

# Test Administration Technology Systems 101

# ETS Technology 101

## Resources:

- User's Guides and Manuals
- Roles and Permissions Matrix
- 2019-2020 Data File Format for Student Registration
- Quick Guide to Online Testing
- Unified Minimum Systems Requirements
- Secure Browser Downloads
- Online Readiness Tools

## TexasAssessment.Gov/Administrators/Technology

TE★AS ASSESSMENT
FOR FAMILIES | FOR ADMINISTRATORS & EDUCATORS
EN ESPAÑOL

ANALYTIC PORTAL
TEST ADMINISTRATION
TRAINING
TEST RESULTS
RESOURCES
FAQs
TECHNOLOGY
ADDITIONAL REPORTS

### TECHNOLOGY SYSTEMS AND SUPPORT

<p><b>STAAR Grades 3-8 and EOC</b> STAAR Assessment Management System User's Guide</p> <p>STAAR Assessment Management System User Roles Permissions Matrix for Interim and Summative Assessments</p> <p><b>Interim Assessments</b> Interim Assessments User Manual</p> <p>STAAR Assessment Management System User Roles Permissions Matrix for Interim and Summative Assessments</p> <p><b>STAAR Online Testing Platform Secure Browsers</b></p> <p>For Windows®</p> <p>For Mac OS® (.pkg)</p> <p>For Chromebook™</p> <p>For iPad®</p> <p><b>For Ubuntu® Linux (.deb package)</b> Linux-deb-64-bit</p>	<p><b>STAAR Online Testing Platform Resources</b></p> <p>STAAR Online Testing Platform Technology Guide</p> <p>STAAR Online Testing Platform Local Caching Software (LCS) District Guide</p> <p>Online Readiness Tools</p> <p>Quick Guide to Online Testing (PDF)</p>	<p><b>STAAR Alternate 2, TELPAS, and TELPAS Alternate Assessment Management Systems</b></p> <p>Training Modules for the STAAR Alternate 2, TELPAS, and TELPAS Alternate Assessment Management Systems</p> <p>STAAR Alternate 2, TELPAS, and TELPAS Alternate Assessment Management Systems User's Guide</p> <p>User Roles and Permissions for the STAAR Alternate 2, TELPAS, and TELPAS Alternate Assessment Management Systems (PDF)</p> <p>Installable TestNav (for Windows, Mac, Linux, Fedora, and Ubuntu, iPad, Android, and Chromebook) and ProctorCache Installers (for Windows and Mac)</p> <p>STAAR Alternate 2, TELPAS, and TELPAS Alternate Assessment Management Systems Training Site</p> <p>TestNav 8 Online Support</p>	<p><b>All Assessment Programs</b> Consolidated Accountability File (CAF) (PDF)</p> <p><b>Unified Specifications</b> Unified Minimum System Requirements for the Administration of Online Assessments</p> <p><b>System Upload File Formats</b> 2019-2020 Student Registration Header Template</p> <p><b>System File Formats</b> 2019-2020 Data File Format for Student Registration (PDF)</p> <p><b>Texas Assessment Data Portal</b></p> <p>Student Portal Help Guide (PDF)</p> <p>Teacher Portal Help Guide (PDF)</p> <p>Analytic Portal Help Guide (PDF)</p> <p>Data Interaction Hardware and Software Requirements (PDF)</p>
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Activities to Support Test Delivery	Resource
Verify that the district’s network meets requirements and is properly configured for testing.	<i>STAAR Online Testing Platform Technology Guide</i>
Conduct network diagnostics to estimate district and campus network user capacity and to plan for concurrent testing volumes.	Online Readiness Tools
Determine local caching software needs and complete installation procedures.	<i>STAAR Online Testing Platform Local Caching Software (LCS) District Guide</i>
Verify that all devices used for online testing meet the minimum hardware and software requirements.	<i>Unified Minimum System Requirements</i>
Install the appropriate STAAR Online Testing Platform Secure Browser on all testing devices.	<i>STAAR Online Testing Platform Technology Guide</i>
Confirm successful installation and operation of secure browsers.	<i>STAAR Online Testing Platform Technology Guide</i>
Test the compatibility of computers and gauge technology infrastructure readiness.	STAAR Online Testing Platform student tutorials and practice tests
Prepare all computers for online test delivery. Close all web browser windows, disable any automatically launching applications on all devices, and check for sufficient power sources.	<i>Quick Guide to Online Testing</i>

# STAAR Online Testing Timeline

Register Students for Online  
Testing /Review Resources  
**(4- 6 weeks prior)**

Verify Online Enrollments  
**(2 weeks prior)**

Distribute Test  
Tickets/Monitor Sessions  
**(Day of testing)**



Prepare Online Testing  
Environment - Setup and  
Test Devices  
**(4 weeks prior)**

Print Test Tickets/ Verify Test  
Language and PNPs  
**(1 week prior)**

# STAAR Online Testing Timeline (Quick Guide To Online Testing)

Preparation Activities for Administration of STAAR® Online Testing	
Refer to the State of Texas Assessments of Academic Readiness (STAAR) Assessment Management System User's Guide and the STAAR Online Testing Platform Technology Guide for details on completing the steps below.	
Four to Six Weeks Prior	<p>Review resources and dates in <a href="#">Calendar of Events</a>. Train coordinators and technology staff.</p> <p>Register students for STAAR online testing. Refer to Section 6.2 of the <a href="#">Assessment Management System User's Guide</a>.</p>
Four Weeks Prior	<p>Prepare the testing environment (download, install and configure the SOTP). NOTES: For Windows, Mac OS and Linux, SOTP versions prior to 3.14.0 will not auto-update. Districts must uninstall the previous version of the SOTP and reinstall the latest version. SOTP secure browser will auto-update on Chromebooks and iOS devices. Districts must ensure network policies do not restrict auto-updates of the SOTP.</p> <p>Refer to <a href="#">Technology Systems and Support</a>. Perform systems test using <a href="#">Online Readiness Tools</a>. Evaluate system performance using tutorials and practice tests.</p>
Two Weeks Prior	<p>Verify accuracy of student registration data in the STAAR Assessment Management System.</p> <p>Verify online test registrations and test language. Verify online testing groups (optional). Verify online designated supports.</p>
One Week Prior	<p>Download and print student test tickets (store in secure location). Verify test language and PNP and accommodation settings; update as necessary.</p>
One to Three Days Prior	<p>Launch and verify that the current SOTP is installed and functioning on ALL testing devices. NOTE: Disable all system auto-updates once the SOTP has been tested and verified to be working.</p>
During Testing	<p>Provide test administrators with student rosters and student test tickets. Supply required tools and resources (test tickets, calculators, dictionaries, pencils, additional applicable reference materials, etc.). Refer to Section 7.5.2 of the <a href="#">Assessment Management System User's Guide</a>.</p> <p>Monitor administration of tests. Refer to <a href="#">Monitor Online Administrations</a> in the DCCR. Refer to Section 7.5 of the <a href="#">Assessment Management System User's Guide</a>.</p>
After Testing (through close of testing window)	<p>Make necessary updates to score codes and demographic information. Verify test attributes settings. Refer to Sections 6.1, 7.5.5, and 7.5.6 of the <a href="#">Assessment Management System User's Guide</a>.</p>
Applies to STAAR Administrations	
Texas Education Agency, Student Assessment Division, August 2019	

Four to Six Weeks Prior

- ## Register Students for Online Testing
- ### Review Updated Technology Requirements
- Minimum Systems Requirements
  - Secure Browser Updates

Four Weeks Prior

- ## Prepare the Testing Environment
- Perform system readiness tests (Online Readiness Tools)
  - Update devices and verify installation of the current secure browser versions
  - Evaluate System performance using tutorials and practice test or interim testing

Two Weeks Prior

- ## Verify Online Student Test Registrations
- Verify student information (demographics) and test registrations (subject/grade level, PNPs, test language).
  - Verify online testing groups (optional).
  - Verify online designated supports.

