STAAR with Embedded Supports Non-Secure Front Matter

2020

Grades 6–8
PAPER ADMINISTRATION GUIDE

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Overview

General Information

This document supplements the *District and Campus Coordinator Resources* and the appropriate State of Texas Assessments of Academic Readiness (STAAR®) test administrator manual with instructions for administering paper administrations of the STAAR with Embedded Supports grades 3–8 and end-of-course (EOC) assessments. This guide should be used in conjunction with those resources.

District and campus testing coordinators and test administrators involved in paper administrations of STAAR with Embedded Supports must be trained in the administration procedures outlined in the appropriate STAAR manual and in procedures specific to paper administrations of STAAR with Embedded Supports. 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.

Testing personnel must also follow the test security and confidentiality requirements in the STAAR manuals and the Security section of the *Coordinator Resources.*

Use of This Document

During paper administrations of STAAR with Embedded Supports, the test administrator uses the secure designated supports tables and supporting images in this guide to provide accommodations to selections and test questions. Content and language supports may include clarification of words or phrases; the addition of graphics, photographs, and formulas; or indication by the test administrator of certain parts of the selection, test question, or reference materials. The test administrator may provide an oral administration to eligible students; however, the student's test booklet will indicate text that cannot be read aloud with a *"DO NOT READ"* icon. Please refer to the Oral/Signed Administration designated support and the Oral/Signed Administration Guidelines for more information.

For students who are eligible for content and language supports and take the braille version of STAAR, the test administrator will use the paper version of STAAR with Embedded Supports and associated administration guide to provide these supports.

Student responses will be recorded on scorable paper answer documents. The student may record his or her own answers, or the test administrator may record the student's responses if the student is eligible for Basic Transcribing or approved for Complex Transcribing.

Organization of This Document

The *STAAR with Embedded Supports Paper Administration Guide* consists of the following sections:

- district and campus coordinator instructions on preparing for and administering a STAAR with Embedded Supports paper test
- test administrator **SAY** directions
- secure subject-specific supports provided in tables, with instructions for braille test takers where applicable
- secure subject-specific supporting images for selections and test questions, with instructions for braille test takers where applicable

District and Campus Coordinators

Designate and Train Test Administrators

Campus coordinators should schedule training sessions before testing begins. Prior to the training session, test administrators should review this guide, refer to the appropriate STAAR test administrator manual for procedures that are applicable to paper administrations, and review any additional online resources, as instructed by the campus coordinator. Test administrator training should also include the following:

- **Test security and confidentiality requirements.** It is important that test administrators understand their obligations concerning test security and confidentiality since they will be viewing a secure state assessment. Coordinators and test administrators can find this information in the appropriate STAAR test administrator manual and the Security section of the *Coordinator Resources*. The test administrator must fill out and sign the Oath of Test Security and Confidentiality document, located in the same section of the *Coordinator Resources.*

- **Time limits.** STAAR Time Limit Policy applies to STAAR with Embedded Supports; it can be found in the STAAR Program and Policy Highlights section of the *Coordinator Resources*. Test sessions should be scheduled for the applicable amount of time (four or five hours depending on the subject) unless a student is eligible to receive an extended time accommodation [i.e., Extra Time (Same Day), Extra Day].

- **Preparing students to receive designated supports.** Test administrators providing designated supports must receive additional training and should be familiar with the subject matter assessed and the needs of the students. Test administrators should talk to students before the test session to prepare them for testing with designated supports, explain how the STAAR with Embedded Supports paper test session will be conducted, and explain the types of designated supports students will receive. Although students are familiar with classroom accommodations, test administrators might need to review particulars about their use in a testing situation. The test administration directions assume that students have already been informed about their particular designated supports. This information should also include any accessibility features students need. Detailed information about the state accessibility policy, including information about accessibility features and designated supports, can be found on the TEA's Accommodation Resources webpage.

- **Administration groupings.** Because test administrators respond to student requests for reading text aloud and presenting additional accommodations, individual or small group administrations may be necessary.

For students who are eligible for embedded supports and take the braille version of STAAR, please refer to the section **Content and Language Supports for Students who are Blind or Visually Impaired** on page A-10.

