



Fall 2020 Beginning-of-Year Assessments Paper Test Instructions

Paper testing for the optional beginning-of-year (BOY) assessments is available, especially for students who do not have internet access.

Options for Printing and Ordering Paper Materials

Once registered with Pearson, districts have three options for obtaining paper testing materials: local printing, ordering printed materials from a regional Education Service Center (ESC), or ordering printed materials from Pearson for a fee.

Local Print Option

- PDF versions of the BOY assessments, answer documents, and answer keys are available for download.
- These files will be accessed through the district Secure File Transfer Protocol (SFTP) site.
- Answer documents will not be preprinted with student demographic information.

ESC Shipping Option

- The district emails the ESC printing contact available at [ESC printing options](#).
- The ESC printing contact emails the ESC testing coordinator to confirm that the district has registered with Pearson.
- If the district has registered, the ESC testing coordinator provides requested PDF versions of the BOY assessments to the ESC printing contact. If the district is not registered, the ESC printing contact should inform the district that it needs to register before administering BOY assessments.

Pearson Shipping Option

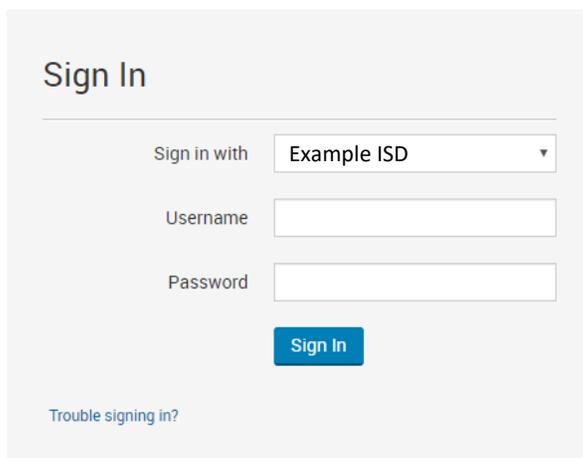
- Districts may contact Pearson to request print PDF versions of the BOY assessments be shipped. Districts must
 - submit a Support Request in the BOY Assessment administration of the [PearsonAccess^{next} training site](#) by **August 14, 2020**.
 - include a Purchase Order (PO) number with request.
- Printed copies are \$4.50 per student packet, which includes a test book, answer document, and answer key.
- This service will include printing and shipping student packets.
- Answer documents will not be preprinted with student demographic information.
- Packets will be shipped to the District Testing Coordinator to the shipping address on file with TEA.
- All orders will be processed on August 14th and materials will be delivered by August 28th.

Enter Paper Test Responses

Districts should develop and communicate a process for students to return answer documents to the district for scoring after testing is complete. Districts will score the test and provide results to the student based on local district policy.

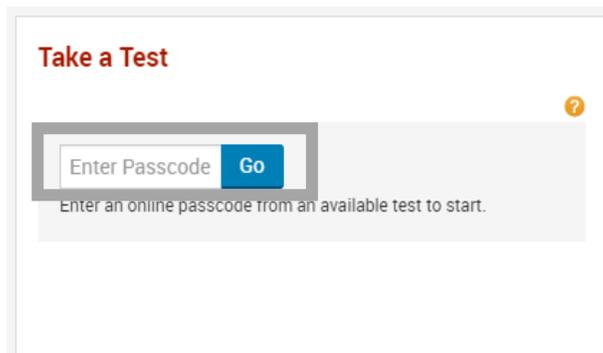
Entering students' responses into the Schoolnet system is optional. However, students' responses must be entered in Schoolnet for districts to receive reporting data. Use the following instructions to enter responses.

1. Navigate to tx.schoolnet.com.
2. Enter the appropriate student username and password provided in the Excel extract of student testing credentials from Pearson. Click **Sign In**.



The screenshot shows a 'Sign In' form with the following elements: a dropdown menu for 'Sign in with' set to 'Example ISD', a text input field for 'Username', a text input field for 'Password', a blue 'Sign In' button, and a link for 'Trouble signing in?'.

3. Under *Take a Test*, enter the test passcode from the Excel extract of student testing credentials. Click **Go**.



The screenshot shows a 'Take a Test' page with a text input field labeled 'Enter Passcode' and a blue 'Go' button. Below the input field is the instruction: 'Enter an online passcode from an available test to start.' There is also a question mark icon in the top right corner.

4. Verify that the information on the screen is correct. Click **Start Your Test**.
5. Enter the answers as indicated in the student answer document.
6. Once you have entered all answers, click **Submit Test**. Then click **Yes** on the confirmation screen.
7. Click **Close Test**.



Printing and Scanning Answer Documents from Schoolnet

Campuses will be able to scan paper answer documents printed directly from Schoolnet with a document camera using Schoolnet's Answer Sheet Scanning solution.

See the *Answer Document Scanning* video for detailed information on printing and scanning answer sheets. This video is posted on TEA's Optional Beginning-of-Year Assessments site.