APPENDIX A

Gridding Information

Identification Information*

STAAR, STAAR SPANISH, STAAR L, STAAR A, STAAR ALTERNATE 2, or TELPAS

ANSWER DOCUMENT/ ONLINE RECORD HEADING	EXPLANATION	PEIMS DATA ELEMENT ID
	LAST-NAME	E0705
	FIRST-NAME	E0703
	MI (PEIMS ELEMENT IS MIDDLE-NAME)	E0704
	DISTRICT-NAME	E0213
	CAMPUS-NAME	E0267
	STUDENT-ID (AS USED FOR PEIMS) EITHER THE STUDENT'S SOCIAL SECURITY NUMBER OR A STATE-APPROVED ALTERNATIVE ID NUMBER CONSISTING OF AN "S" FOLLOWED BY EIGHT DIGITS	E0001
	SEX-CODE M = MALE F = FEMALE	E0004
	GRADE-LEVEL-CODE	E0017
	DATE-OF-BIRTH (MMDDYY)	E0006
	TEST FORM	n/a
	LOCAL-STUDENT-ID—ASSIGNED BY SCHOOL DISTRICT	E0923
ETH	HISPANIC-LATINO-CODE INDICATES A PERSON OF CUBAN, MEXICAN, PUERTO RICAN, SOUTH OR CENTRAL AMERICAN, OR OTHER SPANISH CULTURE OR ORIGIN, REGARDLESS OF RACE. 1 = HISPANIC/LATINO 0 = NOT HISPANIC/LATINO	E1064

*Not all codes are applicable to every testing program.

STAAR, STAAR SPANISH, STAAR L, STAAR A, STAAR ALTERNATE 2, or TELPAS		
ANSWER DOCUMENT/ ONLINE RECORD HEADING	EXPLANATION	PEIMS DATA ELEMENT ID
I	AMERICAN-INDIAN-ALASKA-NATIVE-CODE INDICATES A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AND SOUTH AMERICA (INCLUDING CENTRAL AMERICA). 1 = YES 0 = NO	E1059
A	ASIAN-CODE INDICATES A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF THE FAR EAST, SOUTHEAST ASIA, OR THE INDIAN SUBCONTINENT, INCLUDING, FOR EXAMPLE, CAMBODIA, CHINA, INDIA, JAPAN, KOREA, MALAYSIA, PAKISTAN, THE PHILIPPINE ISLANDS, THAILAND, AND VIETNAM. 1 = YES 0 = NO	E1060
B	BLACK-AFRICAN-AMERICAN-CODE INDICATES A PERSON HAVING ORIGINS IN ANY OF THE BLACK RACIAL GROUPS OF AFRICA. 1 = YES 0 = NO	E1061
P	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE INDICATES A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF HAWAII, GUAM, SAMOA, OR OTHER PACIFIC ISLANDS. 1 = YES 0 = NO	E1062
W	WHITE-CODE INDICATES A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF EUROPE, THE MIDDLE EAST, OR NORTH AFRICA. 1 = YES 0 = NO	E1063

*Not all codes are applicable to every testing program.

Program Information*

Program information submitted should reflect the student's status at the time of testing. Current information should be provided if the student is new to the district or if the student's program or demographic information has changed since the October 2014 PEIMS submission.

If a demographic or program information field is left blank for any student, data from the October 2014 PEIMS submission will be used to complete the field, if possible. If it is not possible to match a student's data to the appropriate PEIMS record, data from any field left blank will be aggregated and reported as "No information provided" for that data element.

STAAR, STAAR SPANISH, STAAR L, STAAR A, STAAR ALTERNATE 2, or TELPAS

ANSWER DOCUMENT/ ONLINE RECORD HEADING	EXPLANATION	PEIMS DATA ELEMENT ID
ED	ECONOMIC-DISADVANTAGE-INDICATOR-CODE (MARK ONE)	E0785
	01 = ELIGIBLE FOR FREE MEALS UNDER THE NATIONAL SCHOOL LUNCH AND CHILD NUTRITION PROGRAM	
	02 = ELIGIBLE FOR REDUCED-PRICE MEALS UNDER THE NATIONAL SCHOOL LUNCH AND CHILD NUTRITION PROGRAM	
	99 = OTHER ECONOMIC DISADVANTAGE	
	00 = NOT IDENTIFIED AS ECONOMICALLY DISADVANTAGED	
TIA	TITLE-I-PART-A-INDICATOR-CODE (MARK ONE)	E0894
	6 = STUDENT ATTENDS CAMPUS WITH SCHOOLWIDE PROGRAM	
	7 = STUDENT PARTICIPATES IN PROGRAM AT TARGETED ASSISTANCE SCHOOL	
	8 = STUDENT IS PREVIOUS PARTICIPANT IN PROGRAM AT TARGETED ASSISTANCE SCHOOL (NOT A CURRENT PARTICIPANT)	
	9 = STUDENT DOES NOT ATTEND A TITLE I, PART A SCHOOL BUT RECEIVES TITLE I, PART A SERVICES BECAUSE THE STUDENT IS HOMELESS	
	0 = STUDENT DOES NOT CURRENTLY PARTICIPATE IN AND HAS NOT PREVIOUSLY PARTICIPATED IN PROGRAM AT CURRENT CAMPUS	

*Not all codes are applicable to every testing program.

STAAR, STAAR SPANISH, STAAR L, STAAR A, STAAR ALTERNATE 2, or TELPAS		
ANSWER DOCUMENT/ ONLINE RECORD HEADING	EXPLANATION	PEIMS DATA ELEMENT ID
MS	MIGRANT-STUDENT-INDICATOR-CODE STUDENT HAS BEEN IDENTIFIED AS A MIGRANT STUDENT (MARK ONE) 1 = YES 0 = NO	E0984
L	LEP-INDICATOR-CODE STUDENT HAS BEEN IDENTIFIED AS LIMITED ENGLISH PROFICIENT BY THE LANGUAGE PROFICIENCY ASSESSMENT COMMITTEE (LPAC) (MARK ONE) C = STUDENT IS CURRENTLY IDENTIFIED AS LEP (INCLUDES STUDENTS WITH PARENTAL DENIALS). M1 = STUDENT HAS MET CRITERIA FOR BILINGUAL/ESL PROGRAM EXIT, IS NO LONGER CLASSIFIED AS LEP IN PEIMS, AND IS IN HIS OR HER **FIRST** YEAR OF MONITORING AS REQUIRED BY 19 TAC §89.1220(L). M2 = STUDENT HAS MET CRITERIA FOR BILINGUAL/ESL PROGRAM EXIT, IS NO LONGER CLASSIFIED AS LEP IN PEIMS, AND IS IN HIS OR HER **SECOND** YEAR OF MONITORING. 0 = ALL OTHER ENROLLED STUDENTS **NOTES:** 1. MARK M1 OR M2 IF A STUDENT IS IN THE FIRST OR SECOND YEAR OF MONITORING BUT IS INCORRECTLY IDENTIFIED AS LEP IN PEIMS. 2. THE M1 AND M2 CATEGORIES INCLUDE STUDENTS WITH PARENTAL DENIALS WHO HAVE MET THE STATE CRITERIA FOR RECLASSIFICATION AS NON-LEP AND ARE IN THEIR FIRST OR SECOND YEAR OF MONITORING. 3. THIS INFORMATION IS NOT COLLECTED FOR TELPAS. ALL STUDENTS TAKING TELPAS ARE LIMITED ENGLISH PROFICIENT.	
B	BILINGUAL-PROGRAM-CODE (MARK ONE) 2 = TRANSITIONAL BILINGUAL/EARLY EXIT 3 = TRANSITIONAL BILINGUAL/LATE EXIT 4 = DUAL LANGUAGE IMMERSION/TWO-WAY 5 = DUAL LANGUAGE IMMERSION/ONE WAY 0 = STUDENT DOES NOT PARTICIPATE IN A BILINGUAL EDUCATION PROGRAM	E1042
ESL	ESL-PROGRAM-TYPE-CODE (MARK ONE) 2 = ENGLISH AS A SECOND LANGUAGE/CONTENT-BASED 3 = ENGLISH AS A SECOND LANGUAGE/PULL-OUT 0 = STUDENT DOES NOT PARTICIPATE IN AN ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM **NOTE:** FOR BILINGUAL OR ESL STUDENTS, PROGRAM INFORMATION SHOULD REFLECT ENROLLMENT IN **EITHER** A BILINGUAL **OR** AN ESL PROGRAM.	E1043

