STAAR
State of Texas Assessments of Academic Readiness

Instructions for Verifying Precoded Student Information

Your district will receive precoded answer documents that are based on information provided by your school district for the Public Education Information Management System (PEIMS) file on record at the Texas Education Agency, or information provided to the testing contractor by your school district. You will also receive a Campus Student Precoded Roster, which includes data on all students for whom precoded answer documents have been produced.

Student identification information and data on the precoded materials must be verified (and, if necessary, corrected) before testing begins. Only school personnel selected by the campus coordinator, in cooperation with the school principal, are permitted to verify and correct this information.

Verifying and Correcting Student Information on Precoded Answer Documents

Each student's name, PEIMS student identification number, and date of birth must be checked for accuracy and completeness, along with other information on the precoded answer documents (sex, enrolled grade, and demographic and program participation information). Use the gridding information in Appendix A of the *2018 District and Campus Coordinator Manual* and the instructions below to carry out this task. If you have not received a precoded answer document for a student who needs to test, you will need to hand-grid an answer document for that student.

If the information on a precoded answer document is correct and complete, that information should NOT be printed or hand-gridded on the front of the answer document.

To make corrections or additions to the information provided on the precoded answer document, follow these instructions.

❑ **Inaccurate student first and last name, PEIMS student identification number, or date of birth:**

Step 1: Void the precoded answer document by writing "VOID" in **large, bold** letters across the student information grids. Do not mark through the bar codes on the answer document.

Step 2: On a blank answer document, print and hand-grid the correct information in the appropriate fields. You must also print and hand-grid all other information and data from the precoded document or the Campus Student Precoded Roster. Use only a No. 2 pencil.

Step 3: Place all voided answer documents under a Voided Answer Document Identification (ID) Sheet and return with the **scorable** materials. Any unused precoded answer documents (student moved, tested in different mode, etc.) should also be voided and returned under a Voided Answer Document ID Sheet.

❑ **Any other inaccurate precoded information:**

Step 1: Retain the answer document.

Step 2: Hand-grid the correct information in the appropriate field on the answer document. Use only a No. 2 pencil. Do not hand-grid any field other than the one(s) being corrected.

Except for the student first and last name, PEIMS student identification number, and date of birth, information that is hand-gridded will override information precoded on the answer documents.

Hand-gridded information does not change student information contained in a PEIMS file at the Texas Education Agency; it only updates information for the current test administration.

It is important that a student's identification information be the same for all test administrations. Any changes to the student's name, PEIMS student identification number, or date of birth may result in multiple records for the student.

123749-110660 • BT1217E8.5 • Printed in U.S.A.
804192