Receive, Verify, and Distribute Materials to Campuses

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

- packing list

- test booklet(s) (including large print, if applicable)

- answer documents (See the instructions in the *Online Resources* for completing the fields on the answer document.) **NOTE:** Answer documents for STAAR with Embedded Supports paper versions are different than the answer documents for the general STAAR test.

- the applicable *STAAR with Embedded Supports Paper Administration Guides* (one guide per student per subject)

- supplemental materials, including Punnett squares and writing checklists (if applicable)

- shipping documentation, as detailed in the *Coordinator Resources*

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 secure test booklets and paper guides matches the quantity indicated on the packing list.

- Verify that the ten-digit security numbers on the back of each test booklet match the range of numbers on the packing list. The letter "S" in front of the security number should be ignored.

- If a discrepancy is found between the campus packing list and the secure booklets and paper guides received, the campus coordinator should report it immediately to the district coordinator.

- To account for secure test materials (test booklets and paper guides) signed out to test administrators, campus coordinators must use the Materials Control Form for STAAR with Embedded Supports Paper Administrations provided in this guide. Every test administrator will need a *STAAR with Embedded Supports Paper Administration Guide* for each subject administered. 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 filled out and signed the appropriate 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.

Materials for Test Sessions

On the day of the test, test administrators must be provided the materials listed below for each student. Test administrators should keep the secure materials in locked storage until immediately before testing.

- two No. 2 pencils with erasers per student

- one answer document per student

- one secure test booklet per student

- one secure test booklet for the test administrator (if needed)

- one secure *STAAR with Embedded Supports Paper Administration Guide* that corresponds to the student's test subject

- one secure subject-specific braille instructions per student

- separate supplemental materials, including Punnett squares and writing checklists (if applicable)

- required dictionary per the STAAR Dictionary Policy (if applicable)

- required calculator per the STAAR Calculator Policy (if applicable)

- other allowable accessibility features or designated supports for students provided based on student need or eligibility (if applicable)

- any additional TEA-authorized materials or devices that are approved or allowed, as needed

Reference materials and graph paper for STAAR with Embedded Supports mathematics and science 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 applicable, supplemental materials will be provided as separate handouts (e.g., Punnett squares for Biology and writing checklists for grades 4 and 7 writing, English I, and English II).

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

> **Test booklets and *STAAR with Embedded Supports Paper Administration Guides* are secure materials. Keep them in locked storage when not in use.**

Arrange for Testing Rooms and Organize Test Sessions

Follow the procedures in the *Coordinator Resources* and this document to arrange for testing rooms and organize test sessions. Test sessions must be conducted under the best possible conditions.

Test Administrators Receive Materials from Coordinator

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.**

Ensure Proper Testing Procedures

Test sessions must be conducted under the best possible conditions. Using the appropriate *STAAR Test Administrator Manual*, 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 expired.

- 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.

Unusable or Defective Test Materials

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

Prepare Materials for Return

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

After testing, return all test materials to the campus coordinator.

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 with Embedded Supports Paper Administration Guides* 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 used by students must be destroyed immediately after testing. Campus coordinators should follow the instructions in the *Coordinator Resources* for returning materials to the district coordinator.

Complete Paper Administration Process

Test administrators or other campus personnel should follow the instructions in the *Coordinator Resources* for completing the SCORE CODE field and the ACCOMM. field on the answer document.

The codes available for use on the ACCOMM. field are DS (Designated Supports), LP (Large Print), XD (Extra Day), BR (Braille), OA (Oral Administration), MC (Basic Calculator), and EE (Spelling Assistance), where applicable. The DS bubble is for marking designated supports other than content and language supports (e.g., extra time, Supplemental Aids).

Return Materials to District Coordinator

Keep all secure materials in locked storage until they are returned to the district coordinator. Nonscorable materials must be returned to the district coordinator after each administration by the date designated on the Calendar of Events.

Scorable materials include:

- used and voided answer documents

Nonscorable materials include:

- used and unused test booklets
- supplemental materials, such as Punnett squares and writing checklists (if applicable)
- large-print materials (if applicable)
- *STAAR with Embedded Supports Paper Administration Guides*

MATERIALS CONTROL FORM
STAAR with Embedded Supports

Test booklets are secure documents. Use this form to account for all secure materials. Campus testing coordinators should fill out the first three columns below prior to distributing any booklets.