STAAR, STAAR SPANISH, STAAR L, STAAR A, STAAR ALTERNATE 2, or TELPAS

ANSWER DOCUMENT/ ONLINE RECORD HEADING	EXPLANATION	PEIMS DATA ELEMENT ID
SE	SPECIAL-ED-INDICATOR-CODE **NOTE:** DOES NOT APPLY TO STAAR ALTERNATE 2. (MARK ONE)	E0794

    1 = STUDENT IS PARTICIPATING IN A SPECIAL EDUCATION PROGRAM

    0 = STUDENT IS NOT PARTICIPATING IN A SPECIAL EDUCATION PROGRAM

| G/T | GIFTED-TALENTED-INDICATOR-CODE **NOTE:** DOES NOT APPLY TO STAAR ALTERNATE 2. STUDENT IS PARTICIPATING IN A STATE-APPROVED GIFTED/TALENTED PROGRAM (MARK ONE) | E0034 |

    1 = YES
    0 = NO

| AR | AT-RISK-INDICATOR-CODE **NOTE:** DOES NOT APPLY TO STAAR ALTERNATE 2. STUDENT IS DESIGNATED AS BEING AT RISK OF DROPPING OUT OF SCHOOL UNDER STATE-MANDATED ACADEMIC CRITERIA ONLY (MARK ONE) | E0919 |

    1 = YES
    0 = NO

| CT | CAREER-AND-TECHNICAL-ED-IND-CODE **NOTE:** GRADES 6–12, OS, ALL PROGRAMS. INDICATES WHETHER STUDENT IS ENROLLED IN ONE OR MORE STATE-APPROVED VOCATIONAL EDUCATION COURSES (MARK ONE) | E0031 |

    1 = ENROLLED IN ONE OR MORE STATE-APPROVED CAREER AND TECHNICAL COURSES AS AN ELECTIVE

    2 = PARTICIPANT IN THE DISTRICT'S CAREER AND TECHNICAL COHERENT SEQUENCE OF COURSES PROGRAM

    3 = PARTICIPANT IN THE DISTRICT'S TECH PREP PROGRAM

    0 = NO PARTICIPATION IN CAREER AND TECHNICAL COURSES

| PD | PARENTAL DENIAL (CODE C, PARENTAL-PERMISSION-CODE) (MARK ONE) | E0896 |

    1 = PARENT OR GUARDIAN HAS DENIED PLACEMENT OF STUDENT IN ANY SPECIAL LANGUAGE PROGRAM

    0 = PARENT OR GUARDIAN HAS NOT DENIED PLACEMENT OF STUDENT IN ANY SPECIAL LANGUAGE PROGRAM

Scoring Information*

STAAR, STAAR SPANISH, STAAR L, STAAR A, STAAR ALTERNATE 2, or TELPAS

ANSWER DOCUMENT/ ONLINE RECORD HEADING	EXPLANATION

ACCOMMODATIONS FOR STAAR:

<u>TYPE 1 AND TYPE 2 ACCOMMODATIONS</u>

MARK THE GA BUBBLE TO INDICATE THAT A TYPE 1 OR TYPE 2 ACCOMMODATION NOT LISTED BELOW WAS AVAILABLE TO THE STUDENT.

GA = GENERAL ACCOMMODATION

MARK THE ACCOMMODATION BUBBLE (BR, LP, OA, AND/OR XD) IF ANY OF THESE SPECIFIC ACCOMMODATIONS WERE AVAILABLE TO A STUDENT.

BR = BRAILLE ADMINISTRATION
LP = LARGE PRINT ADMINISTRATION
OA = ORAL ADMINISTRATION
XD = EXTRA DAY

<u>LINGUISTIC ACCOMMODATIONS</u>

MARK THE LA BUBBLE TO INDICATE THAT A LINGUISTIC ACCOMMODATION WAS AVAILABLE TO A STUDENT.

LA = LINGUISTIC ACCOMMODATION

NOTE: REFER TO THE ACCOMMODATION RESOURCES WEBPAGE FOR MORE INFORMATION REGARDING ACCOMMODATIONS.

*Not all codes are applicable to every testing program.

ACCOMMODATIONS FOR STAAR ALTERNATE 2:

IF ANY OF THESE SPECIFIC ACCOMMODATIONS WERE AVAILABLE TO A STUDENT, SELECT 1 = YES.

COLOR OR HIGHLIGHT
COLOR OVERLAYS
PHOTOCOPY OR CUT OUT
PHOTOGRAPHS OR OBJECTS
TEXTURED MATERIALS
DEMONSTRATE
RAISE OR DARKEN OUTLINE
ENLARGE
BRAILLE
DESCRIBE IMAGES
PRESENTATION
ISOLATE IMAGES
PICTURE REPRESENTATIONS
REREAD TEXT

STAAR, STAAR SPANISH, STAAR L, STAAR A, STAAR ALTERNATE 2, or TELPAS

ANSWER DOCUMENT/
ONLINE RECORD
HEADING   EXPLANATION

STAAR, STAAR SPANISH, STAAR L, STAAR A, AND STAAR ALTERNATE 2:

W = WRITING   M = MATHEMATICS
R = READING   SS = SOCIAL STUDIES
S = SCIENCE

(MARK ONLY ONE SCORE CODE FOR EACH SUBJECT AREA)

SCORE CODE

A = ABSENT (DO NOT MARK IF AN ELIGIBLE STUDENT WILL TAKE A MAKE-UP TEST.)

