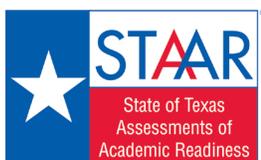


# STAAR

Texas Migrant Interstate Program

## Test Administration Information



2020–2021

The Test Administration Information for the Texas Migrant Interstate Program provides intra- and interstate organization to meet the educational needs of migrant children from Texas who are out-of-state during testing. To administer a State of Texas Assessments of Academic Readiness (STAAR®) grade 5, grade 8, or end-of-course (EOC) assessment, use this information, the *District and Campus Coordinator Resources*, and the appropriate STAAR test administrator manual.

**This document assumes the test administrator is responsible for all testing activities and has reviewed all appropriate materials. If your test site has more than one person involved in an administration, call the Texas Migrant Interstate Program (TMIP) at 800-292-7006.**

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# TMIP Assessment Schedules

## STAAR and STAAR Spanish Grades 5 and 8 Paper Test Administration Schedule

	May
<b>Grade 5 Mathematics</b>	5/11
<b>Grade 8 Mathematics*</b>	5/11
<b>Grade 5 Reading</b>	5/12
<b>Grade 8 Reading*</b>	5/12

\*Does not include Spanish.

## STAAR and STAAR Spanish Grades 5 and 8 Online Test Administration Schedule

	May
<b>Grade 5 Mathematics</b>	5/11–6/11
<b>Grade 8 Mathematics*</b>	5/11–6/11
<b>Grade 5 Reading</b>	5/11–6/11
<b>Grade 8 Reading*</b>	5/11–6/11

\*Does not include Spanish.

## STAAR EOC Paper Test Administration Schedule

	December	April	May	June
<b>English I</b>	12/8–12/11*	4/6–4/9*	–	6/22–6/25*
<b>English II</b>	12/8–12/11†	4/6–4/9†	–	6/22–6/25†
<b>Algebra I</b>	12/8–12/11	–	5/4–5/7	6/22–6/25
<b>Biology</b>	12/8–12/11	–	5/4–5/7	6/22–6/25
<b>U.S. History</b>	12/8–12/11	–	5/4–5/7	6/22–6/25

\*TEA recommends administering the English I test on Tuesday within the testing window.

†TEA recommends administering the English II test on Thursday within the testing window.

### STAAR EOC Online Test Administration Schedule

	December	April	May	June
<b>English I</b>	12/8–12/18*	4/6–5/7*	–	6/22–7/2
<b>English II</b>	12/8–12/18†	4/6–5/7†	–	6/22–7/2
<b>Algebra I</b>	12/8–12/18	–	5/4–6/4	6/22–7/2
<b>Biology</b>	12/8–12/18	–	5/4–6/4	6/22–7/2
<b>U.S. History</b>	12/8–12/18	–	5/4–6/4	6/22–7/2

\*TEA recommends administering the English I test on a Tuesday within the testing window.

†TEA recommends administering the English II test on a Thursday within the testing window.

To ensure the timely delivery of test materials, each test site must arrange a testing schedule with the TMIP. For online assessment test sites, testing personnel must contact the TMIP in advance to ensure that an online testing infrastructure is in place.

Contact Information:

**Texas Migrant Interstate Program (TMIP)**

800-292-7006

**Texas Education Agency (TEA) Student Assessment Division**

512-463-9536

Reference Materials Available Online
<a href="#">Texas Administrative Code</a>
<a href="#">District and Campus Coordinator Resources</a>
<a href="#">Security Information</a>
<a href="#">Accommodation Resources</a>
<a href="#">STAAR Assessment Management System User's Guide</a>

# Program Overview

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## STAAR — General and Accommodations Information

The TMIP test administration information includes STAAR and STAAR Spanish in grade 5 mathematics and reading, STAAR grade 8 mathematics and reading, and STAAR Algebra I, English I, English II, Biology, and U.S. History. STAAR Spanish is available for English learners (ELs) in grade 5 for whom an assessment in Spanish provides the most appropriate measure of academic progress. Students are required to take the STAAR EOC assessments for courses in which they are enrolled to fulfill the testing requirements for high school graduation.

Although the commissioner of education has waived the Student Success Initiative (SSI) promotion/retention and retesting requirements for students in grade 5 and grade 8 for the 2020–2021 school year due to the impact of the COVID-19 pandemic, those students are still required to take STAAR.