The test administrators' initials in the "Out" boxes signify that they have received the secure materials assigned to them and that they have signed a security oath. A test administrator should not initial this form if the information on it is incorrect.

Missing secure materials must be located before the campus coordinator initials the "In" box. If missing secure materials cannot be located, the campus coordinator should immediately contact the district testing coordinator.

Campus Name _____   **Campus Coordinator** _____

Individual Issued Materials	Total # of Booklets	Total # of Paper Administration Guides	Range of Security Numbers Coded on Booklets	Date	Out	In

Duplicate this form as necessary.

Content and Language Supports

Test administrators must adhere to the following guidelines when administering a paper version of STAAR with Embedded Supports. Allowable test administrator-provided content and language support is specifically described in the accommodation tables.

Content and Language Supports (all subjects)

For selections and test questions that have words with dotted underlines in the student's test booklet, test administrators may provide supports given in the "Content and Language Supports" column of the accommodation table in the secure section of this guide. Test administrators are allowed to **SAY** something to the student, to **Show** the student an image, or to **Indicate** to the student specific information in the student's test booklet. This information may be repeated as often as necessary.

SAY: This text must be communicated to the student exactly as written. The information in the **SAY** text cannot be paraphrased, simplified, or shortened. The information can be stated, signed, or provided in written form. The test administrator may repeat the **SAY** information as many times as needed.

Show: Images that provide support for selections and test questions are located in this guide. The "Content and Language Supports" column in the accommodation table may instruct the test administrator to **Show** the student an image (e.g., political cartoon, chart, map, photo) on a specific page in this guide.

Indicate: In some instances, the test administrator will need to **Indicate** to the student specific information in the student's test booklet or on the mathematics or science reference materials, if applicable. The test administrator may **Indicate** information in the most appropriate way for that student (e.g., point to the information, cover the information not indicated, place the student's hand on the information).

Sometimes, words or phrases may be repeated in a question. If the repeated word is supported, a dotted underline will be shown on the first appearance of the word and the support will be provided in the Content and Language Support column of the table. For every other occurrence of the word **in the same question**, the test administrator may provide the same support from the table.

Selections and test questions that do not have any content or language supports are shaded and left blank in the accommodation tables.

If the student asks for clarification of a word or phrase that is NOT included in the "Content and Language Supports" column in the accommodation table, test administrators may say, **"I can't help you with that; just do the best you can."**

Supplemental materials, such as blank Punnett Squares for Biology and writing checklists for grades 4 and 7 writing, and English I and English II, will be provided as separate handouts.

Accommodation Table Examples

The accommodation tables and supporting images in this guide are secure. Test administrators must use the tables and supporting images when administering a paper version of STAAR with Embedded Supports. They contain information about the selections and test questions that may be accommodated throughout the administration of the test.

Format of the STAAR with Embedded Supports Paper Test

During a paper testing session, parts of selections and test questions in the student's test booklet will contain a dotted underline that indicates the text is eligible for a content or language support. The test administrator may remind the student that he or she can ask for support when they see this dotted underline in their test booklet.

If a student asks for underlined content and language support, the test administrator will refer to the accommodation tables and, if needed, the pages that contain supporting images. The test administrator will provide the support indicated in the accommodation table for the text specified in the selection or test question. For each item, test administrators may only provide support for words or phrases that appear in the accommodation table.

Examples

The dotted underline indicates that the test administrator may provide the accommodation located in the accommodation tables.

1 Why does the poet include a simile in line 22?

   A To emphasize the delicateness of the butterflies

   B To identify another animal that inhabits the area

   C To describe how the butterflies become less attractive over time

   D To express the idea that the area will be less beautiful without the butterflies

Test Question Number	Parts of Test Question with Dotted Underlines	Content and Language Supports
1	simile	**SAY** A simile is a comparison of two things that are not alike using the words *like* or *as*.
	line 22	**Indicate** line 22 in the poem in the student's test booklet.
	A delicateness	**SAY** weakness
	B inhabits	**SAY** lives in

The dotted underline indicates that the test administrator may provide the accommodation located in the accommodation tables.