O = OTHER, SUCH AS TEST ADMINISTRATION IRREGULARITY OR ILLNESS DURING TESTING.

∗ = THE STUDENT DID NOT TEST ON THE ANSWER DOCUMENT FOR THE SUBJECT INDICATED.

S = TEST TO BE SCORED.

R = THE ARD COMMITTEE HAS DETERMINED THAT STAAR A IS NOT THE APPROPRIATE ASSESSMENT FOR SSI RETEST OPPORTUNITIES; THE STUDENT MEETS PARTICIPATION REQUIREMENTS FOR STAAR ALTERNATE 2.

PW = PARENTAL WAIVER: A PARENT OR GUARDIAN REQUESTED THAT A STUDENT NOT PARTICIPATE IN THE THIRD SSI TESTING OPPORTUNITY FOR STAAR OR STAAR A.

M = MEDICAL EXCEPTION: STUDENT DOES NOT PARTICIPATE IN THE STAAR ALTERNATE 2 ASSESSMENT ON THE BASIS OF THE STUDENT'S MEDICAL CONDITION, AS DETERMINED BY THE ARD COMMITTEE AND DOCUMENTED IN THE STUDENT'S IEP. A DECISION NOT TO ASSESS A STUDENT SHOULD BE RARE.

N = NO AUTHENTIC ACADEMIC RESPONSE: STUDENT DOES NOT PARTICIPATE IN THE STAAR ALTERNATE 2 ASSESSMENT ON THE BASIS OF THE STUDENT'S DISABILITY, AS DETERMINED BY THE ARD COMMITTEE AND DOCUMENTED IN THE STUDENT'S IEP. A DECISION NOT TO ASSESS A STUDENT SHOULD BE RARE.

HIGH SCHOOL EQUIVALENCY PROGRAM (HSEP)

MARK (ALONG WITH THE "O" SCORE CODE) IF A STUDENT WHO IS COURT-ORDERED TO PARTICIPATE IN AN AUTHORIZED HIGH SCHOOL EQUIVALENCY PROGRAM QUALIFIES TO BE AND IS EXCUSED FROM TAKING THE TEST.

SUBSTITUTE ASSESSMENT

MARK (ALONG WITH THE "O" SCORE CODE) IF A STUDENT IS EXCUSED FROM TAKING THE TEST BECAUSE THE STUDENT HAS TAKEN AND PASSED AN ASSESSMENT THAT WILL SUBSTITUTE FOR A STAAR EOC ASSESSMENT.

STAAR, STAAR SPANISH, STAAR L, STAAR A, STAAR ALTERNATE 2, or TELPAS

ANSWER DOCUMENT/ ONLINE RECORD HEADING	EXPLANATION

TEST TAKEN INFO:

STAAR
FOR EACH SUBJECT AREA TEST ADMINISTERED, MARK WHICH OF THE FOLLOWING TESTS WAS TAKEN. (MARK ONE)

    EN = ENGLISH VERSION OF STAAR

    SP = STAAR SPANISH

FORM # = WRITE THE NUMBER OF THE FORM THE STUDENT USED, AND MARK THE BUBBLES ACCORDINGLY

EOC/ABOVE GRADE
MARK THIS BUBBLE ON THE STUDENT'S ENROLLED GRADE ANSWER DOCUMENT IF STUDENT TOOK THE TEST ABOVE GRADE.

TEST DATE FIELD:

STAAR EOC
THE TEST DATE FIELD INDICATES THE DAY ON WHICH THE STUDENT TESTED. COMPLETE THIS FIELD BY WRITING THE NUMBERS FOR THE DAY OF THE MONTH AND THEN FILLING IN THE CORRESPONDING BUBBLES BELOW.

TELPAS

ONLINE CODING	EXPLANATION

TELPAS

RATER INFORMATION QUESTION A
THIS FIELD INDICATES THE ROLE THAT BEST DESCRIBES THE RELATIONSHIP OF THE RATER TO THE STUDENT.

1 = BILINGUAL EDUCATION TEACHER
2 = ESL TEACHER
3 = ELEMENTARY EDUCATION TEACHER
4 = MS OR HS GENERAL ED TEACHER OF CORE SUBJECTS
5 = SPECIAL EDUCATION TEACHER
6 = GIFTED AND TALENTED TEACHER
7 = TEACHER OF ENRICHMENT SUBJECTS

RATER INFORMATION QUESTION B
THIS FIELD INDICATES WHETHER THE RATER COLLABORATED WITH OTHERS FAMILIAR WITH THE STUDENT'S PROGRESS IN LEARNING ENGLISH.

1 = YES
2 = NO

SCORE CODE:
LISTENING, SPEAKING, WRITING

B = BEGINNING
I = INTERMEDIATE
A = ADVANCED
H = ADVANCED HIGH
E = EXTENUATING CIRCUMSTANCES
X = ARD DECISION

READING (K–1)

B = BEGINNING
I = INTERMEDIATE
A = ADVANCED
H = ADVANCED HIGH
E = EXTENUATING CIRCUMSTANCES
X = ARD DECISION

READING (2–12)

A = ABSENT
X = ARD DECISION
O = OTHER, STUDENT NOT TO BE SCORED

TELPAS

ONLINE
CODING   EXPLANATION

ACCOMMODATIONS FOR TELPAS:

TYPE 1 AND TYPE 2 ACCOMMODATIONS

SELECT GA FROM THE DROP-DOWN MENU TO INDICATE THAT A TYPE 1 OR TYPE 2 ACCOMMODATION NOT LISTED BELOW WAS AVAILABLE TO THE STUDENT.

GA = GENERAL ACCOMMODATION

SELECT THE ACCOMMODATION FROM THE DROP-DOWN MENU (LP AND/OR XD) IF THESE SPECIFIC ACCOMMODATIONS WERE AVAILABLE TO A STUDENT.

LP = LARGE PRINT ADMINISTRATION

XD = EXTRA DAY

YEARS IN U.S. SCHOOLS (GRADES 1–12 ONLY)

AN ELL MUST BE ENROLLED FOR 60 CONSECUTIVE DAYS IN A SCHOOL YEAR FOR THAT SCHOOL YEAR TO COUNT AS ONE YEAR IN THE CALCULATION OF YEARS IN U.S. SCHOOLS. THEREFORE, ELL STUDENTS ENROLLING IN U.S. SCHOOLS WITHIN THE LAST 60 SCHOOL DAYS OF A SCHOOL YEAR WILL BE CONSIDERED TO BE IN THEIR FIRST YEAR IN U.S. SCHOOLS FOR THE FOLLOWING SCHOOL YEAR.

DO NOT INCLUDE KINDERGARTEN OR PREKINDERGARTEN IN COUNTING THE YEARS IN U.S. SCHOOLS OF ELL STUDENTS IN GRADES 1–12. CONSIDER GRADE 1 AS THE FIRST YEAR FOR STUDENTS ENROLLED IN U.S. SCHOOLS SINCE KINDERGARTEN OR BEFORE.

