



Grades 3–5
STAAR L
Non-Secure Front Matter

2016

PAPER ADMINISTRATION GUIDE

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Overview

General Information

This guide is designed to supplement the *2016 District and Campus Coordinator Manual* and the *2016 STAAR Test Administrator Manual – Grades 3–5* with instructions for administering TEA-approved paper administrations of the STAAR L tests. It provides instructions for conducting paper administrations of the 2016 grades 3–5 STAAR L tests. This document should be used in conjunction with those manuals.

- **Test security and confidentiality requirements.** Coordinators and test administrators must also follow the test security and confidentiality requirements in the *2016 STAAR Test Administrator Manual* and the *Test Security Supplement* as applicable to paper administrations.
- **Training.** Coordinators and test administrators involved in paper administrations of STAAR L must be trained in the administration procedures outlined in the *2016 STAAR Test Administrator Manual – Grades 3–5* and in procedures specific to paper administrations of STAAR L. Testing personnel must review and follow the instructions in this guide. Coordinators should ensure that testing personnel have the information they need in time to ask questions and prepare for the test administration.
- **Linguistic Accommodations.** During paper administrations of STAAR L, the test administrator provides the accommodations of clarification in English of word meaning and/or reading aloud of text at the request of the student. Students may also be eligible to use a bilingual dictionary and/or extra time, if so determined by the language proficiency assessment committee (LPAC). Detailed information about linguistic accommodations can be found on the Accommodation Resources webpage.
- **Accommodations for Students with Disabilities.** Consult the *2016 District and Campus Coordinator Manual* and the TEA’s Accommodation Resources webpage for information about testing accommodations for students with disabilities. If a student has been approved for a Type 2 accommodation during the 2016 calendar year, then that accommodation remains in effect until December 31, 2016. If you have a new accommodation request for 2016, contact TEA’s Accommodation Task Force at 512-463-9536.
- **Additional Policy Information.** Coordinators and test administrators should be thoroughly familiar with testing policies outlined in all STAAR program manuals.
- **Student information and test responses submitted on paper answer documents.** Students will mark their responses on paper answer documents.



Coordinator Manual
Resources

Test Security
Supplement

Accommodation
Resources

District and Campus Coordinators

Designate and Train Test Administrators

Follow the policies and procedures in the *2016 District and Campus Coordinator Manual* and the *2016 STAAR Test Administrator Manual – Grades 3–5* for designating and training test administrators. In addition, keep in mind that test administrators providing the accommodation of clarification of word meaning should

- be familiar with the subject matter assessed and the linguistic needs of the students, and
- work routinely with the students in assisting with or delivering instruction.

In addition to receiving training in test security and general testing procedures, test administrators are required to be trained in procedures specific to paper administrations of STAAR L. This training should include procedures for providing linguistic accommodations. A PowerPoint entitled “2015–2016 Training on Linguistic Accommodations for the STAAR Program” contains information about training test administrators in providing linguistic accommodations during paper administrations of STAAR L and is available on TEA’s Accommodation Resources webpage. Refer to the Off-limits Word List Instructions for Test Administrators at the end of this guide to use when training test administrators who will be providing clarification in English of word meaning.



Accommodation Resources



Calendar of Events

Receive, Verify, and Distribute Materials to Campuses

A district will receive a shipment of test materials for each TEA-approved request. If a district submits separate requests, materials will be sent upon approval of each request. The following materials are included:

- packing list
- the applicable *2016 STAAR L Paper Administration Guides*, which include Off-limits Word Lists (one guide for every three students for each subject)
- test booklet(s) (including large print, if applicable)
- precoded answer documents (see the instructions in the *2016 District and Campus Coordinator Manual* for completing a blank answer document if a precoded answer document is not provided for a student)
- shipping information, as detailed in the *2016 District and Campus Coordinator Manual*

District coordinators should verify that the shipment is complete and immediately forward it to the campus coordinator.