Districts will have local discretion on whether these students should advance to the next grade. The decision should be based on criteria that reflect a student's academic achievement and mastery of subject matter, and should include STAAR assessment results.

Districts are still responsible for providing accelerated instruction and supports for students who fail to perform satisfactorily on STAAR. Districts also remain accountable for student performance.

Accommodations, or designated supports, are changes to assessment materials or procedures intended to allow all test takers to demonstrate knowledge of the content being tested without the barriers of assessment formatting, non-tested language, or response type. The appropriate team of people at the campus level determine eligibility as indicated in each policy document. The designated supports can be found on the [TEA Accommodation Resources](#) webpage.

STAAR with Embedded Supports English and Spanish is available online for students eligible for specific designated supports. Students requiring testing designated supports will have personal needs and preferences (PNPs) that activate appropriate designated supports in the online tests. A list of embedded designated supports that can be assigned on an individual student basis can be found on the [Set Up Student Online Designated Supports](#) webpage. The online version of STAAR also includes enhanced accessibility features that are available to all students through the TMIP.

In rare circumstances and when technology access is precluded, a student may require a paper-based administration with embedded supports normally only available in online administrations. With special permission from TEA, students may participate in a paper-based assessment with embedded supports of STAAR for grades 5 and 8 mathematics and reading and STAAR EOC assessments. The form used to request a paper administration of STAAR with Embedded Supports can be found on the [Special Administration of an Online Assessment](#) webpage.

Information regarding allowable designated supports for STAAR can be found on the [Accommodation Resources](#) webpage and in the *Coordinator Resources*. Call the TMIP if an examinee indicates he or she is eligible for designated supports, particularly for an oral administration of any test.

## Test Administration Resources

To administer the STAAR grades 5 and 8 mathematics and reading assessments or the STAAR EOC assessments, refer to the

- [Coordinator Resources](#)
- appropriate STAAR grades 3–5, grades 6–8, or EOC test administrator manual

To administer the STAAR Spanish grade 5 mathematics and reading assessments, refer to the

- [Coordinator Resources](#)
- STAAR grades 3–5 test administrator manual

To administer a STAAR online assessment, refer to the

- [Coordinator Resources](#)
- appropriate STAAR grades 3–5, grades 6–8, or EOC test administrator manual
- [STAAR Assessment Management System User's Guide](#)
- STAAR tutorials and practice test

## Test Security

Testing personnel must adhere to the test security and confidentiality requirements in the Security section of the [Coordinator Resources](#).

All test administrators are required by law to be trained and to sign an Oath of Test Security and Confidentiality. Training materials and guidelines will be provided by TMIP. Oaths are located in the Security section of the *Coordinator Resources*.

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities. Each person participating in the testing program is responsible for contacting the TMIP immediately to report any violation or suspected violation of test security or confidentiality. The TMIP will inform TEA of all violations. To report violations in test security or confidentiality, contact the TMIP immediately at 800-292-7006.

# STAAR Testing

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## Before Test Administration

Test sites for students participating in STAAR grades 5 and 8 mathematics and reading assessments or STAAR EOC assessments must contact the TMIP in advance to ensure that testing materials are received in a timely manner.

If testing students online, contact the TMIP to ensure that the proper online testing infrastructure is in place. Test sites should use the [STAAR Assessment Management System User's Guide](#) with the TMIP's assistance to navigate the system. The TMIP will confirm that test sites have the necessary resources to administer an online test and provide student login credentials.

## Training and Materials

All test administrators and test material handlers are required to be trained annually in test security and testing procedures and to sign an oath of test security and confidentiality. This training will be arranged through the TMIP. The security oath is available as a printable form found in the Security section of the [Coordinator Resources](#) and must be signed and returned to the TMIP once testing has concluded.

For those administering paper tests, test booklets have been assigned using the unique ten-digit security number printed on each test booklet.



S123456789 1

Test site officials should verify that they have received the number of test booklets required and that they have received those test booklets assigned by security number. Testing personnel must account for and maintain the security of these test booklets, as well as the answer documents provided for student use, until they are returned to the testing contractor.

**Keep secure test materials in locked storage when not in use.**

Answer documents with precoded student information will be provided in a separate shipment. Follow the instructions found in the Verify precoded information section of the [Coordinator Resources](#).