# STAAR Online Testing Timeline

## (Quick Guide To Online Testing)

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Four to Six Weeks Prior	<ul style="list-style-type: none"> <li>Review resources and dates in <a href="#">Calendar of Events</a>. Train coordinators and technology staff.</li> <li>Register students for STAAR online testing. Refer to Section 6.2 of the <a href="#">Assessment Management System User's Guide</a>.</li> </ul>
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Two Weeks Prior	<ul style="list-style-type: none"> <li>Verify accuracy of student registration data in the STAAR Assessment Management System.</li> <li>Verify online test registrations and test language. Verify online testing groups (optional). Verify online designated supports.</li> </ul>
One Week Prior	<ul style="list-style-type: none"> <li>Download and print student test tickets (store in secure location). Verify test language and PNP and accommodation settings; update as necessary.</li> </ul>
One to Three Days Prior	<ul style="list-style-type: none"> <li>Launch and verify that the current SOTP is installed and functioning on ALL testing devices. NOTE: Disable all system auto-updates once the SOTP has been tested and verified to be working.</li> </ul>
During Testing	<ul style="list-style-type: none"> <li>Provide test administrators with student rosters and student test tickets. Supply required tools and resources (test tickets, calculators, dictionaries, pencils, additional applicable reference materials, etc.). Refer to Section 7.5.2 of the <a href="#">Assessment Management System User's Guide</a>.</li> <li>Monitor administration of tests. Refer to <a href="#">Monitor Online Administrations</a> in the DCCR. Refer to Section 7.5 of the <a href="#">Assessment Management System User's Guide</a>.</li> </ul>
After Testing (through close of testing window)	<ul style="list-style-type: none"> <li>Make necessary updates to score codes and demographic information. Verify test attributes settings. Refer to Sections 6.1, 7.5.5, and 7.5.6 of the <a href="#">Assessment Management System User's Guide</a>.</li> </ul>

Applies to STAAR Administrations | Texas Education Agency, Student Assessment Division, August 2019

One Week Prior

### Download and Print Student Test Tickets and Rosters

- Verify Test Language and PNPs.
- Download Proctor Ticket Logins

One to Three Days Prior

### Final System Checks

- Launch and Verify SOTP is installed and working on ALL testing devices.
- Disable all system auto-updates once the SOTP has been tested and verified to be working.

Day of Testing

### Verify Online Student Test Registrations

- Verify student information (demographics) and test registrations (subject/grade level, PNPs, test language).
- Verify online testing groups (optional).
- Verify online designated supports.

# STAAR Online Testing Timeline (Quick Guide To Online Testing)

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Two Weeks Prior	<p>Verify accuracy of student registration data in the STAAR Assessment Management System.</p> <p>Verify online test registrations and test language. Verify online testing groups (optional). Verify online designated supports.</p>
One Week Prior	<p>Download and print student test tickets (store in secure location). Verify test language and PNP and accommodation settings; update as necessary.</p>
One to Three Days Prior	<p>Launch and verify that the current SOTP is installed and functioning on ALL testing devices. NOTE: Disable all system auto-updates once the SOTP has been tested and verified to be working.</p>
During Testing	<p>Provide test administrators with student rosters and student test tickets. Supply required tools and resources (test tickets, calculators, dictionaries, pencils, additional applicable reference materials, etc.). Refer to Section 7.5.2 of the <a href="#">Assessment Management System User's Guide</a>.</p> <p>Monitor administration of tests. Refer to <a href="#">Monitor Online Administrations</a> in the DCCR. Refer to Section 7.5 of the <a href="#">Assessment Management System User's Guide</a>.</p>
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Applies to STAAR Administrations   Texas Education Agency, Student Assessment Division, August 2019	

## After Testing

### Verify Student Information and Test Attributes

- Update Student Demographics (as necessary) prior to the close of the testing window
- Verify and update Test Attributes (as necessary) prior to the close of the Test Attributes window