Review of Shipment by Campus Coordinator

- Retain the packing list throughout the testing process. Verify that the number of *STAAR L Paper Administration Guides* and secure test booklets matches the quantity indicated on the packing list.
- Verify that the 10-digit security number on the back of each test booklet matches the range of numbers on the packing list. The letter “S” in front of the security number is used only as a check digit and should be ignored.
- If you find a discrepancy between your campus packing list and the secure booklets and *STAAR L Paper Administration Guides* you receive, report it immediately to the district coordinator.
- To account for secure test materials (test booklets and *STAAR L Paper Administration Guides*) signed out to test administrators, campus coordinators must use the 2016 Materials Control Form. The range of security numbers of the test booklets assigned to each test administrator must be recorded. Test administrators must verify that they have received the test materials assigned to them, as recorded on the Materials Control Form, and that they have signed their security oath. Test administrators are responsible for the test materials until returning them to the campus coordinator. Secure materials must be checked out and back in on the day of the test.

Keep secure test booklets and *STAAR L Paper Administration Guides* in locked storage when not in use.

Arrange for Testing Rooms and Organize Test Sessions

Follow the procedures in the *2016 District and Campus Coordinator Manual* to arrange for testing rooms and organize test sessions. In addition, note the following:

- Students taking a paper administration of STAAR L cannot be grouped with students taking other assessments. Because test administrators respond to student requests for reading text aloud and clarifying word meaning, individual or small group administrations are necessary.
- In some cases, students taking a paper administration of STAAR L may be grouped across subjects/courses. Organize test sessions in a way that keeps students from getting confused by differences in administration directions or accommodations provided.
- STAAR L assessments have a four-hour time limit. Schedule four hours for each test session unless a student is eligible to receive an extended time accommodation.

Distribute Materials to Test Administrators

After test administrators have verified that they have received the exact quantity of test materials required, they must initial the “Out” box on the Materials Control Form. The test administrators’ initials signify that they have received the test materials assigned to them, as recorded on the form, and that they have signed their security oath. Test administrators are responsible for the test materials until returning them to the campus coordinator. **All test materials assigned must be returned after the test session.**

Materials for Test Sessions

On the day of the test, give test administrators the materials listed below. Test administrators should keep the materials in locked storage until immediately before testing.

- two No. 2 pencils with erasers per student
- one secure test booklet per student
- one answer document per student
- one answer document for training purposes
- one secure *STAAR L Paper Administration Guide* per test administrator
- bilingual dictionaries (if applicable)
- any additional TEA-authorized materials needed for administering the test

Reference materials and graph paper for STAAR L mathematics assessments are included in the test booklets as applicable. These materials are printed on perforated pages so that students can remove them and use them during the test administration. Instruct the test administrator to keep the materials in locked storage until immediately before testing. **All test materials must be kept in locked storage when not in use.**

Receive Materials from Test Administrators After Testing

After testing, campus coordinators must check the security numbers of the test booklets against those assigned to the test administrators and ensure the return of all *STAAR L Paper Administration Guides*, answer documents, and other test materials. When the materials are returned, the campus coordinator must initial the “In” box on the Materials Control Form. The initials indicate that test administrators have returned all test materials checked out to them as listed on the Materials Control Form. Keep the Materials Control Form for your records. Any scratch paper, graph paper, or reference materials that students wrote on must also be destroyed immediately after testing. Campus coordinators should follow the instructions in the *2016 District and Campus Coordinator Manual* for returning materials to the District Coordinator.

Test Administrators

Prepare for and Attend Training

In addition to receiving training in test security and general testing procedures, test administrators are required to be trained in procedures specific to 2016 STAAR L paper administrations. This training should include procedures for providing linguistic accommodations. Your campus coordinator will schedule your training session before testing begins.

Prior to the training session, review this guide, the *2016 STAAR Test Administrator Manual – Grades 3–5*, and any additional online resources, as instructed by your campus coordinator. Bring this guide and the STAAR test administrator manual with you to the training session.

It is important that you understand your obligations concerning test security and confidentiality.

- Initial and sign an oath following the general training on test security and test administration procedures and before handling secure materials.
- Because you will be providing particular linguistic accommodations, confirm compliance with state confidentiality requirements by initialing and signing the statements provided on the oath.

Prepare for Testing

Refer to the appropriate STAAR test administrator manual for procedures that are applicable to paper administrations. In addition, note the following:

- Test administrators should talk to students before the test session to prepare them for testing with linguistic accommodations. Explain how their test session will be conducted and the types of linguistic accommodations they are eligible to receive. Although students should be familiar with using the accommodations in instruction, you may need to review particulars about using them in a standardized testing situation.
- Keep in mind that the test administration directions assume that you have already talked to them about their particular linguistic accommodations.
- Students taking a paper administration of STAAR L cannot be grouped with students taking other assessments. Because test administrators respond to student requests for reading text aloud and clarifying word meaning, individual or small group administrations are necessary.