Photo
Test Question Number 1

1 Clara Barton is well known in U.S. history for —

A establishing the Underground Railroad to assist runaway slaves

B organizing the Seneca Falls Convention to promote women's rights

C founding the American Red Cross to assist victims of war and natural disaster

D instituting the Anti-Saloon League to promote temperance

National Park Service

Test Question Number	Parts of Test Question with Dotted Underlines	Content and Language Supports
1	Clara Barton	**Show** photo on page 41.
	A establishing	**SAY** creating
	B promote	**SAY** encourage
	C assist	**SAY** help
	D instituting	**SAY** creating

Read Aloud Support

The test administrator will use a student test booklet to read aloud the following test content based on the needs of the student.

- mathematics, science, and social studies assessments: the entire test
- reading: prereading text and test questions and answer choices
- writing: all prereading text, revising selections, revising test questions and answer choices, and the entire writing prompt
- English I and English II: all prereading text, reading test questions and answer choices, revising selections, revising test questions and answer choices, and the entire writing prompt

The test administrator may **NOT** read aloud specific test content. A symbol in the student's booklet will signify that the test administrator may **NOT** read aloud the following.

- reading selections (reading, English I, and English II assessments)
- editing selections (writing, English I, and English II assessments)
- editing questions and answer choices (writing, English I, and English II assessments)

Types of Student Responses

Student responses will be recorded on scorable paper answer documents. Answer documents for the STAAR with Embedded Supports paper version are different than the answer documents for the general STAAR test. The student may record his or her own answers, or the test administrator may record the student's responses if the student is eligible for Basic Transcribing or approved for Complex Transcribing.

When transcribing a student's responses to griddable questions, the Transcribing Griddable Questions student document must be printed and provided to each student who does not use his or her answer document so that the student is aware of the maximum number of boxes available for an answer to a griddable question. Blank Transcribing Griddable Questions student documents are available on the Assessment Management System two weeks prior to testing. This separate sheet must be used by the test administrator who transfers the student's responses onto the answer document. District or campus coordinators must print the applicable student documents prior to testing and destroy them after transcription is complete.

Content and Language Supports for Students who are Blind or Visually Impaired

For students who are eligible for content and language supports and take the braille version of STAAR, including students who access STAAR online with screen reader support for refreshable braille displays, the test administrator will use the paper version of STAAR with Embedded Supports and the appropriate guide to provide these supports. The accommodation tables in this guide will provide the following information: picture descriptions of content and language support images and graphics (e.g., charts, tables, graphs) that may be reproduced for accessibility (e.g., brailling graphics, pairing graphics with tactile symbols, texts, or objects, enlarging or projecting).

Coordinators and test administrators involved in braille administrations of STAAR with Embedded Supports must be trained in the administration procedures outlined in the appropriate specific braille instructions and in procedures specific to paper administrations of STAAR with Embedded Supports. Coordinators should ensure that testing personnel have the information they need in time to ask questions and prepare for the test administration.

To prepare for the test administration, the contents of a braille assessment may be previewed by the test administrator during the district-determined preview window. Additional information about previewing assessment material prior to administration can be found in the General Instructions for Administering Braille Versions of the State Assessments resource document.

During paper administrations of STAAR with Embedded Supports, the test administrator uses the secure accommodation tables in this guide to provide accommodations to selections and test questions. Content and language supports may include clarification of words or phrases, the addition of graphics, photographs, and formulas, or indication by the test administrator of certain parts of the selection, test question, or reference materials. For charts, tables, and maps that will need to be reproduced in braille or other forms for accessibility, instructions specific to braille test takers will be indicated in the table and on the supporting images in this guide. All accommodations specific to braille test takers will be indicated in the "Content and Language Support" column and identified for the test administrator as "Braille Instructions ONLY."

Instructions specific to braille test takers, including descriptions of content and language support images from this guide, may be provided to the student as needed.

The parts of the test question that have been accommodated with content and language supports will NOT be marked in the brailled student booklet (the paper booklet includes a dotted underline). Students should be made aware that they can ask for clarification of words or concepts and the test administrator may be able to provide support if those words or concepts are included in this guide.