0 = FIRST ENROLLED IN U.S. SCHOOLS DURING THE SECOND SEMESTER OF THE 2014–2015 SCHOOL YEAR

1 = FIRST ENROLLED IN U.S. SCHOOLS DURING THE FIRST SEMESTER OF THE 2014–2015 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

TELPAS

ONLINE CODING	EXPLANATION

UNSCHOOLED ASYLEES/REFUGEES AND STUDENTS WITH INTERRUPTED FORMAL SCHOOLING (SIFE):

UNSCHOOLED ASYLEES/REFUGEES ARE ELLS WHO ARE DETERMINED TO BE UNSCHOOLED ASYLEES OR REFUGEES IN ACCORDANCE WITH STATE-ESTABLISHED CRITERIA. THESE STUDENTS LACK LITERACY SKILLS IN THEIR FIRST LANGUAGE AND BASIC SUBJECT-MATTER KNOWLEDGE AND SKILLS. THEY MAY ALSO LACK BASIC SOCIAL SKILLS AND HAVE EXPERIENCED EMOTIONAL TRAUMA AS A RESULT OF THEIR PREVIOUS CIRCUMSTANCES. IT IS HIGHLY CRITICAL THAT THIS CATEGORY BE CODED ACCURATELY FOR PROPER IDENTIFICATION OF THESE STUDENTS.

SIFE STUDENTS ARE ELLS WHO ATTEND SCHOOL IN THE U.S., WITHDRAW AND LEAVE THE U.S. FOR A PERIOD OF TIME, AND THEN RETURN TO THE U.S. THE PERIOD OF TIME OUTSIDE OF THE U.S. AND/OR THE NUMBER OF TIMES THE STUDENT IS WITHDRAWN FROM U.S. SCHOOLS IS SIGNIFICANT ENOUGH THAT GROWTH IN ENGLISH AND LEARNING OF SUBJECT MATTER ARE AFFECTED. THESE ELLS MAY ALSO COME TO THE U.S. WITH LIMITED OR NO PRIOR SCHOOLING. THEY LACK LITERACY SKILLS IN THEIR FIRST LANGUAGE, BASIC SUBJECT-MATTER KNOWLEDGE AND SKILLS, AND/OR BASIC SOCIAL SKILLS. FOR THE PURPOSE OF THIS DATA COLLECTION, INCLUDE ELLS WHO DID NOT ATTEND SCHOOL FOR A PERIOD OF TIME SUCH THAT THE ABILITY TO LEARN ENGLISH AND NEW GRADE LEVEL SUBJECT-MATTER KNOWLEDGE AND SKILLS IS SIGNIFICANTLY AFFECTED.

1. THIS EXTENUATING CIRCUMSTANCES DATA CAN BE SUBMITTED AND UPDATED THROUGH THE STUDENT DATA UPLOAD PROCESS.

2. THIS EXTENUATING CIRCUMSTANCES DATA CAN ALSO BE ENTERED ON THE TELPAS STUDENT REGISTRATION DETAILS PAGE OF THE ASSESSMENT MANAGEMENT SYSTEM. TO SUBMIT THIS INFORMATION FOR ELLS WITH EXTENUATING NEEDS, SELECT "1 = YES" IN THE FIELD FOR THE APPLICABLE SPECIAL CIRCUMSTANCE(S). FOR EXAMPLE, IF AN ELL MEETS THE ELIGIBILITY CRITERIA TO QUALIFY AS AN UNSCHOOLED ASYLEE/REFUGEE, SELECT "1 = YES" IN THE FIELD LABELED "UNSCHOOLED ASYLEE/REFUGEE."

UNSCHOOLED ASYLEE/REFUGEE
  1 = YES, APPLICABLE SPECIAL CIRCUMSTANCE

BLANK OR 0 = NOT APPLICABLE

STUDENTS WITH INTERRUPTED FORMAL SCHOOLING (SIFE)
  1 = YES, APPLICABLE SPECIAL CIRCUMSTANCE

BLANK OR 0 = NOT APPLICABLE

APPENDIX B

Answer Document Score Code Information

Overview

STAAR assessments for grades 3–8 and end-of-course (EOC), as well as the format (paper or online) in which they are administered, are listed below. STAAR Alternate 2 is administered separately from the STAAR tests and is not included in the table. This appendix covers additional information about submitting answer documents, gridding codes on the answer documents, and submitting online tests and score codes.

Grades 3–8

Test Administration	Grade	Paper Testing		Online Testing	
		Subject	Test Version	Subject	Test Version
March Grades 4, 5, 7, and 8	4	Writing*	STAAR	Writing	STAAR A
	5	Mathematics* and Reading*	STAAR	Mathematics	STAAR L
				Mathematics and Reading	STAAR A
	7	Writing	STAAR	Writing	STAAR A
	8	Mathematics and Reading	STAAR	Mathematics	STAAR L
				Mathematics and Reading	STAAR A
April Grades 3–8	3	Mathematics* and Reading*	STAAR	Mathematics	STAAR L
				Mathematics and Reading	STAAR A
	4	Mathematics* and Reading*	STAAR	Mathematics	STAAR L
				Mathematics and Reading	STAAR A
	5	Science*	STAAR	Science	STAAR L
					STAAR A
	6	Mathematics and Reading	STAAR	Mathematics	STAAR L
				Mathematics and Reading	STAAR A
	7	Mathematics and Reading	STAAR	Mathematics	STAAR L
				Mathematics and Reading	STAAR A
	8	Social Studies and Science	STAAR	Social Studies and Science	STAAR L
					STAAR A
May/June Grades 5 and 8	5	Reading*	STAAR	Reading	STAAR A
	8	Reading	STAAR	Reading	STAAR A

*both English and Spanish versions

End-of-Course

Test Administration	Subject	Paper Test Version	Online Test Version
March	English I	STAAR	STAAR
			STAAR A
	English II	STAAR	STAAR
			STAAR A
May	Algebra I	STAAR	STAAR
			STAAR L
			STAAR A
	Biology	STAAR	STAAR
			STAAR L
			STAAR A
	U.S. History	STAAR	STAAR
			STAAR L
			STAAR A
July/December	English I	STAAR	STAAR
			STAAR A
	English II	STAAR	STAAR
			STAAR A
	Algebra I	STAAR	STAAR
			STAAR L
			STAAR A
	Biology	STAAR	STAAR
			STAAR L
			STAAR A
	U.S. History	STAAR	STAAR
			STAAR L
			STAAR A

General Information about Answer Document Submission

It is important to properly grid the score codes and associated fields used for scoring so that students will receive correct results and districts will receive accurate information that will be used for various state and federal reporting purposes. It is also important to submit only the answer documents that should be processed in order to avoid duplicate records and to have the appropriate assessment information. The following are some general rules regarding the submission of answer documents and gridding of score codes. Refer to pages S44–S50 of this manual for information about gridding the Test Taken Information fields, accommodations, etc.
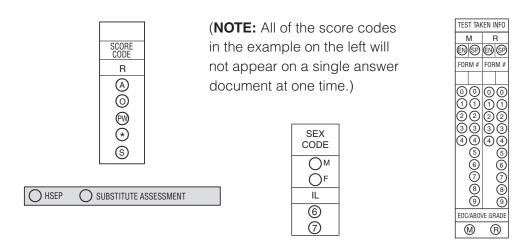
- Do **NOT** submit an answer document for a student who is assessed with STAAR Alternate 2. Doing so may result in duplicate records and inaccurate assessment information.