- In some cases, students taking STAAR L assessments may be grouped across subjects/courses. Test sessions should be organized in a way that keeps students from getting confused by differences in administration directions or accommodations provided.
- STAAR L assessments have a four-hour time limit. Test sessions should be scheduled for four hours unless a student is eligible to receive an extended time accommodation.

Receive Materials on Testing Day

Test administrators must ensure that the following required materials are available the day of testing:

- two No. 2 pencils with erasers per student
- one secure test booklet per student
- one answer document per student
- one answer document for training purposes
- one secure *STAAR L Paper Administration Guide* per test administrator
- bilingual dictionaries (if applicable)
- any additional TEA-authorized materials needed for administering the test

Reference materials and graph paper for STAAR L mathematics assessments are included in the test booklets as applicable. These materials are printed on perforated pages so that students can remove them and use them during the test administration.

Secure test materials must be checked out and checked back in to the campus coordinator. The campus coordinator will use the Materials Control Form to account for the secure test materials while they are signed out to you and to verify that you have signed your security oath. You will need to confirm that you have received the test materials by initialing the form.

You must return all materials assigned to you at the end of the test session. The campus coordinator will initial the form to indicate that you have returned the materials.

All test materials must be kept in locked storage (e.g., a locked filing cabinet or a locked closet) when not in use.

Ensure Proper Testing Procedures

Test sessions must be conducted under the best possible conditions. Using the *2016 STAAR Test Administrator Manual – Grades 3–5*, follow the procedures that are applicable to paper administrations. Also note the following:

- Students must record their answers on the answer document within the time limit. Students will not be permitted to record answers after the time limit has ended.
- Students must be reminded periodically to record their answers on the answer document. Test administrators may say, for example, **“Be sure to mark your answers on the answer document.”** However, test administrators may not view or discuss individual test questions or responses.

In isolated situations in which completing an assessment is not in the best interest of a student (e.g., a newly arrived ELL who knows too little English), the campus coordinator, in conjunction with other appropriate personnel, may make the determination to submit the test for scoring without requiring the student to complete the test. Such circumstances should be documented and communicated to the student’s parents after the test administration.

Unusable or Defective Test Materials

If a test booklet or answer document becomes unusable at any point during a test session, contact your campus coordinator for guidance.

Complete Paper Administration Process

Time-to-Test Information

In spring 2016, districts will be required to submit information about the time it takes individual students in grades 3–8 to complete paper versions of STAAR assessments.

Time-to-test information will be collected for all subject areas and must be recorded for all students who participate in any grade 3–8 paper-based STAAR assessment, primary administrations only. The time-to-test information that must be collected by the test administrator is described below.

Total testing time: This is the amount of time a student spent from the actual start of testing until completion of testing, including break time that does not stop the clock. Total testing time should be captured in 15-minute increments for students who take more than 60 minutes to finish.

Total break time: This is the amount of time a student spent on breaks that did not stop the time clock. Total break time should be captured in 5-minute increments.

Time-to-test information will be recorded in the Agency Use field of the answer documents. Refer to the information in Appendix D of the *STAAR Test Administrator Manual – Grades 3–5* for more detailed instructions and examples.

Follow these instructions for gridding the TEST TAKEN INFO field

Test administrators or other campus personnel will complete the information by marking STAAR L in the TEST TAKEN INFO field.

TEST TAKEN INFO	
<input type="radio"/>	STAAR A
<input checked="" type="radio"/>	STAAR L

NOTE: If the TEST TAKEN INFO field is not completed correctly, the test will not be scored correctly.

Follow these instructions for gridding the Accommodations (ACCOMM.) field

Test administrators or other campus personnel should complete the information in the ACCOMM. field.