If the student asks for clarification of a word or phrase that is NOT included in this guide, test administrators may say, **"I can't help you with that; just do the best you can."** Selections and test questions that do not have any content and language supports are shaded and left blank in this guide.

If a student asks for clarification of a word or phrase that IS included in this guide, the test administrator will refer to the accommodation tables and, if needed, the pages that contain supporting images. The test administrator should provide the accommodation or follow the instructions specific to braille test takers indicated in the accommodation table. For each item, test administrators may only provide support for words or phrases that appear in the accommodation table.

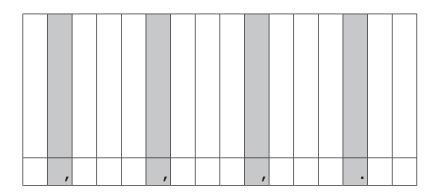# Examples with Instructions Specific to Braille Test Takers

The dotted underline in the paper STAAR with Embedded Supports student booklet indicates that the test administrator may provide the accommodation located in the accommodation tables.

1 Scott traveled 557 miles to visit his cousin. What is the number rounded to the nearest ten?

Record your answer and fill in the bubbles on your answer document. Be sure to use the correct place value.

Test Question Number	Part of the Test Question with the Dotted Underline	Content and Language Supports
1	nearest ten	**Show** chart on page 15. Braille Instructions ONLY: *Chart on page 15 may be reproduced in braille or other forms.*

Braille Instructions ONLY:
Chart may be reproduced in braille or other forms.

15

Accommodations specific to braille test takers will be provided in the STAAR with Embedded Supports Paper Administration Guide secure accommodation tables and, if applicable, supporting images. Accommodations will be identified for the test administrator as "Braille Instructions ONLY."

The dotted underline in the paper STAAR with Embedded Supports student booklet indicates that the test administrator may provide the accommodation located in the accommodation tables.

1 The photograph at the end of the selection is included to —

A   illustrate why the *Cutty Sark* needed renovation

B   highlight the *Cutty Sark's* historical significance

C   indicate the number of people who can visit the *Cutty Sark* each day

D   show how a defining feature of the *Cutty Sark* is displayed

Accommodations specific to braille test takers will be provided in the STAAR with Embedded Supports Paper Administration Guide secure accommodation tables. Accommodations will be identified for the test administrator as "Braille Instructions ONLY" and located in the "Content and Language Supports" column for all tested subjects.

Test Question Number	Part of the Test Question with the Dotted Underline	Content and Language Supports
1	photograph at the end of the selection	**Indicate** photograph at the end of the selection on page XX. Braille Instructions ONLY: **SAY** People walk under the hull, or bottom, of the *Cutty Sark*.
	A renovation	**SAY** to be fixed
	D defining feature	**SAY** unique part

Test Administration Directions—Grade 7 Writing

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 answer document per student
- dictionaries per the STAAR Dictionary Policy
- one expository writing checklist per student
- other designated supports (if applicable)
- any additional TEA-authorized materials needed for administering the test

For English learners (ELs), 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 designated supports, the test administrator is permitted to modify the directions when needed.

The following statement should be provided to students who are receiving an extended time or additional day designated support. The test administrator should say, for example, **"You will have [until the end of the school day; two days] to complete this test…"**

The following statement is only for students who are receiving Basic Transcribing. The test administrator should say, for example, **"All of your answers and your composition must be recorded [per student's method of response] before the end of the four-hour time period."**

Students may work through the writing test in any order that works best for them.

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 State of Texas Assessments of Academic Readiness–STAAR writing test. It is important for you to do your best. Now I am going to give each of you a test booklet. When you get your test booklet, do not open it or write on it until I ask you to do so. Do not fill in any information on your answer document until I tell 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.**

Give a test booklet to each student.

SAY **Check that the name on your answer document is correct.**

Assist any students who need help.

SAY **Does everyone see "GRADE 7 WRITING" on the left-hand side of your answer document?**

Assist any students who do not have the correct answer document.

SAY **Look at the front of your test booklet. Does everyone see "GRADE 7 Writing" on the front of your booklet?**

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

Students must write their first and last names on their test booklets and complete the TEST BOOKLET # field on their answer documents at this time. Directions for completing this information follow.