- Do **NOT** submit an answer document for a student who is taking all tests online. Doing so may result in duplicate records and inaccurate assessment information. For example, if a grade 6 student is taking STAAR L online for mathematics and STAAR A online for reading, then do not submit an answer document for the student.

- Do **NOT** submit an answer document for a student who is no longer enrolled in your district at the time of testing. Doing so may result in duplicate records and inaccurate assessment information. Answer documents for students no longer enrolled must be voided.

- Do **NOT** submit an answer document for a student who has previously taken a STAAR, STAAR L, or STAAR A EOC assessment and passed the test. If a student has previously passed a STAAR, STAAR L, or STAAR A assessment and retakes the test, the student's results will show "Previously Passed" rather than providing a score.

- Do **NOT** submit an answer document in a retest administration for a student who has previously taken a STAAR or STAAR A grade 5 or 8 reading assessment and passed the test. If a student has previously passed a STAAR or STAAR A assessment and retakes the test, the student's results will show "Previously Passed" rather than providing a score.

- Do **NOT** submit an answer document in a retest administration for a student who tested above grade in grade 5 or 8 reading and did not pass. Students testing above grade at grades 5 and 8 are not held to SSI requirements.

- Do **NOT** submit an on-grade-level answer document for a student who is taking all tests above his or her enrolled grade level. For example, if a student is enrolled in grade 6 and takes reading at grade 7 and mathematics at grade 8, submit the grade 7 and grade 8 answer document and void the grade 6 answer document.

- Do **NOT** submit an answer document for a student who does not show up for the July EOC test administration. There is no "A" (Absent) score code on the answer documents for the July EOC test administration. Void the answer document; the student will receive a precoded answer document for December based on a document being submitted for the spring EOC administration.

For the situations above, if there was a precoded answer document supplied, return it under the Voided Answer Document ID sheet. Unused precoded labels should be voided and returned with the nonscorable materials.

Proper Use of Score Codes

Grid one (and only one) score code per subject. Leaving the score code blank may result in inaccurate assessment information. The following are general guidelines in determining which score code to use.

(**NOTE:** All of the score codes in the example on the left will not appear on a single answer document at one time.)

- If the student took the subject-area test and the test is to be scored, mark the "S" score code.

- If the student was absent from the test during the entire testing window and is enrolled in your school district, mark the "A" score code. This includes grades 5 and 8 students who do not show up for the June retest.

- If the student is taking an online test in one subject and is taking the other subject on paper within the same administration, mark the "*" score code for the subject that is being taken online. For example, if a grade 4 student is taking STAAR L mathematics online and STAAR reading on paper, grid the "*" score code for mathematics and the "S" score code for reading on the answer document.

- If the student is not taking a test due to a parental waiver for the June grades 5 and 8 reading retest administration, mark the "PW" score code.

- The most common uses of the "O" score code include the following.

  - A student became ill during the test and was not able to finish.

  - There was a testing irregularity (e.g., the student cheated on the test).

- A student who is court-ordered to participate in an authorized high school equivalency program (HSEP) qualifies to be, and is excused from, taking the test according to 19 TAC §89.1409. Mark the "HSEP" bubble along with the "O" score code (EOC only).

- A student took an approved substitute assessment and met the required score indicated in 19 TAC §101.4002. Mark the "SUBSTITUTE ASSESSMENT" bubble along with the "O" score code (EOC only). This is necessary only one time.

- A student is tested on grade level for one subject and is testing above grade level for the other subject. Mark the "EOC/ABOVE GRADE" bubble on the on-grade-level answer document for the subject the student is taking above grade level and mark the "O" score code. For example, if a grade 7 student is taking grade 8 mathematics and grade 7 reading, grid the "S" score code on the grade 7 answer document for reading and the "O" score code for mathematics. Mark the "O" score code on the grade 8 answer document for reading that the student took on the grade 7 answer document. Do not grid "EOC/ABOVE GRADE" on the grade 8 answer document.

- A student is being instructed in the TEKS above grade level for grades 4 or 7 writing or grade 5 science and will therefore not be taking the grade-level test. Mark the "O" score code and the applicable "IL" (Instructional Level) field on the student's on-grade-level answer document.

- A student takes one day of the grade 4 or 7 writing test but is absent during the rest of the testing window. Mark the "O" score code.

Online Test Submission and Score Code Information

Below is a list of the most common instances when you should **NOT** submit a record for a student who is registered to take an online test. In these cases, if the student was placed in a test session, remove the student from the test session. Do **NOT** submit an online test if
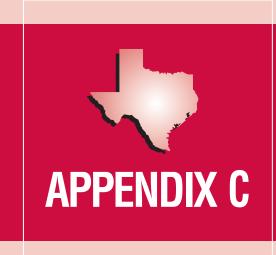
- the student is taking all tests on paper;

- the student is not enrolled in your district at the time of testing;

- the student has previously taken a STAAR, STAAR L, or STAAR A EOC assessment and passed the test;

- the student has previously taken a STAAR or STAAR A grade 5 or 8 reading assessment and passed the test (within the same school year); or

- the student does not show up for the July EOC test administration.

When a student tests online, the "S" score code does not need to be marked in order to have the test scored. The test will automatically be scored if the test is submitted by the student or test administrator, and a score code other than "S" has not been entered. The following are instances when the test should be marked complete and a score code (other than "S") should be used (provided that an answer document was not submitted).

- If the student was not able to finish the test due to illness or a testing irregularity, select the "O" score code.

- If the student is court-ordered to participate in an authorized high school equivalency program (HSEP) and qualifies to be, and is excused from, taking the test according to 19 TAC §89.1409, select "HSEP" along with the "O" score code (EOC only).

- If the student took an approved substitute assessment and met the required score indicated in 19 TAC §101.4002, select "SUBSTITUTE ASSESSMENT" along with the "O" score code (EOC only). This is necessary only one time.

- If the student was absent from the test during the entire testing window and is enrolled in your school district, select the "A" score code. This includes grades 5 and 8 students who do not show up for the June retest.