ACCOMM.	
M	R
<input type="checkbox"/> GA	<input type="checkbox"/> GA
<input type="checkbox"/> BR	<input type="checkbox"/> BR
<input type="checkbox"/> LP	<input type="checkbox"/> LP
<input type="checkbox"/> OA	<input type="checkbox"/> OA
<input type="checkbox"/> XD	<input type="checkbox"/> XD
<input type="checkbox"/> LA	<input type="checkbox"/> LA

- GA** = general accommodation
- BR** = braille administration
- LP** = large-print administration
- OA** = oral administration
- XD** = extra day
- LA** = linguistic accommodation

Information regarding allowable accommodations can be found on the Accommodation Resources webpage. Linguistic accommodations, as well as Type 1 and Type 2 accommodations, are to be marked in this area. Mark the accommodation bubble for each accommodation that is documented and made available to a student, even if the student did not use the accommodation during testing. Follow these procedures when marking accommodations on the answer document.

- Mark the GA bubble to indicate that a Type 1 or Type 2 accommodation not listed in the following bullet was available to the student.
- Mark the accommodation bubble (BR, LP, OA, and/or XD) if any of these specific accommodations were available to the student.
- Mark the LA bubble to indicate that a linguistic accommodation was available to the student.

Prepare Materials for Return

Student responses cannot be scored unless they are recorded using a No. 2 pencil on an answer document. Answers marked in a test booklet will not be scored. Only students are allowed to erase stray marks or darken answer choices (unless the student has a transcription accommodation), and only during the scheduled test session.

Return all test materials to the campus coordinator. The campus coordinator will verify that you have returned all materials assigned to you, as recorded on the Materials Control Form, and will then initial the “In” box for the appropriate day.

Test Administration Directions— Grades 3–5

Before reading the administration directions aloud, distribute the following materials to students if they do not already have them:

- two No. 2 pencils with erasers per student
- one test booklet per student
- one answer document per student
- bilingual dictionaries (if applicable)
- any additional TEA-authorized materials needed for administering the test

Test administrators are allowed to translate, simplify, or repeat oral instructions as long as the substance of the directions is not changed.

For students receiving accommodations due to a disability, the test administrator is permitted to modify the directions when needed.

The following statement should be provided to students receiving an extended time accommodation: **“You will have until the end of the school day to complete this test.”**

Before starting, be sure to tell students that all of their responses must be recorded by the end of the time limit.

Reference materials and graph paper for STAAR L mathematics assessments are included in the test booklets as applicable. These materials are printed on perforated pages so that students can remove them and use them during the test administration. If students write on or make notes on the reference materials that have been removed, the materials must be destroyed immediately after testing is complete.

Read aloud **WORD FOR WORD** the material printed in **bold** type and preceded by the word **“SAY.”** You may repeat the directions as many times as needed. The material in *italics* is information meant for you and should not be read aloud to students.

SAY Today you will be taking the STAAR L [GRADE/SUBJECT-AREA] test. It is important for you to do your best. I am going to give each of you a test booklet. When you get your test booklet, do not open it, write on it, or break the paper seal on the edge of your booklet until I ask you to do so. Do not fill in any information on the answer document unless I ask you to do so. If you have any questions while I am passing out the test booklets, please let me know. Keep your pencil on your desk until I tell you that you may use it.

Distribute a test booklet and answer document to each student.

SAY Look at the front of your test booklet. Does everyone see STAAR L [GRADE/SUBJECT-AREA] on the front of your booklet?

Assist any students who do not have the correct test booklet.

SAY Find the words, “Student Name.” Write your first and last name on the blank line next to “Student Name.”

When all students have finished, continue.

SAY On the back of each test booklet is a printed number. Each booklet has a different number. This number has 10 digits.

Hold up one of your student’s test booklets and point to the security number on the back.

SAY Now look at the top of your answer document. Does everyone see the words “TEST BOOKLET” at the top-right side of your answer document?

Point to TEST BOOKLET # field on the answer document given to you for demonstration purposes. Assist any students who do not have the correct answer document. When students have located this section, continue.

SAY Copy the 10-digit number from the back of your test booklet into the boxes next to the words “TEST BOOKLET” on your answer document. There is a letter “S” in front of the boxes that you should ignore. Be sure to copy this number exactly as it appears. If you have any questions, please raise your hand.

Continue to use your sample answer document to point out to students where to find specific items on their answer document. Monitor students closely while they copy the security number. When all students have finished, continue.