SAY **Print your first and last name in the space marked "STUDENT NAME" at the top of your test booklet.**

When all students are ready, continue.

SAY **On the back of each test booklet, there is a printed number. Each booklet has a different number. This number has ten digits. Ignore the "S" in front of the number. You need to look at only the ten digits.**

Hold up one of your students' test booklets and point to the security number on the back.

SAY **Now find the words "TEST BOOKLET #" at the top of your answer document.**

Point to the TEST BOOKLET # field on the answer document given to you for demonstration purposes. When all students have located this section, continue.

SAY **Copy all ten digits printed after the "S" from the back of your test booklet into the boxes beside the words "TEST BOOKLET #" on your answer document. Be sure to copy this number exactly as it appears. Do not copy the "S" before the number. If you have any questions, please let me know.**

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.

SAY **Today you will write a composition and answer some multiple-choice questions. You can decide for yourself how you want to work through the test. You may write the composition first, or you may work on the multiple-choice section first.**

At this time I will read the directions for the written composition. After I explain the writing task, I will read the directions for the revising and editing section.

Now open your test booklet to the page that is titled "WRITTEN COMPOSITION." Then turn to the next page to find the expository writing prompt. Look at the information provided in your test booklet and read the prompt to yourself. If you would like me to read it to you, please let me know.

The test administrator may read aloud or sign the writing prompt to any student who requests this assistance. Using the student's test booklet, the test administrator may read aloud or sign to an individual student any text (i.e., all text on the prompt page) related to the prompt. It is allowable to read the entire prompt or any part of the prompt as many times as necessary. Test administrators must be aware that they are viewing secure test content and that responding to the writing prompt or recording the information they see is strictly prohibited. The test administrator may not interpret or make suggestions to the student about how to respond. The test administrator cannot translate (except into sign language), change, add to, or explain the writing prompt. For a student whose IEP/IAP documentation includes this assistance, the test administrator may read aloud or sign the specific writing prompt without the student requesting it.

When all students are ready, continue.

SAY   Are there any questions?

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

SAY   Now look at the blank pages in your test booklet.

Pick up one of your student's test booklets and show students the prewriting pages.

SAY   You may use these blank pages to "think out" and plan your composition. You may make notes to help you decide what you want to write. In addition, you may write an outline to help you arrange your ideas in an order that makes sense, or you may write a rough draft. Remember that the more planning you do, the clearer and more complete your composition is likely to be. If you write a rough draft on a blank page, remember that you must rewrite the composition on the correct lined page in your answer document.

Now open your answer document to page 3 and find the box under the words "Written Composition." When you are ready, you will write your composition here.

Show students the lined page in the answer document.

SAY   Your composition does not have to completely fill the page; however, it must not be longer than one page. Do not write outside the box on the lined page, and do not add lines to your written composition page. You are not allowed to insert more lines than what has been provided on your answer document.

Be sure to write neatly so that others can read your writing. You may either print or write in cursive, whichever is easier for you. Remember that you must write in English and you must use only a No. 2 pencil to write your composition. If you need another pencil before you finish writing, please let me know. Are there any questions?

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

SAY   When you finish writing, read over your work and check for mistakes. If you find any mistakes or if you would like to change something, you may do so. Be sure to erase any stray marks that you may have made accidentally on your answer document. You may use the writing checklist I handed out to help you. If you would like me to read aloud any words or sentences on the writing checklist, let me know.

Are there any questions?

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

SAY   Now open your test booklet to the page titled "REVISING AND EDITING." Then turn to the next page to find the prereading text for the first selection. Every time you see prereading text, I can read it aloud to you to let you know what the selection will be about. The last question of every selection will have a STOP sign. This tells you that you have answered all the questions for that selection. When you turn the page, you will see the prereading text for the next selection. Let me know if you would like me to read the prereading text before you read the selection.

Now turn to the next page to find the first selection. At this time I will read the directions for the revising and editing section. Follow along as I read aloud the directions at the top of the page.

"Read the selection and choose the best answer to each question. Then fill in the answer on your answer document."

Notice that in the selection there is a number before each sentence. These numbers will help you find the sentence or sentences you will need to look at in order to answer the questions that follow.