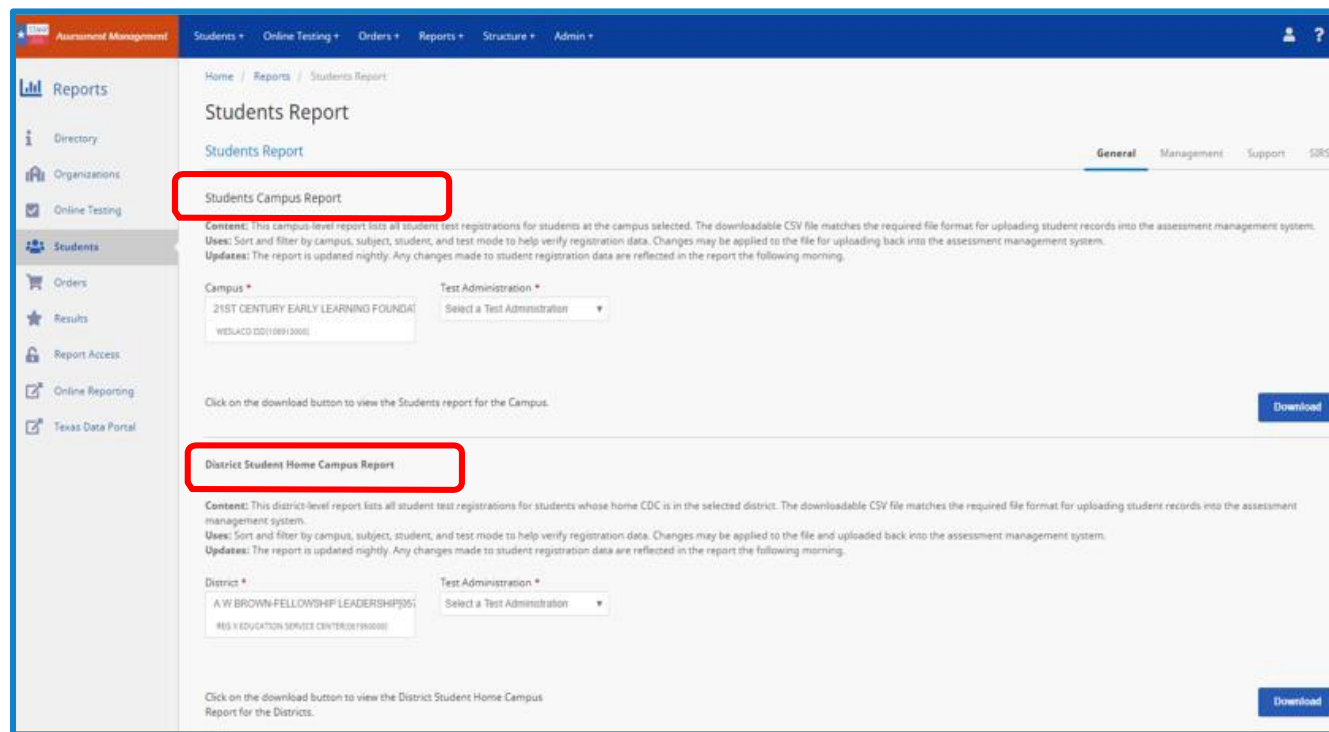
# Register Students for Online Testing

- All retesters are registered with the same demographic information (e.g., grade level) as when they last tested.
  - Districts should review retester registrations and update as needed.
  - For EOC testing, retesters are registered to take only the test(s) that they did not previously pass.
  - Tests are presented in the same testing mode as the last administration.
    - **Exception:** The braille indicator is not rolled over from previous administrations and must be added to the student's profile prior to the close of the paper registration window.
    - Large Print and Oral Administration will be rolled over for paper testers beginning in spring 2020

# Register Students for Online Testing

## Retester Verification Roster:

- All EOC administrations
- May grades 5 and 8 math and reading retests
- June grades 5 and 8 math and reading retests
  - **Best Practice:** Download a report with assessment data for retesters on the “Retester verification roster available” date listed on the calendar of events prior to registering any students or making any updates to registrations.



## Reports > Students

- Students Campus Report
- District Students Home Campus Report

# Register Students for Online Testing

## PEIMS Source File vs. Local Data

- Applies to Grades 3-8 Primary Administrations Only
- Must first make a selection prior to registering any students

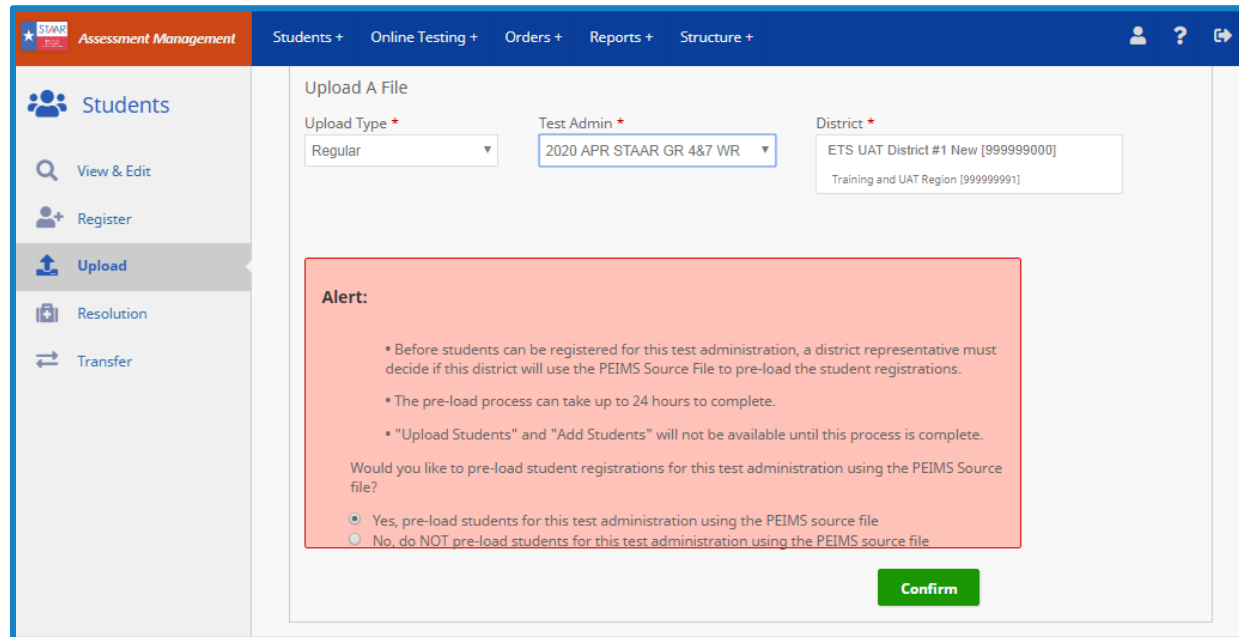
### Alert:

- Before students can be registered for this test administration, a district representative must decide if this district will use the PEIMS Source File to pre-load the student registrations.
- The pre-load process can take up to 24 hours to complete.
- "Upload Students" and "Add Students" will not be available until this process is complete.

Would you like to pre-load student registrations for this test administration using the PEIMS Source file?

- Yes, pre-load students for this test administration using the PEIMS source file
- No, do NOT pre-load students for this test administration using the PEIMS source file

## Students > Upload



STAR Assessment Management

Students + Online Testing + Orders + Reports + Structure +

Students

View & Edit

Register

Upload

Resolution

Transfer

Upload A File

Upload Type \* Regular

Test Admin \* 2020 APR STAAR GR 4&7 WR

District \* ETS UAT District #1 New [999999000]  
Training and UAT Region [999999991]

**Alert:**

- Before students can be registered for this test administration, a district representative must decide if this district will use the PEIMS Source File to pre-load the student registrations.
- The pre-load process can take up to 24 hours to complete.
- "Upload Students" and "Add Students" will not be available until this process is complete.


Would you like to pre-load student registrations for this test administration using the PEIMS Source file?

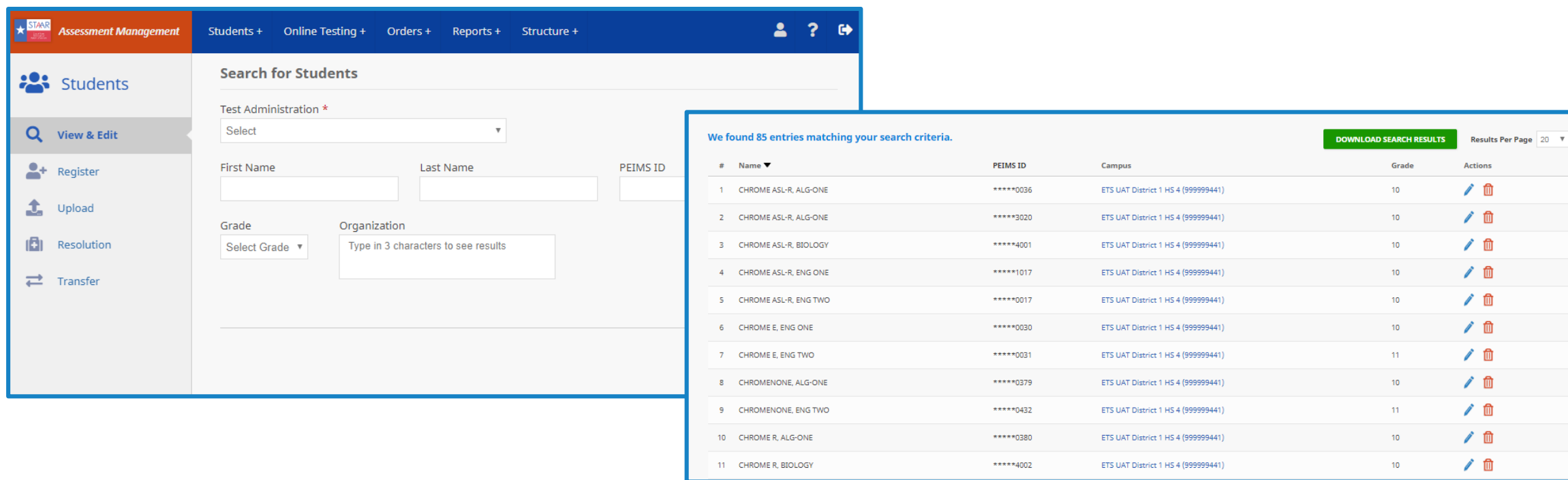
- Yes, pre-load students for this test administration using the PEIMS source file
- No, do NOT pre-load students for this test administration using the PEIMS source file

