



STAAR
Assessment
Management
System User's
Guide

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*.

NOTE: When returning materials for walk-in OOS/OOD examinees that tested at your campus, be sure to register the examinee in the STAAR Assessment Management System as an OOS tester (grade level set to OOS) prior to the close of the testing window, and include the examinee's mailing address when prompted to ensure the examinee's scores are mailed to them after scoring.

For information on registering students in the Assessment Management System, see the *Assessment Management System User's Guide*.

Group Answer Documents and Prepare ID sheets

Campuses testing registered OOS/OOD examinees will receive a packet of pre-printed identification (ID) sheets containing Class ID Sheets, Campus and Group ID Sheets, and Voided Answer Document ID Sheets for the home campus of each registered examinee in the shipment of precoded answer documents. Campus testing coordinators should use the appropriate ID sheets for each examinee as outlined below. When a pre-printed ID sheet is not available for the examinee's home campus, a blank ID sheet should be completed. 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 pre-printed or blank Class ID Sheet for each home district. When using a blank Class ID Sheet, indicate the 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 pre-printed or blank Campus and Group ID sheet for each home district for OOS/OOD examinees to indicate the

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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, pre-printed or blank Voided Answer Document ID sheet for OOS/OD examinees, if needed. Use the examinee's home district to complete the form.

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/OD examinees. Blank ADPL forms for each administration can be downloaded from the 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 county-district-campus (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/OD 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/OD Materials

Return the OOS/OD 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/OD home districts
- Testing district answer documents under completed ID sheets
- OOS/OD 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/OD home district

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