- If the ARD committee has determined that STAAR A is not the appropriate assessment and the student meets participation requirements for STAAR Alternate 2, then the "R" score code should be selected. For example, if a student eligible for STAAR Alternate 2 moves into your district after the STAAR Alternate 2 test administration has ended, then use the "R" score code to indicate that the student meets the STAAR Alternate 2 requirements but was not assessed because the student enrolled after the window for STAAR Alternate 2 was closed.

- If the student is not taking the June grades 5 or 8 reading retest due to a parental waiver, select the "PW" score code.

For the items above, make sure that an answer document is **NOT** being submitted for the student. Void the answer document if the online record is being submitted. If the student has tested one subject on an answer document and a score code other than "S" is appropriate for the other subject, mark the score code for the other subject on the answer document rather than submitting an online test for that subject.

APPENDIX C

Oral/Signed Administration

NOTE: All references to reading support during an oral administration also apply to signing during a signed administration. The information in this appendix applies to assessments within the STAAR program that do not include online assistance.

> For information about an oral administration, district and campus coordinators should read these instructions as well as the Oral/Signed Administration accommodation policy found on the Accommodations for Students with Disabilities webpage. For more information about a signed administration to students who are deaf or hard of hearing, district and campus coordinators should also read the General Instructions for Administering State Assessments to Students Who are Deaf or Hard of Hearing document, also found on the Accommodations for Students with Disabilities webpage. The campus coordinator will provide training in the procedures specific to an oral administration as outlined in this appendix and the documents referenced above.

For the purposes of this appendix, oral administration refers to the testing accommodation in which a test administrator provides reading support through speech and/or signing to a student who meets the eligibility criteria. The eligibility criteria are located in the Oral/Signed Administration accommodation policy found on the Accommodations for Students with Disabilities webpage. During this type of oral administration, the test administrator may read aloud all or only certain parts of a state assessment, as noted on the next page. This appendix does not address the functionality of the standardized oral administration (SOA), which is offered statewide as an online option for oral administration in several grades and subjects in the 2015 calendar year, STAAR A, or STAAR L. Additional information about SOA can be found on the Standardized Oral Administration webpage. Additional information about STAAR A can be found on the STAAR A webpage. Additional information about STAAR L can be found on the ELL webpage.

NOTE: For oral administration information about students taking a STAAR A assessment, refer to the *STAAR A Supplement for Paper Administrations*.

STAAR and STAAR Spanish mathematics (grades 3–8 and Algebra I)

✓ Test questions, answer choices, and required reference materials may be read aloud to a student

STAAR and STAAR Spanish science (grades 5 and 8 and biology)

✓ Test questions, answer choices, and required reference materials may be read aloud to a student

STAAR social studies (grade 8 and U.S. history)

✓ Test questions and answer choices may be read aloud to a student

STAAR and STAAR Spanish grades 3–8 reading

✓ Test questions, answer choices, and required reference materials may be read aloud to a student

✗ Reading selections may **NOT** be read aloud to a student

STAAR A grade 7 writing

✓ Required reference materials may be read aloud to a student

✗ Revising and editing passages, test questions, and answer choices may **NOT** be read aloud to a student

NOTE: There are no required reference materials for the grade 4 writing assessment; however, allowable accommodations (e.g., dictionary, supplemental aid) may be read aloud to an eligible student.

STAAR English I and English II

✓ Reading section: test questions, answer choices, and required reference materials may be read aloud to a student

✗ Reading section: reading selections may **NOT** be read aloud to a student

✓ Writing section: required reference materials may be read aloud to a student

✗ Writing section: revising and editing passages, test questions, and answer choices may **NOT** be read aloud to a student

Oral administration can include different levels of reading support for each eligible student. The test administrator may

- read parts of the test questions and answer choices at student request
- read all test questions and answer choices throughout the test

It is the responsibility of the appropriate team of people at the campus level (e.g., ARD committee, Section 504 placement committee, RTI team, student assistance team) to determine eligibility and document the level of reading support the student needs in the appropriate student paperwork. A student can request a change to the level of reading support provided during testing only if this option is documented. Test administrators must be made aware of the level of reading support each student is to receive and whether the student can change the level of reading support during testing, based on the documentation in the student's paperwork.

A test may be orally administered to a small group provided that every student in the small group is eligible for an oral administration. It is the responsibility of the district/campus personnel to determine the most appropriate way to group students in order to provide a proper test administration.

Ensure That the Same Test Form Is Used

- When conducting an oral administration of a paper assessment in which the test administrator reads **all** test questions and answer choices throughout the test, the test administrator **MUST** have a test booklet with the same form number as the students. Campus coordinators are responsible for distributing test booklets with the same form number.

  - For STAAR, Form 01 is the overage in all shipments. This will most likely be the form that is used for oral administration groupings of STAAR.

  - For STAAR Spanish (except for STAAR Spanish grade 5 science), spiraled sets will be sent as overage in all shipments. The test administrator must have a test booklet with the same form number as the student to use for an oral administration.

  - For STAAR Spanish grade 5 science, there is only one form. Therefore, the test administrator and the students should automatically have the same form.

- When giving an oral administration of a paper assessment in which the test administrator reads **parts** of test questions and/or answer choices at a student's request, it is acceptable to read over the student's shoulder. However, if the test administrator reads out of a separate test booklet, the test administrator **MUST** have a test booklet with the same form number as the student. Campus coordinators are responsible for distributing test booklets with the same form number.

- For students who are taking a STAAR test in braille and are eligible to receive an oral administration, the test administrator will need the regular-print test booklet that is included with the shipment of braille materials from which to read the test questions and answer choices. Test administers must also refer to the specific braille instructions provided in the braille materials. The specific braille instructions provide information about how a particular braille test differs from the print version, including information about test questions that have been altered, replaced, or omitted to ensure that the test is accessible to students who read braille.

- When conducting an oral administration of a STAAR EOC online assessment in which the test administrator reads **all** test questions and answer choices throughout the test, the test administrators **MUST** log in to TestNav, using the login information from the authorization (refer to the "Viewing and Printing Authorizations" section of the *User's Guide for the Texas Assessment Management System*). The test administrator can then read aloud the test from his or her own screen.

When giving an oral administration of an online assessment in which the test administrator reads **parts** of test questions and/or answer choices at a student's request, it is acceptable to read over the student's shoulder. However, if the test administrator reads from his or her own screen, the test administrator **MUST** log in to TestNav, using the login information from the authorization, to ensure that he or she has the same form as the student.

Ensure Test Security

- All security measures outlined in this manual must be followed.

- Test administrators must be aware that they are viewing secure content and are therefore required to initial and sign an additional section of the Oath of Test Security and Confidentiality for Test Administrator.

- Test administrators may **NOT** respond to test questions, make notes about test questions, or discuss the content of the test at any time. In addition, test administrators may not write notes or calculations in a test booklet.

Test Administration

- When providing an oral administration, it is important to understand that any part of the test question and answer choice may be read aloud. This applies to words in the questions and the answer choices, including words in graphics (e.g., table, graph, grid, diagram, map, photograph, cartoon, or picture).