Directions for breaking the seal on the test follow. Monitor students carefully while they are breaking this seal to prevent test booklets from being damaged and seals from being broken prematurely.

SAY Look at your test booklet. It is closed by a paper seal on the right side.

Pick up one of your student's test booklets and, without breaking the seal, demonstrate as you read the following.

SAY Use the eraser end of your pencil to open the paper seal on the edge of the test booklet. If you have any questions or need any help, please raise your hand.

Assist any student who may be having difficulty. When all students are ready, continue.

For mathematics

SAY Open your test booklet and find the reference materials and graph paper. You may use these when you are solving problems. You may tear these materials out of your test booklet if you choose. If you need help, please raise your hand.

Assist any student who may be having difficulty. When all students are ready, continue.

SAY You may work problems in the blank spaces in your test booklet or on your graph paper.

SAY On this test, when you answer a question, you will mark the answer on your answer document.

Now look at your answer document. To answer a multiple-choice question, fill in the circle on your answer document. Be sure to mark only one answer for each question. Mark your answers very carefully and make your marks dark and neat. If you need to change an answer, carefully erase it and mark your new answer.

SAY There are some questions on the test with an answer grid. To answer this kind of question, you will write your answer in the boxes. Then fill in the circles below the boxes. For some answers, you will use all the boxes. For other answers, you will use only some of the boxes. Are there any questions about how to write down your answers to this kind of question?

Answer all questions. When all students are ready, continue.

SAY I will be able to help you with certain words in English. I have already talked to you about the kind of help you may have. But I will not be able to help you answer any test questions.

If you do not know the answer to a question, choose the answer you think might be correct.

You may make notes in your booklet.

When students are ready, continue.

Unless students have an extended time accommodation, read the following.

SAY You will have up to four hours to complete the test. Stop when you come to the last page of the test. During the test, I will remind you how much time you have left to take the test. All of your answers must be recorded on your answer document before the end of the four-hour time period.

SAY You may check over your answers when you finish. Then stay in your seat and raise your hand. I will come to your desk and pick up your test materials. Please be quiet until everyone has finished. You may not talk about the test questions or answer choices with anyone during the test, during breaks, or after you have finished taking your test. Are there any questions?

When students are ready, continue.

Test administrators are not allowed to answer any questions related to the content of the test itself. If a student asks a question that you are not permitted to answer, you may say, for example, “I can’t answer that for you; just do the best you can.”

For students using a bilingual dictionary:

SAY Remember that you may use a dictionary during the test.

SAY You will now take the test by yourself. While you are working on the test, I will be quietly moving around the room to make sure you are following the directions and working on your own. If there are no more questions, you may begin.

Unless students have an extended time accommodation, begin timing the four-hour time period now. Record the start time on your seating chart. Refer to the “STAAR Time Limits Policies and Procedures” section of the 2016 STAAR Test Administrator Manual – Grades 3–5 for information on breaks and time-limit reminders. Remember to actively monitor during the test. If a student submits his or her test materials before the end of the four-hour time period, you must check that the student’s answers are marked on the answer document. If they are not, say to the student, “You have not recorded your answers on the answer document. Please go back and mark your answers on it now.” The test

materials should then be returned so that the student may record his or her answers. You may look at answer documents only to see whether responses are recorded; you may not examine or comment on individual responses. Remember, students must record their answers on the answer document before the end of the four-hour time period. Students may not be allowed to record answers on the answer document after the four-hour time period ends. After a student has completed the test, collect the test materials. Students may then be allowed to read books quietly or leave the testing room.

For March and May 2016 primary administrations only: *When a student has completed this STAAR assessment session, record the amount of time he or she took to complete that subject-area test. Please refer to the specific directions for each subject-area test in Appendix D in the 2016 STAAR Test Administrator Manual – Grades 3–5 to mark the appropriate bubbles in the AGENCY USE field on each student’s answer document. For each subject-area test, you will record: (1) the student’s total testing time, including break time, and (2) the student’s total time taken for breaks.*

*After testing has been completed and you have collected each student’s answer document (and reference materials/graph paper, if removed), **make sure that the student has recorded his or her responses on the answer document.** Report any blank answer documents to your campus coordinator.*

Any scratch paper or other materials must be collected and returned to the campus coordinator.

Record the stop time for the test session on the seating chart.

