

Recording Time-to-Test Information on Answer Documents

For each student in your test administration room who is participating in a paper administration of STAAR, you must record the information described below.

- **Total testing time** – the amount of time a student spent from the actual start of testing until completion of testing, inclusive of break time that does not stop the time clock.

If a student completes the assessment in less than an hour, you will record the time-to-test as “60 minutes or less.”

If a student takes more than 60 minutes to complete the test, you will record the time-to-test in 15-minute increments.
- **Total break time** – the total amount of time a student spent on break(s) that did not stop the time clock.

Total break time should be recorded in five-minute increments.

The test administrator must record the time each student took to complete a test and the break time for each subject-area test taken in the AGENCY USE field on the student’s answer document. For ease of record-keeping, this may first be recorded on the testing roster or the seating chart and then transferred onto students’ answer documents. Testing start and stop times, as required, are collected on seating charts, so districts may find it convenient to record individual student testing time and break time on the seating chart and transfer this information onto students’ answer documents once testing has ended. Time-to-test and total break time must be marked in the AGENCY USE field on all answer documents before they are submitted for scoring.

Recording time-to-test on the answer document

Placement

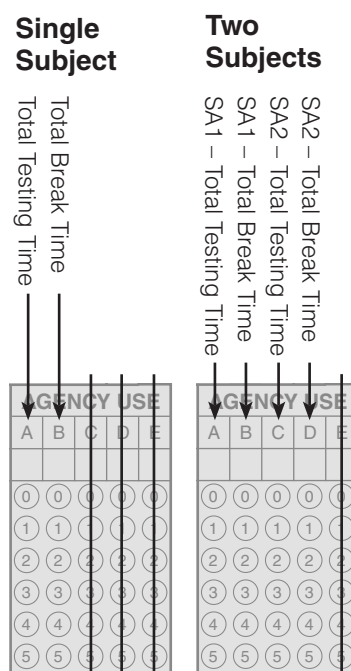
The directions below describe which columns you should use to mark the total testing time and the total break time taken by the student for each subject tested on the answer document. When answer documents contain more than one subject, consider the first subject-area test on the document as Subject Area 1 (SA1) and the second as Subject Area 2 (SA2).

Answer Document with a Single Subject-Area Test

- Column A SA1 Total testing time
- Column B SA1 Total break time
- Columns C, D, and E --- Remain blank

Answer Document with Two Subject-Area Tests

- Column A SA1 Total testing time
- Column B SA1 Total break time
- Column C SA2 Total testing time
- Column D SA2 Total break time
- Column E --- Remains blank



Marking Total Testing Time

Fill in the appropriate bubble in column A (single subject answer document) and columns A and C (two-subject answer document) to indicate the total number of minutes the student spent testing. Make sure the total includes any break time that does not stop the time clock.

- Bubble “0” — if total testing time was 60 minutes or less
- Bubble “1” — if total testing time was between 61 minutes and 75 minutes
- Bubble “2” — if total testing time was between 76 minutes and 90 minutes
- Bubble “3” — if total testing time was between 91 minutes and 105 minutes
- Bubble “4” — if total testing time was between 106 minutes and 120 minutes
- Bubble “5” — if total testing time was between 121 minutes and 135 minutes
- Bubble “6” — if total testing time was between 136 minutes and 150 minutes
- Bubble “7” — if total testing time was between 151 minutes and 165 minutes
- Bubble “8” — if total testing time was between 166 minutes and 180 minutes
- Bubble “9” — if total testing time was 181 minutes or more

Marking Total Break Time

Fill in the appropriate bubble in column B to indicate the total number of minutes the student spent taking breaks for the testing time measured in column A. Fill in the appropriate bubble in column D to indicate the total amount of minutes the student spent taking breaks for the testing time measured in column C.

- Bubble “0” — if total break time was 5 minutes or less
- Bubble “1” — if total break time was between 6 minutes and 10 minutes
- Bubble “2” — if total break time was between 11 minutes and 15 minutes
- Bubble “3” — if total break time was between 16 minutes and 20 minutes
- Bubble “4” — if total break time was between 21 minutes and 25 minutes
- Bubble “5” — if total break time was between 26 minutes and 30 minutes
- Bubble “6” — if total break time was between 31 minutes and 35 minutes
- Bubble “7” — if total break time was between 36 minutes and 40 minutes
- Bubble “8” — if total break time was between 41 minutes and 45 minutes
- Bubble “9” — if total break time was 46 minutes or more

Example

(Answer document with two subject-area tests)

On Tuesday, Student 1 began the mathematics test at 9:00 a.m. and completed testing at 10:00 a.m. The student took one 7-minute restroom break.

- Total testing time, with breaks included, is 60 minutes. The test administrator should mark bubble “0” in column A to indicate the student’s total testing time for mathematics was 60 minutes or less.
- Total break time is 7 minutes. The test administrator should mark bubble “1” in column B to show the student’s total break time during the mathematics test was between 6 and 10 minutes.

On Wednesday, Student 1 began the reading test at 9:00 a.m. and completed testing at 11:50 a.m. The student took a 12-minute snack break and a 5-minute stretch break.

- Total testing time, with breaks included, is 170 minutes. The test administrator should mark bubble “8” in column C to indicate the student’s total testing time for reading was between 166 and 180 minutes.
- Total break time is 17 minutes. The test administrator should mark bubble “3” in column D to show the student’s total break time during the reading test was between 16 and 20 minutes.

AGENCY USE				
A	B	C	D	E
●	0	0	0	0
1	●	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

AGENCY USE				
A	B	C	D	E
●	0	0	0	0
1	●	1	1	1
2	2	2	2	2
3	3	3	●	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	●	8	8
9	9	9	9	9