STAAR grade 8 mathematics and Algebra I assessments (both paper and online versions) require that each student has a graphing calculator. Students participating in the STAAR Biology assessment must have access to a four-function, scientific, or graphing calculator. There should be at least one calculator for every five students taking the Biology assessment (both paper and online versions). Dictionaries are required for students participating in the STAAR grades 5 and 8 reading tests, as well as STAAR English I and English II. The TMIP will provide the test site with the necessary dictionaries and calculators as required.

Refer to the STAAR Calculator Policy and the STAAR Dictionary Policy, found in the Texas Assessment Program Highlights section of the [Coordinator Resources](#), for more information.

## **During Test Administration**

### **Verify Student Identity**

Students must present picture identification on the day of the assessment before being allowed to test.

A driver's license, Department of Public Safety (DPS) ID, school ID, or resident alien card may be used to verify student identity. Contact the TMIP at 800-292-7006 if none of these IDs are available to verify a student's identity.

### **Ensuring Proper Testing Procedures**

Administration times for STAAR English I and English II are limited to five hours. Administration times for all other assessments are limited to four hours. Test sessions must be conducted under the best possible conditions. By following the proper procedures, you ensure the security and confidentiality of the STAAR program and the uniform assessment of all eligible Texas students. For instructions on proper testing procedures, refer to the appropriate 2020–2021 STAAR test administrator Manual, found in the [Coordinator Resources](#).

For additional questions or information, contact the TMIP at 800-292-7006.

### **Administering Each Assessment**

The instructions for administering STAAR assessments can be found in the appropriate test administrator manuals. In addition, refer to the [STAAR Assessment Management System User's Guide](#) for administration of online assessments.

Test administrators should maintain a roster and complete a seating chart that includes the date, time, test administrator name, and student name(s) for each test administration. Rosters and seating charts should be returned to the TMIP once testing is completed.

If you have any concerns during the administration of a test, contact the TMIP immediately for guidance.

# After Test Administration

## Completing Online Administration

If you have students testing online, notify the TMIP once testing is completed. Follow directions from the TMIP regarding destruction of any allowed supplemental aids or reference materials that students wrote on, scratch or graph paper, and student test tickets.

## Completing Student Identification Information and Gridding Answer Documents for Paper Test Administrations

If you have students who are participating in a paper test administration and for whom no answer document has been prepared, follow the instructions on preparation in the appropriate STAAR test administrator manual.

Some information may already be precoded on an answer document or in the online system for students who are registered to participate in an assessment. Do not change this information. Ensure that the following information is provided on students' answer documents or on the demographic page in the online system before submitting for scoring.

### STUDENT-ID

The STUDENT-ID is the student's Public Education Information Management System (PEIMS) number. This will be a nine-digit number or a state-approved alternative ID number consisting of an "S" followed by eight digits. The TMIP will provide you with the correct ID number. All identification numbers must be gridded or verified by testing personnel only. It is especially important that the student identification number be accurate because it is used to access an individual's permanent record. The STUDENT-ID must be verified as accurate before the answer document is submitted for scoring. For questions concerning identification numbers, contact the TMIP at 800-292-7006 or TEA at 512-463-9536.

### DATE-OF-BIRTH

The DATE-OF-BIRTH field should be verified as accurate for each student. In the space labeled "MONTH," fill in the circle next to the month in which the student was born. Record the day of birth and the last two digits of the year in which the student was born in the boxes labeled "DAY" and "YEAR." If the birth date is before the tenth day of the month, add a zero in front of the date. Fill in the circles below the printed numbers.

### LOCAL USE

This field should be left blank.

### LOCAL-STUDENT-ID

This field should be left blank.

**FOR MIGRANT USE ONLY**

The county-district-campus (CDC) number of each student’s district and campus should be recorded in the box labeled “FOR MIGRANT USE ONLY” on the answer document, following the example below.

**Example**

999001	EXAMPLE ISD										
001	EXAMPLE HS (09-12)										
* 002	EXAMPLE HS (09-12)										
003	EXAMPLE HS (09-12)										
004	EXAMPLE HS (09-12)										
005	EXAMPLE HS (09-10)										
006	ADULT ED (09-12)										
007	ALTERNATIVE CENTE (01-12)										
008	EXAMPLE (EE-12)										
009	EXAMPLE CO JUVENI (05-12)										

<b>FOR MIGRANT USE ONLY</b>											
9	9	9	-	0	0	0	-	0	0	2	
County				District				Campus			

\* The last three digits indicate the Texas high school campus the examinee regularly attends and plans to graduate from.