Confirm

# Register Students for Online Testing























## Update Existing Registrations via the User Interface (UI) – *Students > View & Edit*

- Search for existing registrations
- Click on edit icon to enter student registration profile 



The screenshot displays the 'STAR Assessment Management' interface. The top navigation bar includes 'Students +', 'Online Testing +', 'Orders +', 'Reports +', and 'Structure +'. The left sidebar contains navigation options: 'Students', 'View & Edit', 'Register', 'Upload', 'Resolution', and 'Transfer'. The main content area is titled 'Search for Students' and includes a 'Test Administration \*' dropdown menu. Below this are input fields for 'First Name', 'Last Name', and 'PEIMS ID'. There are also dropdowns for 'Grade' and 'Organization' with a search prompt 'Type in 3 characters to see results'.

A search results overlay is shown, indicating 'We found 85 entries matching your search criteria.' It features a 'DOWNLOAD SEARCH RESULTS' button and a 'Results Per Page' dropdown set to 20. The results are presented in a table with the following columns: #, Name, PEIMS ID, Campus, Grade, and Actions.

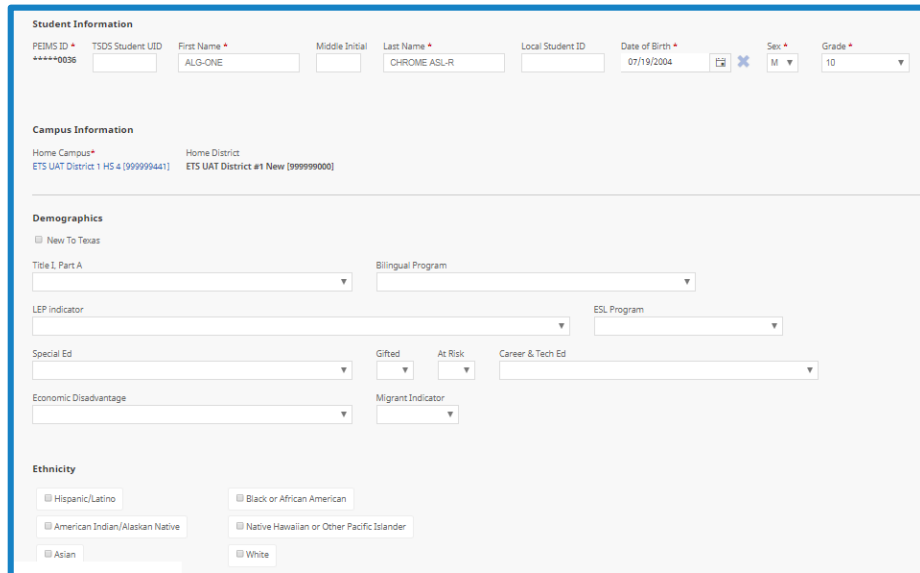
#	Name	PEIMS ID	Campus	Grade	Actions
1	CHROME ASL-R, ALG-ONE	*****0036	ETS UAT District 1 HS 4 (999999441)	10	 
2	CHROME ASL-R, ALG-ONE	*****3020	ETS UAT District 1 HS 4 (999999441)	10	 
3	CHROME ASL-R, BIOLOGY	*****4001	ETS UAT District 1 HS 4 (999999441)	10	 
4	CHROME ASL-R, ENG ONE	*****1017	ETS UAT District 1 HS 4 (999999441)	10	 
5	CHROME ASL-R, ENG TWO	*****0017	ETS UAT District 1 HS 4 (999999441)	10	 
6	CHROME E, ENG ONE	*****0030	ETS UAT District 1 HS 4 (999999441)	10	 
7	CHROME E, ENG TWO	*****0031	ETS UAT District 1 HS 4 (999999441)	11	 
8	CHROMENONE, ALG-ONE	*****0379	ETS UAT District 1 HS 4 (999999441)	10	 
9	CHROMENONE, ENG TWO	*****0432	ETS UAT District 1 HS 4 (999999441)	11	 
10	CHROME R, ALG-ONE	*****0380	ETS UAT District 1 HS 4 (999999441)	10	 
11	CHROME R, BIOLOGY	*****4002	ETS UAT District 1 HS 4 (999999441)	10	 

# Register Students for Online Testing

## Update Existing Registrations via the User Interface (UI) – *Students > View & Edit*

- Updates to online test registrations may be made anytime during the online registration window
- Student information and demographics established at the close of the testing window will be associated with a student's online test(s).

### Profile Tab – Student Information and Demographics



**Student Information**

PEIMS ID: \*\*\*\*0036 | TSDS Student UID: [ ] | First Name: ALG-ONE | Middle Initial: [ ] | Last Name: CHROME ASL-R | Local Student ID: [ ] | Date of Birth: 07/19/2004 | Sex: M | Grade: 10

**Campus Information**

Home Campus: ETS UAT District 1 HS 4 (999999441) | Home District: ETS UAT District #1 New (999999000)

**Demographics**

New To Texas

Title I, Part A: [ ] | Bilingual Program: [ ]

LEP indicator: [ ] | ESL Program: [ ]