  - Test administrators must understand when they may read aloud all or only certain parts of a state assessment. Instructions for reading aloud different types of test questions for every subject can be found below.

  - For reading tests, only the questions and answer choices may be read aloud to an eligible student. The student must read the selection first. When the student has finished reading the selection, the test administrator may read aloud each test question and then read the answer choices. The test questions and answer choices must be read aloud in the order they are presented. The reading selections may **NEVER** be read aloud to a student.

  - For mathematics, science, and social studies tests, any part of the test may be read aloud to an eligible student. This applies to words in the questions and the answer choices, including words in graphics (e.g., table, graph, grid, diagram, map, photograph, cartoon, or picture). The test administrator must read aloud

the test questions and answer choices in the order they are presented. The test question must be read aloud prior to reading the answer choices.

- For writing tests, an oral administration is **NEVER** allowed for any part of the revising and editing passages, questions, or answer choices. However, reading aloud the writing prompt is an allowable test administration procedure for any student who needs this assistance. More information about reading aloud the writing prompt can be found in the test administrator manuals.

- Required reference materials may be read aloud to an eligible student. This includes the dictionary during reading and writing tests, as well as the state-supplied mathematics and science reference materials.

- Allowable accommodations may be read aloud to an eligible student. This includes a dictionary or supplemental aid.

■ Test administrators must follow specific procedures when conducting an oral administration.

- Test administrators may read aloud any word, phrase, or sentence in the test questions and answer choices as many times as needed. At the end of the test, the test administrator may go back to reread a question and its answer choices at a student's request.

- When giving an oral administration, the test administrator may wait to read aloud the next question and answer choices until all students are ready to go on. Test administrators may also walk around the room and quietly read aloud the questions and answer choices to students at their own pace.

- Test administrators must be familiar with content-specific terms and symbols associated with the subject-area tests. This will ensure that the test is administered accurately.

- Test administrators must not rephrase, clarify, or interpret any test content.

- Test administrators must keep their voice inflection neutral; however, words that are boldfaced, italicized, or printed entirely in capital letters must be emphasized.

- Unauthorized verbal and nonverbal assistance may not be provided to students.

- Test administrators must be made aware of the different levels of reading support that can be provided during an oral administration. For each student receiving an oral administration, the test administrator must know which level of reading support the student is to receive and whether the student can change the level of reading support during testing, based on the documentation in the student's paperwork.

Oral Administration (OA) Code on Answer Document

After statewide testing, OA must be recorded in the ACCOMM. field on the student's answer document or in the Assessment Management System for STAAR EOC online administrations, if applicable.

APPENDIX D

State of Texas
County of _____

Texas Education Agency
Student Assessment Program

2015

Oath of Test Security and Confidentiality for
District Superintendent/Chief Administrative Officer

I do hereby certify to the state commissioner of education that the security and confidentiality of all assessment instruments and test items have been maintained, and do hereby further certify the following to the commissioner:

(Initial each statement.)

_____ that I understood my obligations concerning the security and confidentiality of these tests;

_____ that I was aware of the range of penalties that may result from a departure from the documented test administration procedures for the state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality;

_____ that no unauthorized person has inspected or viewed any part of the assessment instrument;

_____ that no person has in any way copied or reproduced any part of a secure test without expressed written permission from TEA;

_____ that no person has copied or reproduced any part of a student response to a secure test except as explicitly specified in the instructions for the assessment;

_____ that no person has revealed any of the contents of the assessment instrument except where authorized by the procedures governing administration of a test;

_____ that no person has corrected or altered student responses to the assessment instrument or provided assistance with responses to the assessment instrument; and

_____ that no unauthorized person has inspected or viewed any part of the assessment instrument.

I do hereby further certify, warrant, and affirm that I have notified either the district coordinator or the Texas Education Agency of any violation or suspected violation of test security and confidentiality that has been reported to me.

I do hereby further certify, warrant, and affirm that I will notify the Texas Education Agency of any violation or suspected violation of test security and confidentiality that may hereinafter be reported to me.

IN WITNESS WHEREOF I affix my hand on this the _____ day of _____, 20_____.

_____   _____
Signature of Superintendent/Chief Administrative Officer   Printed Name of Superintendent/Chief Administrative Officer

_____   _____   _____
District Name   County-District Number   Area Code/Telephone #

Sign and return this form to your district testing coordinator after all testing for the 2015 calendar year for your district has been completed and all materials have been returned to the testing contractor. Your district coordinator will return this form to the testing contractor in the envelope provided in the district coordinator packet. The oath will be kept on file for a period of five years from the last day of testing.

District Superintendents/Chief Administrative Officers need to sign only one oath for the 2015 calendar year.

Duplicate this form as needed.

State of Texas
County of _____

2015

Oath of Test Security and Confidentiality for
District Testing Coordinator

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following:

(Initial each statement.)

_____ I have received training on the appropriate administration of the state assessments;

_____ I will read all coordinator directions and applicable manuals governing the administration of the student assessment program;

_____ I will train the appropriate district personnel or ensure that appropriate district personnel are trained in general test administration procedures;

_____ I will train the appropriate district personnel or ensure that appropriate district personnel are trained in testing procedures specific to each administration during the 2015 calendar year;

_____ I understand my obligations concerning the security and confidentiality of these tests;

_____ I am aware of the range of penalties that may result from a departure from the documented test administration procedures for the state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security to the district superintendent and the Texas Education Agency.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

IN WITNESS WHEREOF I affix my hand on this the _____ day of _____, 20_____.

_____   _____
     Signature of District Testing Coordinator   Printed Name of District Testing Coordinator

_____   _____   _____
        District Name   County-District Number   Area Code/Telephone #

Initial and sign the above portion before handling any secure test materials. After all testing for the 2015 calendar year for your district has been completed and all materials have been shipped to the testing contractor, sign and date the statement below.

> I do hereby certify, warrant, and affirm that I have fully complied with all the requirements governing the student assessment program and that I have reported any suspected violations of test security or confidentiality to the Texas Education Agency.
>
> _____   _____
>   Signature of District Testing Coordinator   Date

Sign this form after all testing for the 2015 calendar year has been completed and all materials have been returned to the testing contractor. Return this form as soon as possible, along with the signed superintendent/ chief administrative officer security oath, in the pre-addressed envelope provided in the district coordinator packet. The forms should be returned to Pearson's Austin Operations Center, 905 W. Howard Lane, Austin, Texas 78753.

> District testing coordinators need to sign only one oath for the 2015 calendar year.

Duplicate this form as needed.

State of Texas
County of _____

Texas Education Agency
Student Assessment Program

2015

Oath of Test Security and Confidentiality
for Campus Testing Coordinator

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following:

(Initial each statement.)

