STAAR

Texas Migrant Interstate Program

Test Administration Information

STAAR
State of Texas
Assessments of
Academic Readiness
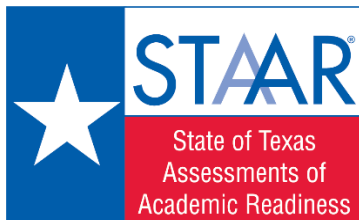
2021–2022

The Test Administration Information for the Texas Migrant Interstate Program (TMIP) 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®) 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 TMIP at 800-292-7006.

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TMIP Assessment Schedules

Migrant testing follows the Student Assessment Testing Calendar.

Each test site must arrange a testing schedule with the TMIP to ensure that test materials are delivered on time. In addition, testing personnel must contact the TMIP in advance to ensure that testing infrastructure is in place. All students participating in the TMIP will take the State of Texas Assessments of Academic Readiness (STAAR®) online using the Test Delivery System (TDS).

Contact Information:

Texas Migrant Interstate Program (TMIP)
　　　800-292-7006

Texas Education Agency (TEA) Student Assessment Division
　　　512-463-9536

Reference Materials Available Online
District and Campus Coordinator Resources
Security Information
Accommodation Resources
Test Information Distribution Guide (TIDE) User Guide
Test Delivery System (TDS) User Guide

Program Overview

STAAR—General Information

STAAR helps to ensure that Texas students are competitive with other students both nationally and internationally. One important function of STAAR is to gauge how well schools and teachers are preparing their students academically. These assessments are specifically designed to measure individual student progress in relation to content that is in the Texas Essential Knowledge and Skills (TEKS). Every STAAR question is directly aligned to the TEKS currently in effect for the grade and subject or course being assessed.

STAAR includes

- grades 3–8 mathematics,
- grades 3–8 reading,
- grades 5 and 8 science,
- grade 8 social studies,
- end-of-course (EOC) assessments for
  - Algebra I,
  - English I,
  - English II,
  - Biology, and
  - U.S. History.
- Spanish assessments for
  - grades 3–5 mathematics,
  - grades 3–5 reading, and
  - grade 5 science.

For the TMIP, these assessments are available online with and without embedded supports.

STAAR—Accommodations

Accommodations, or designated supports, are changes to assessment materials or procedures intended to allow all students 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 determines eligibility as indicated in each policy document. 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.

STAAR with Embedded Supports in English and Spanish are available online for students eligible for specific designated supports. Students requiring designated supports for testing will have test attributes activated in the online tests. A list of embedded designated supports that can be assigned on an individual student basis can be found in the *TIDE User Guide*. 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 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.

Test Administration Resources

To administer a STAAR online assessment, refer to the following:

- *Coordinator Resources*
- appropriate STAAR grades 3–5, grades 6–8, or EOC test administrator manual
- *TIDE User Guide*
- *TDS User Guide*

For online test administrations, directions have been written with the assumption that students have become familiar with the tools available in TDS. Students need to use the STAAR online practice tests to familiarize themselves with the general tools and program-specific designated supports and accessibility features that may appear in online tests.

Test Security

Testing personnel must adhere to the test security and confidentiality requirements in the Test 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. The TMIP will provide the training materials and guidelines, and the oaths are located in the Test 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

Before Test Administration

Test sites for students participating in STAAR grades 3–8 or STAAR EOC assessments must contact the TMIP in advance to ensure that testing materials are received in a timely manner.

Contact the TMIP to ensure that the proper online testing infrastructure is in place. Test sites should use the *TIDE User Guide* and the *TDS User Guide* with the TMIP's assistance to navigate the systems. 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 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 Test Security section of the *Coordinator Resources* and must be signed and returned to the TMIP once testing has concluded.

STAAR grade 8 mathematics and Algebra I assessments require that each student has a graphing calculator. Students participating in the grade 8 science and STAAR Biology assessments must have access to a four-function, scientific, or graphing calculator. There should be at least one calculator for every five students taking the grade 8 science and Biology assessments. Dictionaries are required for students participating in the STAAR grades 3–8 reading tests and STAAR English I and English II. The TMIP will provide the test site with dictionaries and calculators, as required.

Refer to the STAAR Calculator Policy and the STAAR Dictionary Policy, found in the Texas Assessment Program Overview section of the *Coordinator Resources*, for more information.

Student Test Tickets

TEA will send session ID and all required information for TMIP students to the TMIP office. Test administrators or designated staff must print the student test tickets at least one day before the test administration. Student test tickets must be stored in a secure location prior to the test administration.

Student test tickets contain the student's first name and Texas Student Data System (TSDS) ID needed to log in to take the test. The session ID, which is also needed to log in to take the test, is not included in the test ticket and will need to be provided to students separately.

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 to verify a student's identity if none of these IDs is available.

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 2021–2022 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 *TDS User Guide* for the 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

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

Verifying Student Identification Information

Some information may already appear in the online system for students registered to participate in an assessment. Do not change this information. Ensure that the following information is provided on the student demographic page in TIDE before submitting the test for scoring.

TSDS ID

The student's TSDS ID is the student's identification number. This will be a nine-digit number. The TMIP will provide you with the correct ID number. All identification numbers must be verified by testing personnel only. It is especially important that the student identification number is accurate because it is used to access an individual's permanent record. The TSDS ID must be verified as accurate before the test is submitted for scoring. For questions concerning identification numbers, contact the TMIP at 800-292-7006 or TEA's Student Assessment Division at 512-463-9536.

Date of Birth

The *Date of Birth* field should be verified as accurate for each student.

Campus

The student's county-district-campus (CDC) number and campus name should be verified as accurate. The CDC number and campus name should represent the CDC and campus in which the student is enrolled. 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 verify the CDC number or any other part of the answer document.

Texas Migrant Interstate Program (TMIP)

The *Texas Migrant Interstate Program (TMIP)* field must be set to the value of "Yes" for any student testing under the migrant program.

Selecting Score Codes, Test Taken Information, and Accommodations

For in-depth information about selecting 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*.

Returning Test Materials to TMIP

All STAAR test materials should be returned to:

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

Student rosters, seating charts, student test tickets, and Oaths of Test Security and Confidentiality must 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. Calculators and dictionaries received must also be shipped back to the TMIP. The testing site may keep copies of the oaths, seating charts, and shipping records.