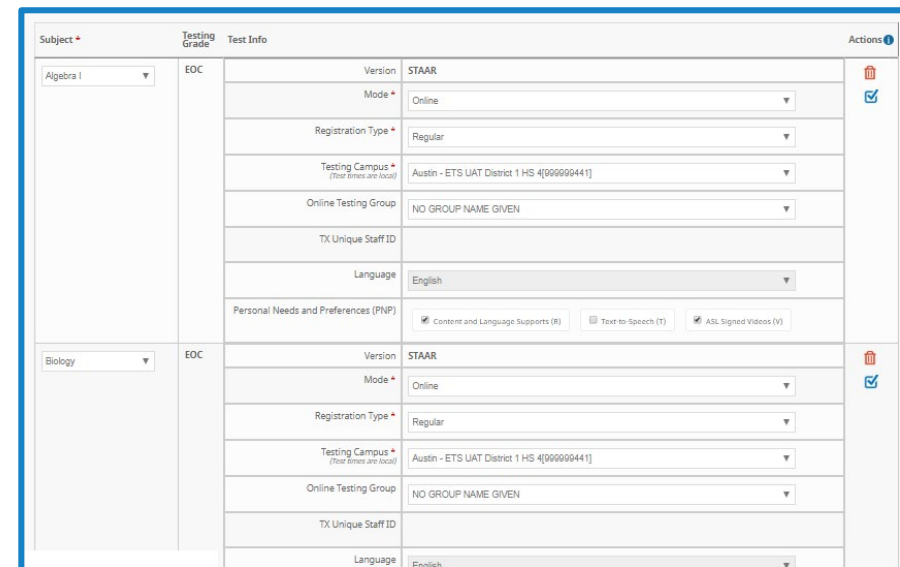
Special Ed: [ ] | Gifted: [ ] | At Risk: [ ] | Career & Tech Ed: [ ]

Economic Disadvantage: [ ] | Migrant Indicator: [ ]

**Ethnicity**

Hispanic/Latino |  Black or African American  
 American Indian/Alaskan Native |  Native Hawaiian or Other Pacific Islander  
 Asian |  White

### Tests Tab – Test Information (e.g., Test Language, PNPs)



Subject	Testing Grade	Test Info	Actions
Algebra I	EOC	Version: STAAR Mode: Online Registration Type: Regular Testing Campus: Austin - ETS UAT District 1 HS 4(999999441) Online Testing Group: NO GROUP NAME GIVEN TX Unique Staff ID: [ ] Language: English Personal Needs and Preferences (PNP): <input checked="" type="checkbox"/> Content and Language Supports (CLS)   <input type="checkbox"/> Text-to-Speech (TTS)   <input checked="" type="checkbox"/> ASL Signed Videos (V)	[ ] [ ]
Biology	EOC	Version: STAAR Mode: Online Registration Type: Regular Testing Campus: Austin - ETS UAT District 1 HS 4(999999441) Online Testing Group: NO GROUP NAME GIVEN TX Unique Staff ID: [ ] Language: English	[ ] [ ]

# Register Students for Online Testing

## Adding a New Registration via the User Interface (UI) – *Students > Register*

- Pulls in existing registration information if student already registered with a different CDC for the current administration
- If no current registration exists and student has a testing history - student information and demographic information is pulled from history of when last tested
- Verify student demographics and test information – update as necessary anytime throughout the online testing window

# Register Students for Online Testing

Assessment Management | Students + Online Testing + Orders + Reports + Structure + Admin +

Step 2: Add Test(s)

Test Administration: 2019 DEC STAAR EOC | Student Grade: 05 | Home Campus: ETS UAT District 1 MS 5 [999999552] | Home District: ETS UAT District #1 New [999999000]

Subject *	Testing Grade	Test Info	Actions
U.S. History	EOC	Version: STAAR Mode: Paper Registration Type: Regular Testing Campus: Ewing - ETS UAT District 1 EL 6[999999001] Paper Group: NO GROUP NAME GIVEN TX Unique Staff ID: <input type="text"/> Language: English Braille Indicator: No Braille Materials: <input type="checkbox"/> Large Print (X) <input type="checkbox"/> Oral Administration (Y)	

Back Submit Add Another Test

Assessment Management | Students + Online Testing + Orders + Reports + Structure + Admin +

Step 1: Profile

Student Information

PEIMS ID: \*\*\*\*\*0019 | TSDS Student UID:  | First Name:  | Middle Initial:  | Last Name:  | Local Student ID:  | Date of Birth: 02/03/2010 | Sex: F | Grade: 11

Campus Information

Home Campus: ETS UAT District 1 MS 5 [999999552] | Home District: ETS UAT District #1 New [999999000]

Demographics

New To Texas

Title I, Part A: -- Select Option -- | Bilingual Program: -- Select Option -- | LEP Indicator: -- Select Option --

ESL Program: -- Select Option -- | Special Ed: -- Select Option -- | Gifted: -- Select Option -- | At Risk: -- Select Option -- | Career & Tech Ed: -- Select Option --

Economic Disadvantage: -- Select Option -- | Migrant Indicator: -- Select Option --

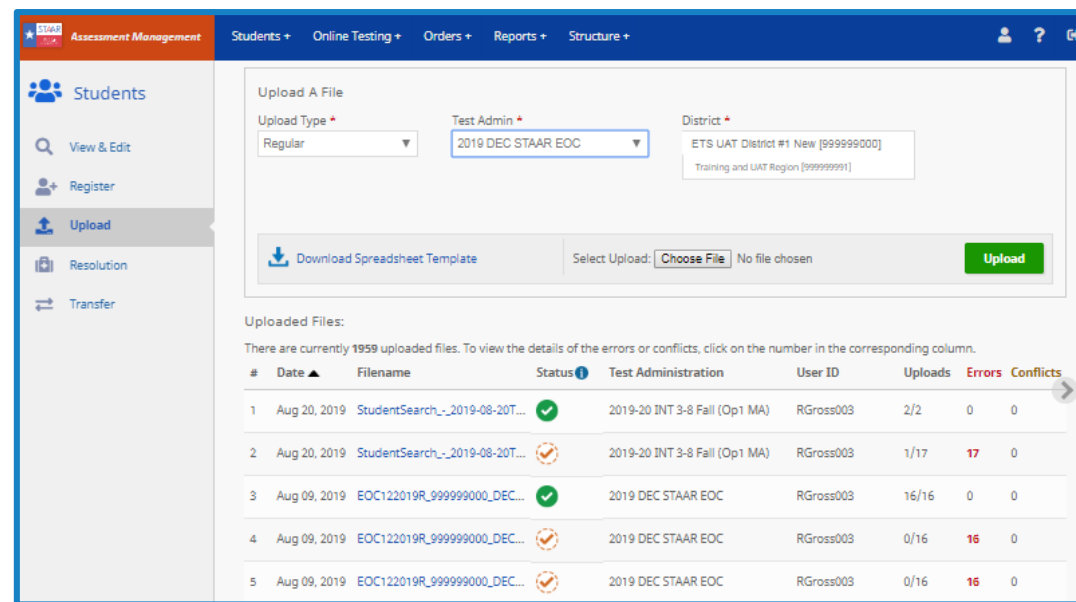
Ethnicity

Hispanic/Latino |  Black or African American  
 American Indian/Alaskan Native |  Native Hawaiian or Other Pacific Islander  
 Asian |  White

# Register Students for Online Testing

## Registration File Upload – *Students > Upload*

- May update existing registrations or add new registrations via file upload
- All online test registration settings that can be made manually in the UI can be made via file upload
- Use the 2019–2020 Student Data File Format for Student Registration and Precoding for upload file specifications.
  - **NOTE:** A student’s registration may not be updated via file upload once an online test has been started



The screenshot shows the 'Assessment Management' interface with the 'Students' menu selected. The 'Upload' option is highlighted in the left sidebar. The main content area displays the 'Upload A File' section with the following settings:

- Upload Type: Regular
- Test Admin: 2019 DEC STAAR EOC
- District: ETS UAT District #1 New [9999999000]  
Training and UAT Region [9999999991]

