the 'Manage Online Testing' page, which lists various test sessions. A red arrow points from the 'Test Attributes' column in this table to the bottom screenshot. The bottom screenshot shows the 'Test Attributes' form, which is used to update test attributes for a specific test session. The form includes fields for 'Score Code', 'Version', 'Accommodations' (with checkboxes for 'General Accommodation' and 'Extra Day'), 'Test Indicators' (with checkboxes for 'EOG/Above Grade' and 'Agency Use'), and 'Local Use' (with checkboxes for 'Q', 'Q', 'Q', 'Q'). At the bottom of the form, there are 'CANCEL' and 'SUBMIT' buttons. A red arrow points from the 'SUBMIT' button back to the 'Manage Online Testing' table, indicating the completion of the update process.



# Online Testing: Manage Online Testing

## Do Not Report (DNR)

- During the testing window:
  - Click the *DNR* icon to indicate an online test that has been opened (in progress, inactive, or submitted status) should not be reported (voided)
  - If a test was marked DNR in error, a request to unsubmit the test may be made by contacting the Texas Assessment Support Center (for tests that were marked DNR in the last 2 hours, after 2 hours call TEA's Student Assessment Division)
- After the testing window:
  - Tests that were never started (ready to test status) will expire and automatically be voided
  - Tests that have been opened but not completed by the end of the testing window (inactive status) will default to a score of S unless changed by the district through the Test Attributes or marked as DNR before the end of the window

# Online Testing: Manage Online Testing

## Downloadable Proctor Tickets

- District-specific proctor tickets are available for download via *Reports > Online Testing* tab
- Available for test administrators who are signing test content to students in need of reading support who are unable to access text-to-speech

**NOTE:** Proctor tickets are secure materials and should be treated as such

STAR Assessment Management System

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Online Testing

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Students

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Results

Texas Data Portal

### Online Testing Report

Reports > Online Testing Report

#### Online Testing Reports

General

##### District Test Status Report

This district level report identifies the status of all online test registrations throughout the district. The report can be sorted and filtered by campus, student, and subject to help monitor and track the status of online testers. This report does not reflect real-time statuses. It is updated every 5 to 10 hours.

District \*

Training ISD[999999000]

Training and UAT Region[999999001]

Test Administration \*

MAR 2017 STAAR EOC

Click on the download button to view the District Test Status Report.

Download

##### Campus Test Status (of student) Report

This campus level report identifies the status of all online test registrations for a specific campus. The report can be sorted and filtered by student and subject to help monitor and track the status of online testers. This report does not reflect real-time statuses. It is updated every 5 to 10 hours.

Campus \*

Training H S [999999001]

Training ISD [999999000]

Test Administration \*

MAR 2017 STAAR EOC

Click on the download button to view the Campus Test Status report for the Campus.

Download

##### Proctor Tickets

Test Administration \*

Select a Test Administration

Click on the download button to view the Proctor Tickets Report.

Download

# Online Testing: Groups

## Manage Online Testing Groups

- Edit existing online testing groups
- Create online testing groups

**NOTE:** Grade 3–8 students can be assigned to different testing groups by subject starting with the March 2017 administrations.

Online testing groups may also be established via upload file.

STAR Assessment Management System

Dashboard Profile TAMS Help Logout

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Users

Students

Test Admins

Online Testing

Manage Online Testing

LCS Management

Groups

Orders

Reports

Groups

Online Testing > Online Testing Groups > View & Edit Groups

Online testing groups can be used to organize students into groups for online testing. Online testing groups can also be managed through the Student Upload process, and in View Edit Students on the Tests tab.

Online Testing Groups

View & Edit Groups Create Group

To view the list of existing groups, select the criteria and click View Groups.

Test Administration \* MAR 2017 STAAR EOC

Campus \* Training HS [999999001]  
Training ISO [999999000]

Group Name  
Search Group Name

VIEW GROUPS

Results: 1

#	Group Name ▼	# Online Students	Actions
1	NO GROUP NAME GIVEN	1	

Download Groups

# Online Testing: Groups

## Edit Existing Groups

Assessment Management System

Dashboard Profile TAMS Help Logout

Program

Organizations

Users

Students

Test Admins

Online Testing

Manage Online Testing

LCS Management

**Groups**

Orders

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**Groups**

Online Testing Groups

View & Edit Groups Create Group

Online testing groups can be used to organize students into groups for online testing. Online testing groups can also be managed through the Student Upload process, and in View Edit Students on the Tests tab.

To view the list of existing groups, select the criteria and click View Groups.