The CDC number is extremely important for the student. This number determines where test results are sent and can affect the student’s graduation status. Call the TMIP or TEA for help in determining how to code the CDC number or any other part of the answer document.

**DISTRICT-NAME**

Below DISTRICT-NAME, print the name of the Texas district where the student is enrolled.

**CAMPUS-NAME**

Below CAMPUS-NAME, print the name of the Texas school in which the student is enrolled. If unable to determine the campus name, print the name of the city in Texas where the student went to school and call the TMIP. This information is critical in processing the student’s test.

**Gridding Score Codes, Test Taken Information, and Accommodations**

For in-depth information about gridding score codes and test taken information for each grade and subject of each administration, contact the TMIP. Information is also available in the Gridding information section of the [Coordinator Resources](#).

## Packing Scorable Materials for Return

Immediately after testing, test sites are responsible for returning secure STAAR test materials to the TMIP. Scorable test materials must be organized using the identification sheets as instructed below and as directed by the TMIP and returned in the shipping box(es) provided.

- **Complete a STAAR Campus and Group Identification Sheet (pink) with the following information:**

CAMPUS NAME: Print the name of the test site.

DISTRICT NAME: Print the city, state, and ZIP code where the test site is located.

COUNTY-DISTRICT NUMBER: Print and grid 777-777 (this is different than on the student answer document).

CAMPUS NUMBER: Print and grid 777 (this is different than on the student answer document).

NUMBER OF ANSWER DOCUMENTS SUBMITTED: Print and grid the number of scorable answer documents to be processed. (Do not include voided answer documents in this count.)

AGENCY USE: Print and grid the ZIP code of the test site (same as in DISTRICT NAME above).

STAAR ENGLISH and STAAR SPANISH: Mark one only for the grade of scorable documents submitted.

STAAR END-OF-COURSE: Mark the circle for the subject or course of scorable documents submitted.

- **Complete a STAAR Class Identification Sheet (orange) with the following information:**

CAMPUS AND DISTRICT NAMES

CAMPUS NAME: Print the name of the test site.

DISTRICT NAME: Print the city, state, and ZIP code where the test site is located.

GROUP (mark one only): Mark the circle for the grade and subject or course of the scorable documents submitted.

NAME: Print and grid TMIP, City, and State.

NUMBER OF ANSWER DOCUMENTS SUBMITTED UNDER THIS

IDENTIFICATION SHEET: Print and grid the number of answer documents to be processed. (Do not include voided answer documents in this count.)

- **If necessary, complete a STAAR Voided Answer Document Identification Sheet (red).**

Additionally, call the TMIP at 800-292-7006 to void an answer document.

- **Paper-band and box materials in the following order, top to bottom:**

TMIP Test Site Roster

STAAR Campus and Group Identification Sheet (pink)

STAAR Class Identification Sheet (orange)

STAAR answer documents to be processed

STAAR Voided Answer Document Identification Sheet (red)

Voided STAAR answer documents (if any)

All other materials

As test sites prepare secure test materials for return to the TMIP, they must verify that personnel have

- provided an accurate inventory of the materials submitted,
- submitted all secure test booklets and answer documents, and
- assembled and packaged materials correctly for return to the TMIP.

## **Returning Test Materials to TMIP**

All STAAR test materials should be returned in the shipping box(es) provided to:

**Texas Migrant Interstate Program  
208 South Cesar Chavez  
Alamo, TX 78516**

Student rosters, seating charts, and Oaths of Test Security and Confidentiality are also to be mailed back using the prepaid label for the boxes provided by the TMIP. Copies of these documents must also be faxed to the TMIP at 956-354-3062, or emailed to [tmip@sbcglobal.net](mailto:tmip@sbcglobal.net). Calculators and dictionaries received will also need to be shipped back to the TMIP. The testing site may keep copies of the oaths, seating charts, and shipping records.

**For return shipments to the TMIP, send scorable materials in the white boxes pre-labeled with the test administration.**