Below the settings, there is a 'Download Spreadsheet Template' link and a 'Select Upload: Choose File' button. An 'Upload' button is visible on the right. The 'Uploaded Files' section shows a table with 5 rows of data:

#	Date	Filename	Status	Test Administration	User ID	Uploads	Errors	Conflicts
1	Aug 20, 2019	StudentSearch_-_2019-08-20T...	✓	2019-20 INT 3-8 Fall (Op1 MA)	RGross003	2/2	0	0
2	Aug 20, 2019	StudentSearch_-_2019-08-20T...	⚠	2019-20 INT 3-8 Fall (Op1 MA)	RGross003	1/17	17	0
3	Aug 09, 2019	EOC122019R_999999000_DEC...	✓	2019 DEC STAAR EOC	RGross003	16/16	0	0
4	Aug 09, 2019	EOC122019R_999999000_DEC...	⚠	2019 DEC STAAR EOC	RGross003	0/16	16	0
5	Aug 09, 2019	EOC122019R_999999000_DEC...	⚠	2019 DEC STAAR EOC	RGross003	0/16	16	0



## Registration (*Students > Upload*)

- Test Format – EOC (AO) – registration defaults to online if no value is entered (blank).
- Transfer students by placing an “M” in the Action–Indicator field.
  - Move student registrations from campus to campus within a district or between districts.
- Delete student registrations (student no longer enrolled in your district) by placing a “D” in the Action–Indicator field.
- Home County/District/Campus Code (BH) – indicates the home campus.
- Campus ID of Enrollment (B) – indicates the testing campus
  - The home campus will default to the testing campus if left blank in file.

## Registration (*Students > Upload*)

- The group name field is also used as the default online test group name if no online test group name is provided for a subject.



**Best Practice:** When updating existing student registrations or registering new students, include only students whose records are being updated. If uploading all students' records, download the District Students Home Campus Report (Reports > Students) and make edits to the registration records as needed directly in the file, leaving all other records untouched, and upload back into the system.

# Register Students for Online Testing

## Registration Training Webinars:

- [TexasAssessment.Gov/administrators/training/](https://TexasAssessment.Gov/administrators/training/)
- Contains webinar recordings and presentation materials from past webinars

## Available Webinar Recordings

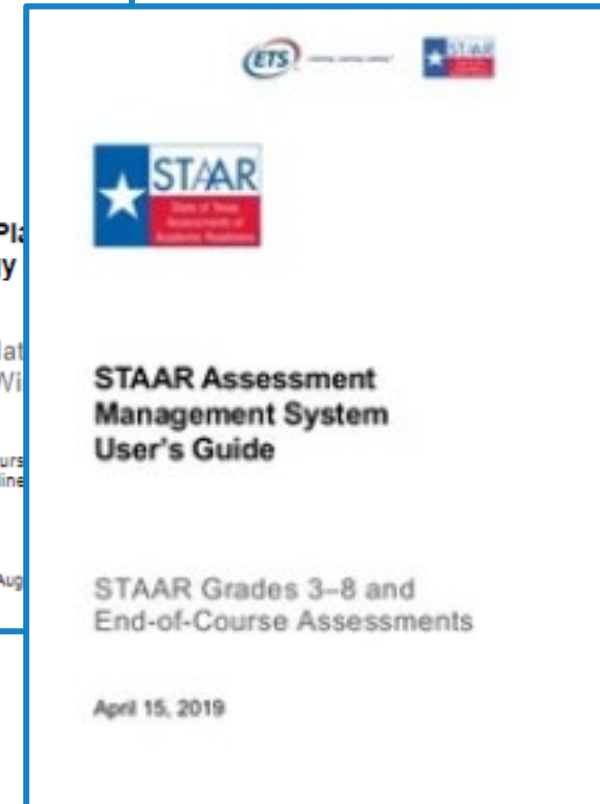
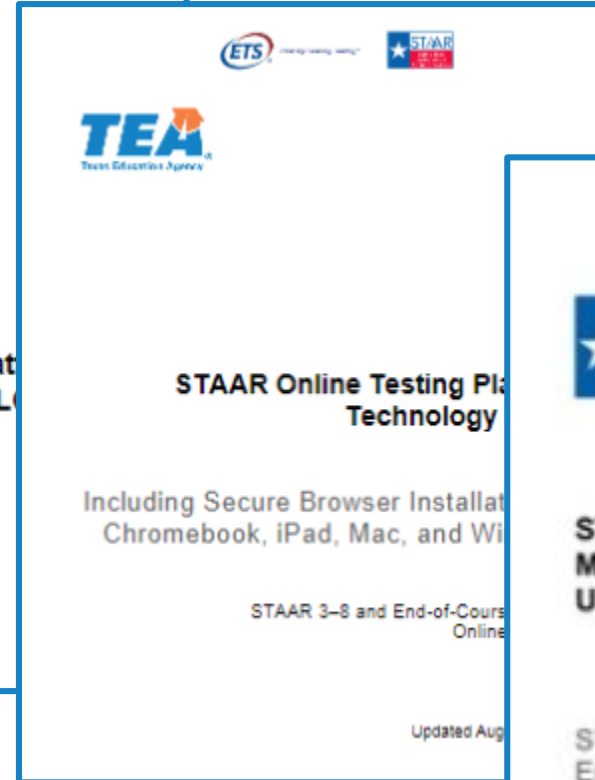
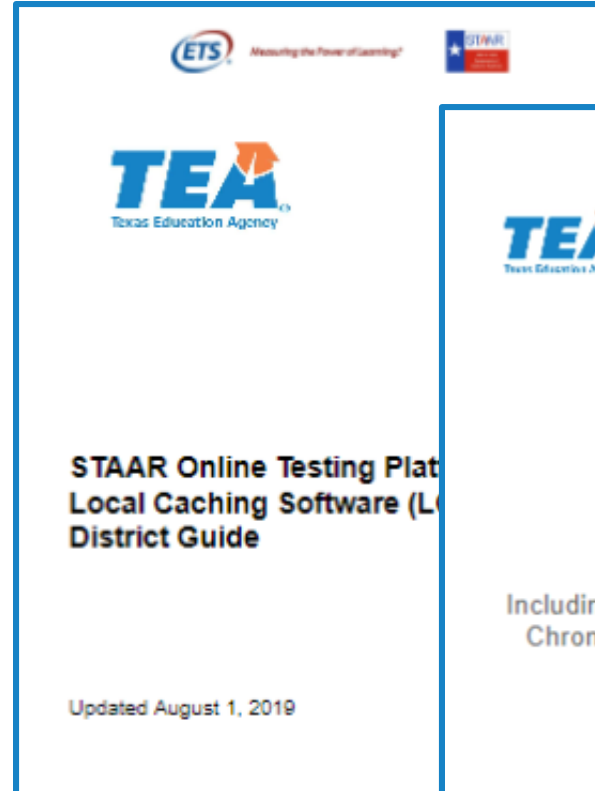
- What's New for December 2019 Student Registration?
- Registration for New DTCs
- Fall Activities for December 2019
- User Roles and Permissions Updates