Test Administration \* MAR 2017 STAAR EOC

Campus \* Training HS [999999001]

Training ISD [999999000]

Group Name

Search Group Name

VIEW GROUPS

Results: 6

#	Group Name	# Online Students	Actions
1	NO GROUP NAME GIVEN	1	
2	Test Group 2	1	
3	Test Group 3	1	
4	Test Group 4	1	
5	Test Group 5	1	
6	Test Group 6	1	

Download Groups

Click the **Edit** Icon to move students between groups



Online Testing

Manage Online Testing

LCS Management

**Groups**

Orders

Reports

**Group Properties**

Group Name Test Group 2

Campus Training HS

Test Administration MAR 2017 STAAR EOC

Select Students to add to the group

Use the following filters to search for students to add to the group.

Subject \* English I

Testing Grade \* EOC

Group All Groups

Personal Needs & Preferences (PNP)

☐ Content Supports (C) ☐ Language and Vocabulary Supports (L) ☐ Text-to-Speech (T)

Results from selected criteria: 2 students

Student	Group
<input type="checkbox"/> RAY GROSS PEIMS ID: ****0000	NO GROUP NAME GIVEN PNP: C,T
<input type="checkbox"/> RAY GROSS-THREE PEIMS ID: ****0003	Test Group 3 PNP: C,T

Students Enrolled in Test Group 2

Student	Subject	Testing Grade
<input type="checkbox"/> RAY GROSS-TWO PEIMS ID: ****0002	English I PNP: C,T	EOC

ADD TO REMOVE

CANCEL SAVE GROUP

# Online Testing: Groups

## Create New Groups

STAAR Assessment Management System

Dashboard Profile TAMS Help Logout

Program

Organizations

Users

Students

Test Admins

Online Testing

Manage Online Testing

LCS Management

**Groups**

Orders

Reports

**Groups**

Online Testing Groups

View & Edit Groups Create Group

Online testing groups can be used to organize students into groups for online testing. Online testing groups can also be managed through the Student Upload process, and in View Edit Students on the Tests tab.

Students can be added to or remove from online testing groups. Students who are removed from a group are automatically added to No group name given group.

Enter New Group Properties

Test Administration \* MAR 2017 STAAR EOC

Campus \* Training HS [999999001]

Group Name \* Test Group 7

CONTINUE

Click  
**CONTINUE** to  
create a new  
group and add  
students



Online Testing Groups

View & Edit Groups Create Group

Students can be added to or remove from online testing groups. Students who are removed from a group are automatically added to No group name given group.

Enter New Group Properties

Test Administration \* MAR 2017 STAAR EOC

Campus \* Training HS [999999001]

Group Name \* Test Group 7

Select Students to add to the group

Use the following filters to search for students to add to the group.

Subject \* English I

Testing Grade \* EOC

Group All Groups

Personal Needs & Preferences (PNP)

☐ Content Supports (C) ☐ Language and Vocabulary Supports (L) ☐ Text-to-Speech (T)

Results from selected criteria: 3 students

Student	Group
RAY GROSS PEIMS ID: *****0000	NO GROUP NAME GIVEN PNP: C,T
RAY GROSS-THREE PEIMS ID: *****0003	Test Group 3 PNP: C,T
RAY GROSS-TWO PEIMS ID: *****0002	Test Group 2 PNP: C,T

Students Enrolled in Test Group 7


Student	Subject	Testing Grade
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CANCEL SAVE GROUP

# Online Testing Preparation

## At least 2 Weeks Before Test Administration


- Ensure student data and online registrations are loaded to the Assessment Management System

 **Upload Students**

 > **Students** > **Upload Students**

Upload file to register students.










Select Test Admin \*



Please select the Test Admin

**Uploaded Files:**

There are currently **84** uploaded files. To view the details of the errors or conflicts, click on the number in the corresponding column.

#	Date ▲	Filename	Status	Uploads	Errors	Conflicts	Actions
1	12/01/2015	<a href="#">ZERO_upload_09-24-15.csv</a>		97/100	3	0	 
2	12/01/2015	<a href="#">ZERO_upload_09-24-15.csv</a>		97/100	3	0	 
3	12/01/2015	<a href="#">STUDENT_upload_09-19-15.csv</a>		1/100	99	0	 

# Online Testing Preparation

## At least 1 Week Before Test Administration

- Print student test tickets
  - Test tickets include login information, including student username, password, session ID, and embedded supports (PNP)
  - Store student test tickets in secure, locked storage