_____ I have received training on the appropriate administration of the state assessments;

_____ I will read all coordinator directions and applicable manuals governing the administration of the student assessment program;

_____ I will train the appropriate campus personnel or ensure that appropriate campus personnel are trained in general test administration procedures;

_____ I will train the appropriate campus personnel or ensure that appropriate campus personnel are trained in testing procedures specific to each administration during the 2015 calendar year;

_____ I understand my obligations concerning the security and confidentiality of the state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security to the district testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

IN WITNESS WHEREOF I affix my hand on this the _____ day of _____, 20_____.

_____
Signature of Campus Testing Coordinator

_____
Printed Name of Campus Testing Coordinator

_____
District Name

_____
Campus Name

_____
County-District Number

_____
Area Code/Telephone #

Initial and sign the above portion of this form before handling any secure test materials. After all testing for the 2015 calendar year for your campus has been completed and all materials have been returned to the district testing coordinator, sign and date the statement below.

I do hereby certify, warrant, and affirm that I have fully complied with all the requirements governing the student assessment program and that I have reported any suspected violations of test security or confidentiality to the District Testing Coordinator.

_____
Signature of Campus Testing Coordinator

_____
Date

Return this form along with the signed campus principal security oath to the district testing coordinator.

Campus Testing Coordinators need to sign only one oath for the 2015 calendar year. Any person who has more than one testing role (for instance, a principal who serves as campus testing coordinator) must sign an oath for each role.

Duplicate this form as needed.

State of Texas

County of _____

Texas Education Agency
Student Assessment Program

2015

Oath of Test Security and Confidentiality
for Campus Principal

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following:

(Initial each statement.)

_____ I have received training in test security and general testing procedures for all state assessment programs administered on this campus;

_____ All appropriate campus personnel will be trained and will sign an oath of test security and confidentiality;

_____ I am aware of my obligations concerning the proper administration of each assessment;

_____ I understand my obligations concerning the security and confidentiality of the state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violation of test security to the district testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

IN WITNESS WHEREOF I affix my hand on this the _____ day of _____, 20_____.

_____
Signature of Campus Principal

_____
Printed Name of Campus Principal

_____
District Name

_____
Campus Name

_____
County-District Number

_____
Area Code/Telephone #

Initial and sign the above portion of this form before handling any secure test materials. After all testing for the 2015 calendar year for your campus has been completed and all materials have been returned to the district testing coordinator, sign and date the statement below.

> I do hereby certify, warrant, and affirm that I have fully complied with all the requirements governing the student assessment program and that I have reported any suspected violations of test security or confidentiality to the district testing coordinator.
>
> _____
> Signature of Campus Principal
>
> _____
> Date

Return this form to the campus coordinator.

> Principals need to sign only one oath for the 2015 calendar year. Any person who has more than one testing role (for instance, a principal who serves as campus coordinator) must sign an oath for each role.

Duplicate this form as needed.

State of Texas

County of _____

2015

Oath of Test Security and Confidentiality
for Technology Staff

FOR ALL TECHNOLOGY STAFF: Complete this section **before** accessing any secure test materials.

I do hereby certify, warrant, and affirm that I will fully comply with all applicable requirements governing the student assessment program and do hereby certify the following:

(Initial each statement.)

_____ I have read the test security and confidentiality policies in the test administration materials, and I understand my obligation to maintain and preserve the security and confidentiality of all tests.

_____ I understand that student information is confidential and that I am obligated to maintain and preserve the confidentiality of this information.

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

_____ I am aware that release or disclosure of confidential test items could result in prosecution under the Texas Education Code, Government Code, Administrative Code, and/or Penal Code.

I do hereby further certify, warrant, and affirm that I will comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of_____, 20_____.

_____	_____	_____
Signature of Technology Staff	Printed Name of Technology Staff	County-District Number

_____	_____	_____
District Name	Campus Name	Area Code/Telephone #

State of Texas
County of _____

2015

Oath of Test Security and Confidentiality
for Test Administrator

This oath applies to all state assessments.

For All Test Administrators: Complete this section **before** handling any secure test materials

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following by initialing to the left of the statements below and including the date where applicable:

(Initial each statement.)

_____ I have received training on test administration procedures, and I understand my responsibilities concerning the administration of state assessments;

_____ I am aware that testing procedures require me to actively monitor during test administrations;

_____ I understand my responsibilities as a test administrator, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures;

_____ I understand my obligations concerning the security and confidentiality of state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of_____, 20_____.

_____
Signature of Test Administrator

_____
Printed Name of Test Administrator

_____
County-District Number

_____
District Name

_____
Campus Name

_____
Area Code/Telephone #

For Test Administrators Authorized to View Secure State Assessments

Individuals who are authorized to conduct test administration procedures that involve viewing secure state assessments have an added responsibility of maintaining confidentiality. These procedures include but are not limited to: oral administration of paper tests, transcribing student responses from the test booklet, and particular accommodations, including linguistic accommodations. As a reminder of this responsibility, these individuals are required to specifically confirm compliance with state confidentiality requirements by initialing to the left of each statement below.

_____ I have not and will not divulge the contents of the test, generally or specifically.

_____ I have not and will not copy any part of the test.

I do hereby certify, warrant, and affirm that I will fully comply with all the requirements governing the student assessment program.

_____
Signature of Test Administrator

_____
Date

State of Texas
County of _____

$$\boxed{2015}$$

Oath of Test Security and Confidentiality
for TELPAS Rater

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following:

(Initial each statement and sign **before** handling or viewing any secure test materials or confidential information.)

_____ I have received training in the Texas English Language Proficiency Assessment System (TELPAS) holistic rating and administration procedures;

_____ I understand my obligations concerning the security and confidentiality of TELPAS, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

(Initial according to your assigned role.)

_____ I understand my responsibilities as a TELPAS rater, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures.

_____ I understand my responsibilities as a TELPAS supplemental support provider, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures.

_____ I understand my responsibilities as a TELPAS rating entry assistant, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of_____, 20_____.

_____	_____	_____
Signature of TELPAS Rater	Printed Name of TELPAS Rater	County-District Number
_____	_____	_____
District Name	Campus Name	Area Code/Telephone #

Any person who has more than one assessment role (for instance, a TELPAS rater who also serves as a TELPAS reading test administrator) must sign an oath for each role.

State of Texas
County of _____

2015

Oath of Test Security and Confidentiality
for TELPAS Writing Collection Verifier

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the State Assessment Program and do hereby certify the following:

(Initial each statement **before** verifying TELPAS writing collections.)

_____ I have received training in the Texas English Language Proficiency Assessment System (TELPAS) administration procedures, including procedures specific to reviewing and verifying the assembly of TELPAS student writing collections;

_____ I understand my obligations concerning the security and confidentiality of TELPAS, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of_____, 20_____.

_____   _____   _____
Signature of Writing Collection Verifier   Printed Name of Writing Collection Verifier   County-District Number

_____   _____   _____
District Name   Campus Name   Area Code/Telephone #

Any person who has more than one assessment role (for instance, a TELPAS writing collection verifier who also serves as a TELPAS reading test administrator) must sign an oath for each role.