The screenshot shows the TEAS Assessment website interface. At the top, there is a navigation bar with "TEAS ASSESSMENT" on the left, and "FOR FAMILIES", "FOR ADMINISTRATORS & EDUCATORS", and "EN ESPAÑOL" on the right. Below this is a secondary navigation bar with icons for "ANALYTIC PORTAL", "TEST ADMINISTRATION", "TRAINING", "TEST RESULTS", "RESOURCES", "FAQs", "TECHNOLOGY", and "ADDITIONAL REPORTS". The main content area is titled "STAAR ASSESSMENT MANAGEMENT SYSTEM WEBINAR TRAINING". Below the title, it states "Training webinars can include prerecorded presentations, FAQs, and more." A section titled "2019-2020 WEBINARS" features a video thumbnail of a woman and the text "Webinar Trainings for STAAR Administration Activities and Interim Assessments". A paragraph explains that a series of webinar training opportunities for STAAR administration activities and interim assessments will be offered in 2019-2020, with space limited to the first 500 registrants. It also mentions that registrants will receive an email from messenger@webex.com. Below this, there is a section titled "Interim Assessment Overview, Updates, and Best Practices" with two bullet points: "Interim Assessment Overview, Updates, and Best Practices (Webinar 1 hours 30 minutes) Posted 8/23" and "Interim Assessment Overview, Updates, and Best Practices (PDF)".



# Review and Update Technology Requirements

## STAAR Specific Manuals:



## Updated Unified Minimum System Hardware Requirements

- Device
- Operating Systems
- Processors
- Memory (RAM)
- Minimum Screen Size & Resolution
- Keyboard and Headphones

### Unified Minimum System Requirements for the Administration of Online Assessments

The following specifications apply to all Texas student assessment program online assessments administered in the 2019-2020 school year.

Common Specifications for the Administration of All Online Testing (STAAR, STAAR Alternate 2, TELPAS, TELPAS Alternate)	
Devices	Desktops: Windows, Mac OS X, Linux Laptops: Windows, Mac OS X, Linux Chromebooks Tablets: iPad – 5 <sup>th</sup> and 6 <sup>th</sup> Generation, Windows tablets except Windows RT
Operating Systems	Windows: 7 <sup>+</sup> , 8.1, 10 (Windows 10 S is not supported at this time) Chrome OS: (Release Channel only, current or near-current release) Mac OSX: 10.13, 10.14 iOS: 12 Linux Ubuntu: 16.04
Processors	Windows: Intel x86 (32 or 64 bit) Chrome OS: Any Mac OSX: Intel-based models iOS: Any Ubuntu: Intel Architecture - 64 bit only
Memory (RAM)	Windows: 2 GB (4 GB recommended) Chrome OS: 2 GB minimum (4 GB recommended) Mac OSX: 2 GB (4 GB recommended) iOS: 1 GB (2 GB recommended) Linux: 1 GB (2 GB recommended)
Minimum Screen Size	9.5 inches for all devices
Minimum Screen Resolution	1024 x 768 for all devices <b>NOTE:</b> Most displays require no scaling. Windows sets display scale to 100%. On devices with higher-resolution displays (e.g. Surface devices and 4K monitors), disable high DPI scaling: Right-click the STAAR Online Testing Platform shortcut, then check "Disable display scaling on high DPI settings" in Properties > Compatibility.
Keyboard	Physical keyboard required for assessments with essays. Wired keyboard and mouse are strongly recommended.
Headphones	Headphones or earbuds recommended for assessments with audio content.

# Secure Browser Updates

## Updated Required versions for the 2019-2020 Secure Online Testing Platform (SOTP)

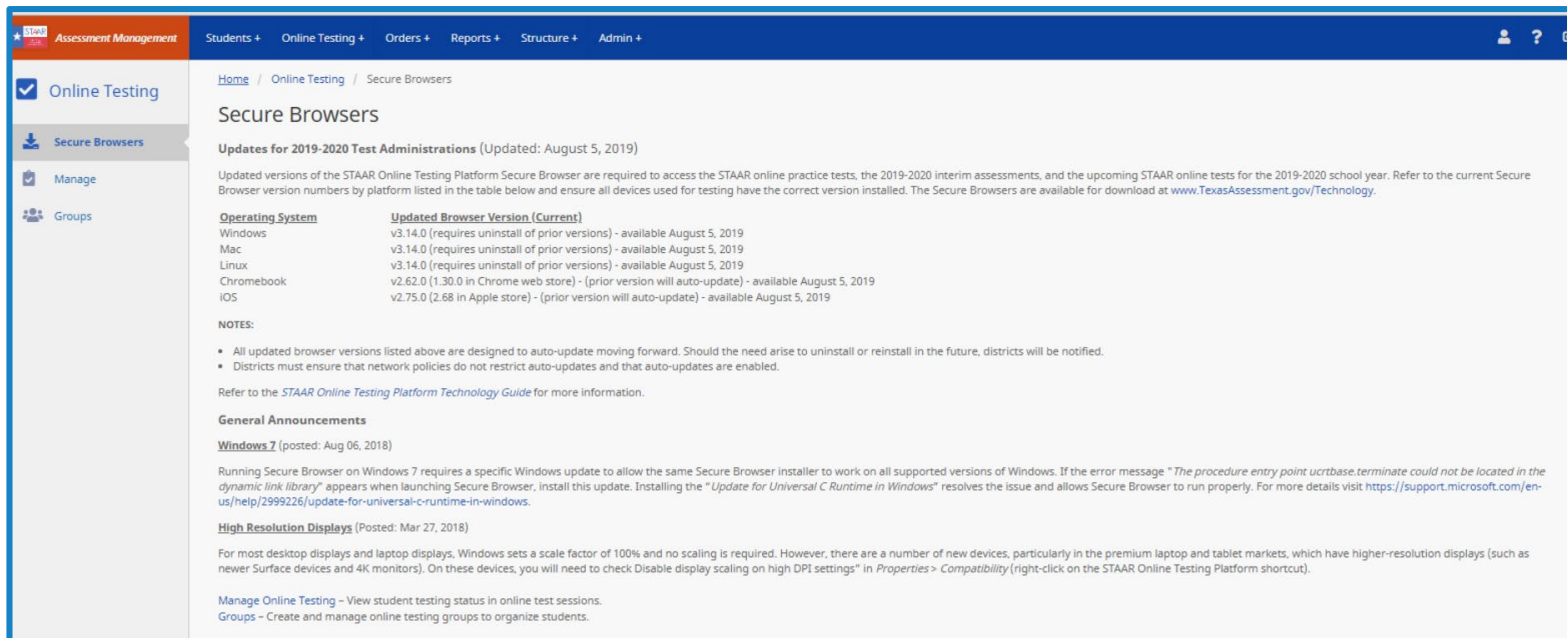
<u>Operating System</u>	<u>Updated Browser Version (Current)</u>
Windows	v3.14.0 (requires uninstall of prior versions) - available August 5, 2019
Mac	v3.14.0 (requires uninstall of prior versions) - available August 5, 2019
Linux	v3.14.0 (requires uninstall of prior versions) - available August 5, 2019
Chromebook	v2.62.0 (1.30.0 in Chrome web store) - (prior version will auto-update) - available August 5, 2019
iOS	v2.75.0 (2.68 in Apple store) - (prior version will auto-update) - available August 5, 2019

- Available for download at <https://www.TexasAssessment.gov/technology>

# Secure Browser Updates

## Secure Browser Page (*Online Testing > Secure Browser*):

- Contains up-to-date information on Secure Browser version numbers and announcements to support installation on specific device/OS types.
- See STAAR Online Platform Technology Guide for detailed information and instructions for installing/updating secure browsers.