# Online Testing Preparation

## 1-3 Days Before Test Administration

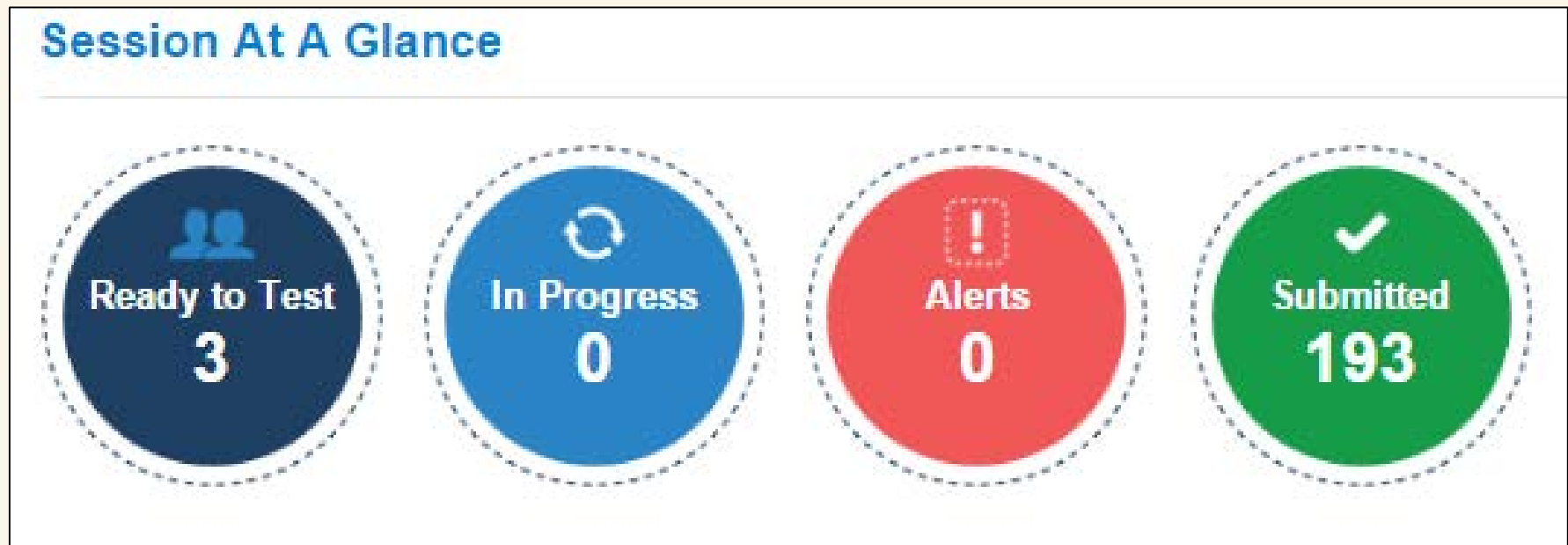
- Distribute test tickets
- Make final online testing environment preparations. (If using LCS, use the monitoring tool to ensure that the caching service is running)



# Online Testing Preparation

## Day of Testing

- Monitor and manage online test session in the Assessment Management System



# Online Testing Preparation

## Day of Testing

- Student Login Issues
  - Ensure that the student test ticket is available in the Assessment Management System
  - Confirm username, password, and session ID is being typed exactly as printed on the student test ticket
  - Exit and restart the STAAR Online Testing Platform
- General Troubleshooting
  - Follow any on-screen messages/instructions that appear
  - Have student logout of the test by selecting Logout (upper right)
  - Exit and restart the STAAR Online Testing Platform
  - Have the student log back in using the user name, password, and session ID on the student test ticket

**NOTE:** Contact the Texas Assessment Support Center for Tier 2 support if unresolved

# Online Testing Preparation

## Network or Power Outages

- If the Internet connection\* is not working properly, students will need to complete their tests at a later time
- Test response made prior to the interruption will be saved
- When the student resumes testing, he or she will be returned to the first unanswered question