Open your answer document to page 2 and find the section marked "REVISING AND EDITING." This is where you will mark your answers for the revising and editing section. Be sure to mark only one answer on your answer document for each question. Mark your answers very carefully and make your marks dark and neat. If you find that you want to change an answer, completely erase your first choice. Then fill in the circle for your new choice.

Help any students having difficulty locating the correct section of the answer document. When all students are ready, continue.

SAY This test has embedded content and language supports. You will see a dotted line under some words and sentences. When you see this, you can ask me for help.

For students receiving oral administration:

SAY If you would like me to read aloud any words or sentences during the test, let me know. However, on some parts of the test you will see a DO NOT READ icon. When you see this icon, it tells you that the selections and questions cannot be read aloud.

Help any students locate a DO NOT READ icon in the booklet if needed for explanation.

SAY Are there any questions?

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

SAY You will write your composition and answer the questions by yourself. I cannot help you answer any test questions. I will be able to help you only with questions about the directions.

You may not know the answers to all the questions. If you do not know the answer to a question, choose the answer you think might be correct. Remember that you may write in your test booklet if you would like to make notes.

Unless students have an extended time designated support, read the following:

You will have up to four hours to complete this test, which includes a composition and some multiple-choice questions. During the test, you will be provided with reminders of the time left to test. Your answers and your composition must be recorded on your answer document before the four-hour time period ends.

Remember that you may work on the test in any order that you choose. You may check your answers and your composition after you have finished. Be sure to erase any stray marks that you might have accidentally made on your answer document.

When you have finished looking over your work, let me know. I will come to your desk to collect your answer document and test booklet. Please sit quietly so that you do not disturb others who are still working. Do not talk to one another while others are still working on the test. Are there any questions?

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."**

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

SAY **You will now write your composition and answer the multiple-choice questions. Remember to mark your answers very carefully and make your marks dark and neat. 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, now you may begin.**

Unless students have an extended time designated support, begin timing the four-hour time period now. Record the start time on your seating chart. Refer to the STAAR Time Limit Policy page in the Program and Policy Highlights section of the Coordinator Resources 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 unless they are receiving an extended time designated support. After a student has completed the test, collect the test materials. Allow the student to leave the area or provide the student with an instructional activity (i.e., guided reading activity) while other students continue testing.*

When a student has completed this STAAR assessment session, record the amount of time (over two hours) he or she took to complete that subject-area test. For any student who does not complete a test within two hours, indicate this by marking "0" in column A of the AGENCY USE field on the answer document.

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 guide.*

Return your materials to the campus coordinator. Refer to the Coordinator Resources for instructions on returning materials. 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, DUPLICATION, OR SCORING OF SECURE TEST MATERIALS IS NOT PERMITTED AT ANY TIME.

Test Administration Directions—Mathematics, Reading, Science, and Social Studies

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 answer document per student

- dictionaries per the STAAR Dictionary Policy

- required calculator per the STAAR Calculator Policy (grade 8 mathematics and science only)

- other designated supports (if applicable)

- any additional TEA-authorized materials needed for administering the test

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For ELs, 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 designated supports, the test administrator is permitted to modify the directions when needed.

The following statement should be provided to students who are receiving an extended time or additional day designated support. The test administrator should say, for example, **"You will have [until the end of the school day; two days] to complete this test…"**

The following statement is only for students who are receiving Basic Transcribing. The test administrator should say, for example, **"All of your answers must be recorded [per student's method of response] before the end of the four-hour time period."**

Reference materials and graph paper for STAAR mathematics and science 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 State of Texas Assessments of Academic Readiness–STAAR [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 or write on it 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 and answer documents, please let me know. Keep your pencil on your desk until I tell you that you may use it.**

Give a test booklet to each student.

If they have not done so previously, students must write their first and last names on the test booklets and complete the [SUBJECT-AREA] TEST BOOKLET # field on their answer documents at this time. Directions for completing this information are printed below. You may have students who completed this information earlier in the week. If all students have already completed this information, proceed to the end of the boxed text and resume reading.

SAY **Check that the name on your answer document is correct.**

Assist any students who need help.