Follow directions from your campus coordinator, and refer to the “Complete Paper Administration Process” section in this manual.

Return your test materials to the campus coordinator after the test session is over. Test booklets and answer documents must be separated and counted before they are returned to ensure that all materials are accounted for. The campus coordinator will verify that you have returned all test booklets assigned to you, as recorded on the Materials Control Form, and will initial the “In” box for the appropriate day.

At no time should you erase stray marks or darken answer-choice circles on students’ answer documents.

UNAUTHORIZED VIEWING, DISCUSSION, DUPLICATING, OR SCORING OF SECURE TEST MATERIALS IS NOT PERMITTED AT ANY TIME.

Off-limits Word List Instructions for Test Administrators

These instructions are for test administrators to use when providing clarification of word meaning in English to STAAR L students for whom this accommodation has been predetermined by the LPAC.

- The Off-limits Word List contains only words that are **not** eligible for clarification.
- The Off-limits Word List is for test administrator use only. Do not issue it to students.

For each test item, you are permitted to clarify the meaning of words that do not appear in the column titled **Words Not Eligible for Clarification**. (See sample Off-limits Word List below.)

Test Item Number	Words Not Eligible for Clarification	Test Item Number	Words Not Eligible for Clarification
1 (Example)	plasma membrane, cell, molecules, exocytosis, plasmolysis	28	
2		29	
3		30	
4		31	

You may clarify the meaning of eligible words and phrases requested by the student (including answer choices) through the use of simpler words, gestures, and/or pictures.

- Clarifications must not provide any direct or indirect assistance or reinforcement that aids in the identification of the correct response to a test item.
- Clarification may be provided only at the request of the student.

Keep the following in mind:

- **Conveying exact meaning:** It is not always possible to make the exact meaning clear to ELLs in earlier stages of learning English. As you do in classroom instruction, determine on a case-by-case basis whether it is important for a student to understand a requested word and how important it is to convey nuances and finer shades of meaning. Focus on expediency.
- **Drawing:** In clarifying a word, do not draw or write in the student's test booklet. If necessary, you may write or draw on a separate sheet of paper, which should be destroyed immediately after the test session.
- **For students also using a bilingual dictionary as an accommodation:** Students may use a bilingual word/phrase translation dictionary to look up any word. No words are ineligible.
- **For students receiving both clarification and read-aloud accommodations:** At the request of the student, you may read aloud words, phrases, or occasional sentences in the test question or answer choices that the student is having difficulty reading.
 - When a student requests help with a word, first read it aloud. It may be that the student has difficulty decoding a word but will understand it when it is read aloud. No words are ineligible to be read aloud.
 - When reading aloud a phrase or sentence, you may read aloud numbers, symbols, or abbreviations if doing so does not invalidate what the item is measuring. For example, it would **not** be appropriate to read aloud a number in an item assessing the student's ability to express numbers in written form.
 - If the student does not understand the word when it is read aloud, you may clarify the meaning if the word isn't on the ineligible list.
- If a student asks for help with the meaning of a word that is on the Not Eligible list, your response will vary depending on whether the student is receiving other STAAR L accommodations. You may use the student's native language in these responses if desired.
 - **Clarification only:**
Say, "I can't help you with that; just do the best you can."
 - **Clarification and Bilingual Dictionary:**
Say, "You can look that up in your dictionary, but I can't help you with it."
 - **Clarification, Bilingual Dictionary, and Read-Aloud:**
Read the requested word/phrase aloud and ask if the student understands. If not, say, "You can look this up in your dictionary, but I can't help you with the meaning."
- If a term consisting of multiple words is on the Not Eligible list, none of the individual words should be clarified. For example, if *states of matter* is on the list, the words *states* and *matter* should not be clarified.
- You are not permitted to clarify the meaning of mathematical or scientific symbols, numerical representations, or abbreviations that appear in test items or reference materials. Item-by-item occurrences of these are **not** specified in this guide.

For more detailed information and guidance, refer to the linguistic accommodation training slides available on the TEA website at <http://www.tea.texas.gov/student.assessment/ell/staarl/>.

2016

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
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**Secure Materials are
located here in the secure
2016 STAAR L
grades 3–5
paper administration guides**

**STAAR L
Grades 3-5
Non-Secure Front Matter
2016**