\*LCS connection if LCS is being used

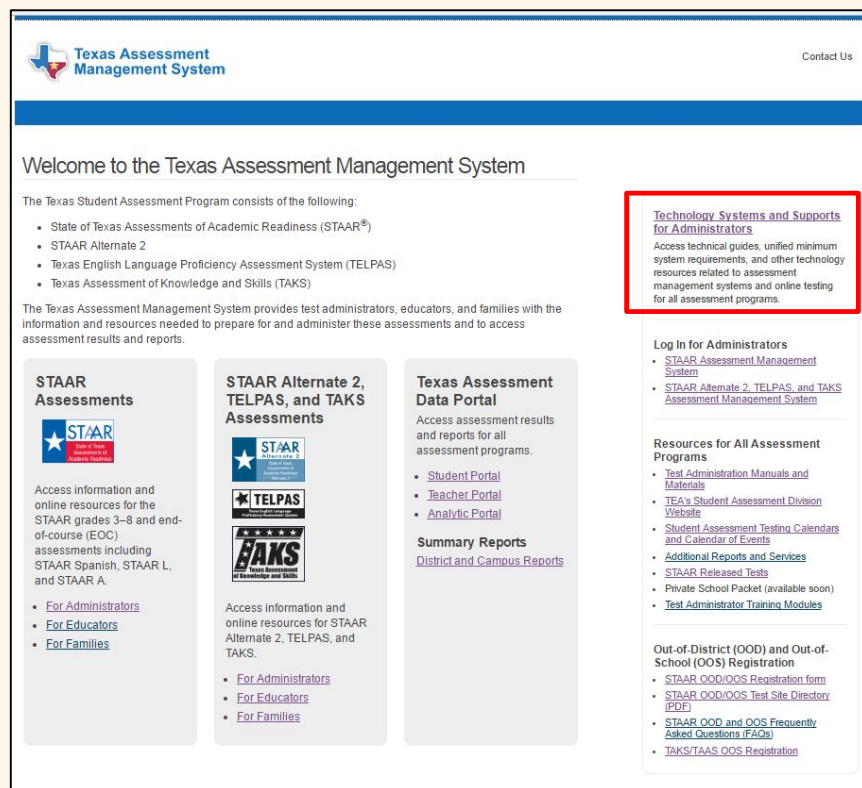
# Online Testing Preparation

## After Testing Has Completed

- LCS sites: verify all responses have been submitted
- Update online test attributes (accommodations, New to Texas, score codes) before the online testing window closes
- Perform post-administration resolution activities in the Assessment Management System
  - Resolve student test warnings
  - Update score codes, if necessary

# Technology Systems and Supports

<http://www.TexasAssessment.com/technology/>



**Texas Assessment Management System** Contact Us


## Welcome to the Texas Assessment Management System

The Texas Student Assessment Program consists of the following:

- State of Texas Assessments of Academic Readiness (STAAR®)
- STAAR Alternate 2
- Texas English Language Proficiency Assessment System (TELPAS)
- Texas Assessment of Knowledge and Skills (TAKS)

The Texas Assessment Management System provides test administrators, educators, and families with the information and resources needed to prepare for and administer these assessments and to access assessment results and reports.


### STAAR Assessments



Access information and online resources for the STAAR grades 3–8 and end-of-course (EOC) assessments including STAAR Spanish, STAAR L, and STAAR A.

- [For Administrators](#)
- [For Educators](#)
- [For Families](#)

### STAAR Alternate 2, TELPAS, and TAKS Assessments



Access information and online resources for STAAR Alternate 2, TELPAS, and TAKS.

- [For Administrators](#)
- [For Educators](#)
- [For Families](#)

### Texas Assessment Data Portal

Access assessment results and reports for all assessment programs.

- [Student Portal](#)
- [Teacher Portal](#)
- [Analytic Portal](#)

#### Summary Reports

[District and Campus Reports](#)