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

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

SAY **Write your first and last name on the blank line next to where it says "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 [SUBJECT-AREA] answer document. Does everyone see "[SUBJECT-AREA]" at the top-left side of your answer document?**

Assist any students who do not have the correct answer document.

SAY **Now find the words "TEST BOOKLET" at the top of your answer document.**

Point to TEST BOOKLET # field on the answer document given to you for demonstration purposes. 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 let me know.**

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.

For reading:

SAY   Now open your test booklet and turn to the page titled "READING." Then turn to the next page to find the prereading text for the first selection. Every time you see prereading text, I can read it aloud to you to let you know what the selection will be about. If you see a STOP sign at the bottom of a page, this tells you that you are about to read another selection. Let me know if you would like me to read the prereading text before you read that selection.

        In the selections and test questions you may see a dotted line under some words and sentences. When you see this, you can ask me for help. I may be able to give you a definition, a synonym, or a picture of certain words to help you. I may also give you text from certain parts of a reading selection.

        If you would like me to read aloud any words or sentences during the test, let me know. However, on some parts of the test you will see a DO NOT READ icon. When you see this icon, it tells you that the selections cannot be read aloud.

Help any students locate a DO NOT READ icon in the booklet if needed for explanation.

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

        Are there any questions?

For mathematics and science:

SAY   You may use a calculator on this test.

SAY   Now look at the back of your answer document and find the section titled "SUBJECT-AREA." 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.

Check that all students have found the correct place on their answer document. Answer all questions. When all students are ready, continue.

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

SAY Open your test booklet and find the reference materials and graph paper. You may also use scratch 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 let me know.

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. However, when you answer a question on this test, you must mark the answer on your answer document.

For mathematics, science, and social studies:

SAY You may see a dotted line under some words and sentences. When you see this, you can ask me for help. I may be able to give you a definition, a synonym, a formula, or a picture of certain words to help you. I may also be able to read aloud a part of the test that you need help with.

Are there any questions?

Answer all questions. When students are ready, continue.

SAY I cannot help you answer any test questions. You must answer them by yourself.

You may not know the answers to all the questions. If you do not know the answer to a question, choose the answer you think might be correct. Remember that you may write in your test booklet if you would like to make notes. Be sure to mark your answers on your answer document. If you need to change an answer, carefully erase it and mark your new answer. Remember to choose only one answer for each question.

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

You will have up to four hours to finish your test. Stop when you come to the last page of the [SUBJECT-AREA] test. During the test, I will remind you how much time you still have to test. All of your answers must be marked on your answer document before the four-hour time period ends.

You may check your answers after you have finished, but do not open or work in any other section of your test booklet or answer document. Be sure to erase any extra marks that you might have accidentally made on your answer document. When you have finished looking over your work, close your test booklet and let me know. I will come to your desk to collect your answer document, test booklet, and other materials. Please sit quietly so that you do not disturb others who are still working. Do not talk to anyone while others are still working on the test. Are there any questions?

> *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."**

Answer all questions. When students are ready, continue.

SAY **You will now take the [SUBJECT-AREA] 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. Let me know if you need any help with the words or sentences that have dotted underlines or need anything read aloud.**

Read the directions that are provided before you read the questions and mark your answers. Remember to mark your answers very carefully and make your marks dark and neat on the answer document.

Are there any questions?

Answer all questions. When students are ready, continue.

SAY **If there are no more questions, you may begin.**

Unless students have an extended time designated support, begin timing the four-hour time period now. Record the start time on your seating chart. Refer to the STAAR Time Limit Policy page in the Program and Policy Highlights section of the Coordinator Resources 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. Allow the student to leave the area or provide the student with an instructional activity (i.e., guided reading activity) while other students continue testing.*

For April and May 2020 primary administrations only: *When a student has completed this STAAR assessment session, record the amount of time (over two hours) he or she took to complete that subject-area test. For any student who does not complete a test within three hours, indicate this by marking "0" in column A of the AGENCY USE field on the answer document.*

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 guide.*

Return your test materials to the campus coordinator after the test session is over. Refer to the Coordinator Resources for instructions on returning materials. 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.

Secure Materials are located here in the secure *2020 STAAR with Embedded Supports Paper Administration Guides*

STAAR with Embedded Supports
Non-Secure Front Matter: Grades 6–8 2020