



# Extra Day

An extra day is allowed only for students who have a TEA-approved Accommodation Request Form. The STAAR with Embedded Supports, STAAR Spanish with Embedded Supports, and TELPAS, are tests administered online. The request to administer a paper version of these assessments with an Extra Day designated support should be included when a paper administration is requested.

This approval is contingent upon the district following the guidelines below:

## General Guidelines

It is a local decision, based on these guidelines and student need, about how to divide the assessment when providing an extra day to test.

1. Students will be permitted to test only over two full, regularly scheduled, consecutive school days. Each day of testing must not extend beyond seven hours.
  - Each subject-area test must be administered in the same order as they are for all other students unless otherwise noted with this approval.
  - For situations in which tests are scheduled on consecutive days, the student must finish one subject-area test before beginning the next. This can happen in one of two ways. The second test may be started the same day that the student finishes the first test, or the student may wait until the following day to start the next subject-area test.
2. When determining how a subject-area test should be divided into two days, you must adhere to these requirements:
  - On day two of testing, the student may not return to any selections, test questions, or written responses viewed on day one.
  - For all reading tests, including the reading portion of the English I, English II, and English III tests, all test questions accompanying a selection or paired selection (i.e., multiple choice, short answer) must be completed on the same day they were begun. A student should not begin reading a selection unless the test administrator is certain that the student will have sufficient time to complete all of the test questions that accompany the selection.
  - For all writing tests, including the writing portion of the English I, English II, and English III tests, all test questions accompanying a revising or editing passage must be completed on the same day they were begun. Also, a student's response to a writing prompt must be completed on the same day it was begun. A student should not begin reading a passage or reading and responding to a writing prompt unless the test administrator is certain that the student will have sufficient time to complete all of it.
3. The district must maintain test security and confidentiality when providing an extra day to complete testing. All standard test security and confidentiality requirements must be followed. Refer to the *District and Campus Coordinator Resources*.
4. The schedule for the return of testing materials must be maintained to ensure that test results are received by the posted date. Therefore, all testing must be completed by the applicable due date for make-up sessions listed on the Student Assessment Testing Calendar.

5. Since the student will be taking a secure state assessment during a different time than other testers, a student may need to be tested individually so that other students will not be disturbed and to ensure the confidentiality of the test.
6. The test administrator or campus coordinator must indicate that the student received an Extra Day designated support by marking the XD bubble in the ACCOMM. field on the student's answer document. For online administrations, the appropriate code (XD or Extra Day) must be recorded in the Texas Assessment Management System. If the student was eligible to receive any other accommodations, these should also be recorded according to the guidelines in the specific designated support policy document.
7. It is recommended that the student's parents be notified regarding the altered testing schedule.
8. For directions on exiting an online test at the end of day one and resuming the test on day two, follow the procedures provided in the STAAR Test Administrator Manuals about monitoring paper and online administrations. The section *Ensure Proper Testing Procedures–Breaks* is provided below:

### **Breaks**

- Test administrators may allow students to take brief breaks in the testing room during a test session. Refer to the "STAAR Policies and Procedures" section for more details.
  - Breaks are not mandatory.
  - During breaks, students must not discuss the content of the test. Test booklets must be closed with answer documents inside.
- Students in an online test administration should pause their tests for breaks. To pause the test, students click the Pause button. The test administrator should provide assistance for students who need help pausing their tests. To resume a test, students should be instructed to click Resume on the Pause screen.
  - If a test is paused for more than 30 minutes, the student will automatically be logged out. To resume testing, the student must log back in using the original student test ticket.
- Students in an online test administration should log out if they take a lunch break. To log out of the test, students click the Logout button.
- If a student leaves the testing room for an extended period of time and returns, the campus coordinator must decide whether confidentiality has been breached and if it is appropriate for the student to continue testing.