#### Log In for Administrators

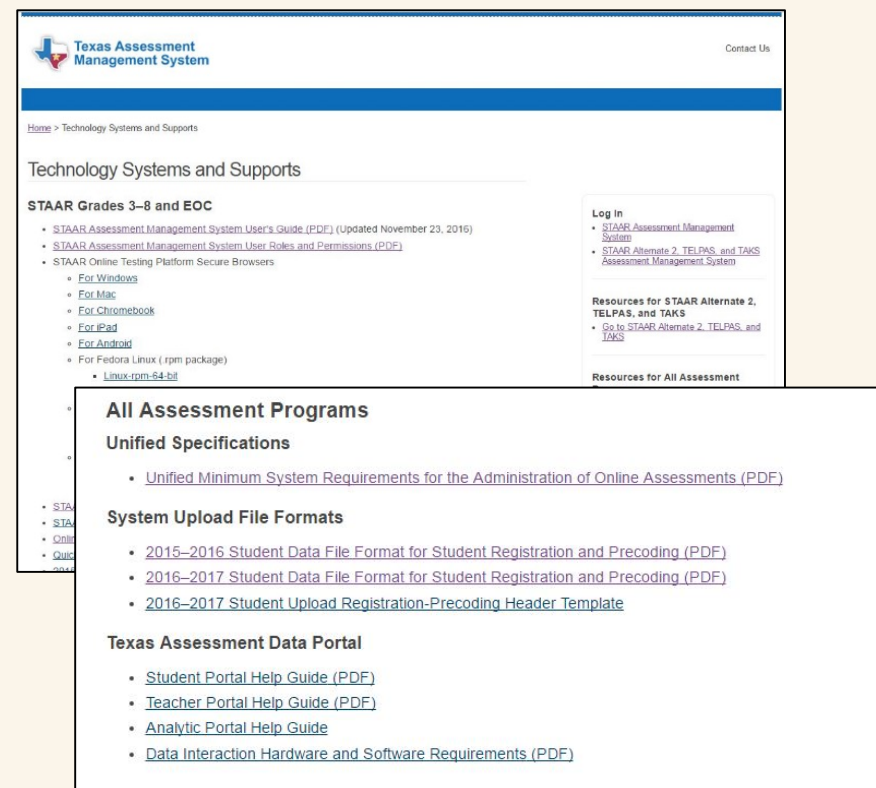
- [STAAR Assessment Management System](#)
- [STAAR Alternate 2, TELPAS, and TAKS Assessment Management System](#)

#### Resources for All Assessment Programs

- [Test Administration Manuals and Materials](#)
- [TEA's Student Assessment Division Website](#)
- [Student Assessment Testing Calendars and Calendar of Events](#)
- [Additional Reports and Services](#)
- [STAAR Released Tests](#)
- [Private School Packet](#) (available soon)
- [Test Administrator Training Modules](#)

#### Out-of-District (OOD) and Out-of-School (OOS) Registration

- [STAAR OOD/OOS Registration form](#)
- [STAAR OOD/OOS Test Site Directory \(PDF\)](#)
- [STAAR OOD and OOS Frequently Asked Questions \(FAQs\)](#)
- [TAKS/TAAS OOS Registration](#)



**Texas Assessment Management System** Contact Us

Home > Technology Systems and Supports

## Technology Systems and Supports

### STAAR Grades 3–8 and EOC

- [STAAR Assessment Management System User's Guide \(PDF\)](#) (Updated November 23, 2016)
- [STAAR Assessment Management System User Roles and Permissions \(PDF\)](#)
- STAAR Online Testing Platform Secure Browsers
  - [For Windows](#)
  - [For Mac](#)
  - [For Chromebook](#)
  - [For iPad](#)
  - [For Android](#)
  - For Fedora Linux (.rpm package)
    - [Linux.rpm-64-bit](#)

#### Log In

- [STAAR Assessment Management System](#)
- [STAAR Alternate 2, TELPAS, and TAKS Assessment Management System](#)

#### Resources for STAAR Alternate 2, TELPAS, and TAKS

- [Go to STAAR Alternate 2, TELPAS, and TAKS](#)

#### Resources for All Assessment

### All Assessment Programs

#### Unified Specifications

- [Unified Minimum System Requirements for the Administration of Online Assessments \(PDF\)](#)

#### System Upload File Formats

- [2015–2016 Student Data File Format for Student Registration and Precoding \(PDF\)](#)
- [2016–2017 Student Data File Format for Student Registration and Precoding \(PDF\)](#)
- [2016–2017 Student Upload Registration-Precoding Header Template](#)

#### Texas Assessment Data Portal

- [Student Portal Help Guide \(PDF\)](#)
- [Teacher Portal Help Guide \(PDF\)](#)
- [Analytic Portal Help Guide](#)
- [Data Interaction Hardware and Software Requirements \(PDF\)](#)

# Customer Support

## Texas Assessment Support Center

Monday–Friday 8:00 AM – 5:00 PM CT

Toll free: (855) 333-7770

E-mail: [STAAREOC@ets.org](mailto:STAAREOC@ets.org) or [STAAR3-8@ets.org](mailto:STAAR3-8@ets.org)

**Call or email the Texas Assessment Support Center for assistance with:**

- information about online testing or online testing procedures
- navigating the Assessment Management System
- managing examinee data
- setting up test sessions
- assigning usernames and passwords
- accessing resources
- questions about STAAR Online testing communications
- ordering additional braille materials
- setting up a test run of the STAAR Online Testing Platform
- network problems
- Local Caching Software (LCS) issues
- evaluating infrastructure
- hardware and software requirements or problems
- wireless networking issues
- technical emergencies
- solving online testing set-up issues

# STAAR Online Testing

TXOPSPM@ets.org