The screenshot shows the STAAR Assessment Management interface. The left sidebar has a navigation menu with 'Online Testing' selected. The main content area is titled 'Secure Browsers' and contains the following information:

**Updates for 2019-2020 Test Administrations (Updated: August 5, 2019)**

Updated versions of the STAAR Online Testing Platform Secure Browser are required to access the STAAR online practice tests, the 2019-2020 interim assessments, and the upcoming STAAR online tests for the 2019-2020 school year. Refer to the current Secure Browser version numbers by platform listed in the table below and ensure all devices used for testing have the correct version installed. The Secure Browsers are available for download at [www.TexasAssessment.gov/Technology](http://www.TexasAssessment.gov/Technology).

Operating System	Updated Browser Version (Current)
Windows	v3.14.0 (requires uninstall of prior versions) - available August 5, 2019
Mac	v3.14.0 (requires uninstall of prior versions) - available August 5, 2019
Linux	v3.14.0 (requires uninstall of prior versions) - available August 5, 2019
Chromebook	v2.62.0 (1.30.0 in Chrome web store) - (prior version will auto-update) - available August 5, 2019
iOS	v2.75.0 (2.68 in Apple store) - (prior version will auto-update) - available August 5, 2019

**NOTES:**

- All updated browser versions listed above are designed to auto-update moving forward. Should the need arise to uninstall or reinstall in the future, districts will be notified.
- Districts must ensure that network policies do not restrict auto-updates and that auto-updates are enabled.

Refer to the [STAAR Online Testing Platform Technology Guide](#) for more information.

**General Announcements**

**Windows 7** (posted: Aug 06, 2018)

Running Secure Browser on Windows 7 requires a specific Windows update to allow the same Secure Browser installer to work on all supported versions of Windows. If the error message "The procedure entry point ucrtbase.terminate could not be located in the dynamic link library" appears when launching Secure Browser, install this update. Installing the "Update for Universal C Runtime in Windows" resolves the issue and allows Secure Browser to run properly. For more details visit <https://support.microsoft.com/en-us/help/2999226/update-for-universal-c-runtime-in-windows>.

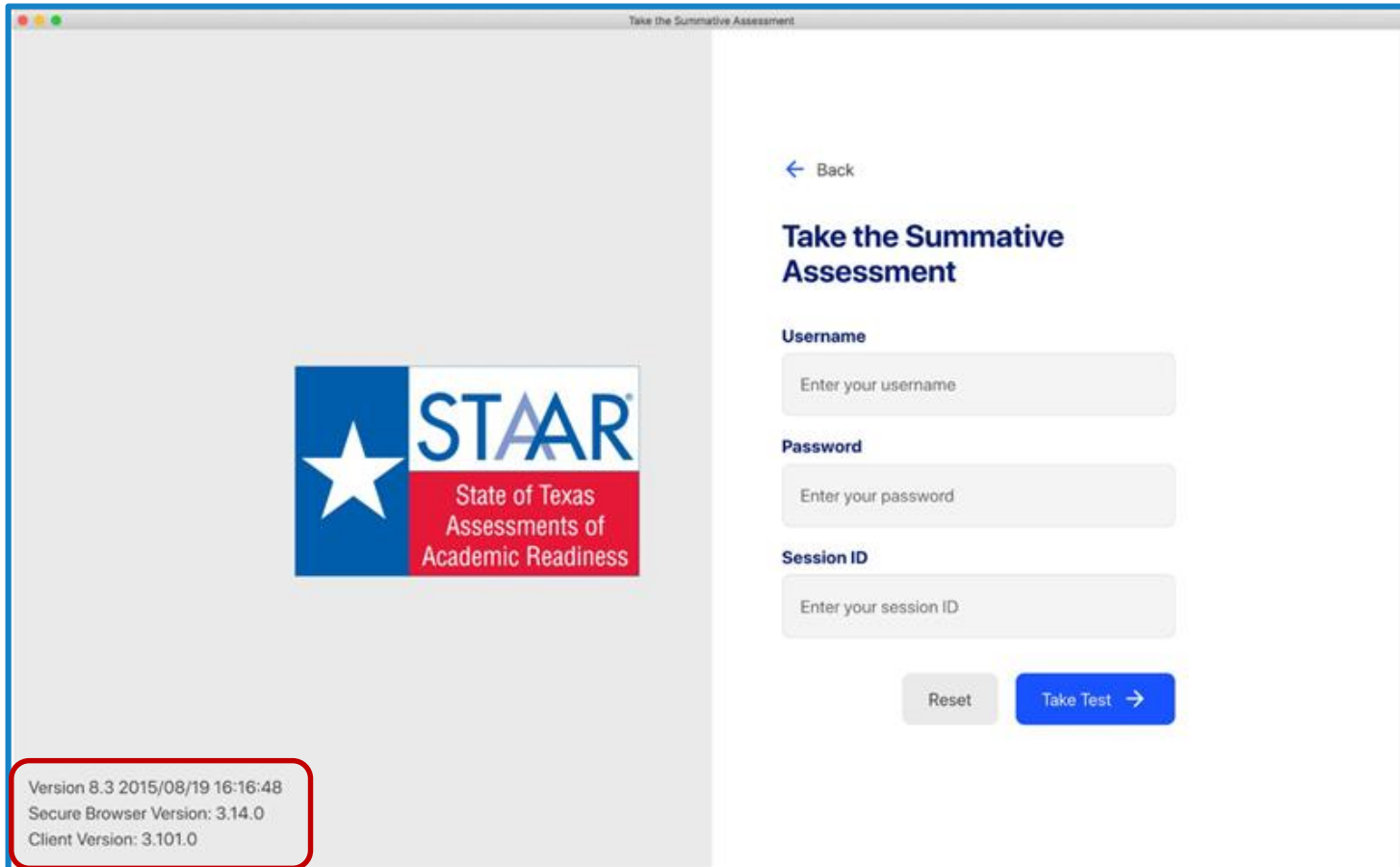
**High Resolution Displays** (Posted: Mar 27, 2018)

For most desktop displays and laptop displays, Windows sets a scale factor of 100% and no scaling is required. However, there are a number of new devices, particularly in the premium laptop and tablet markets, which have higher-resolution displays (such as newer Surface devices and 4K monitors). On these devices, you will need to check Disable display scaling on high DPI settings" in *Properties > Compatibility* (right-click on the STAAR Online Testing Platform shortcut).

Manage Online Testing - View student testing status in online test sessions.  
Groups - Create and manage online testing groups to organize students.

# Secure Browsers: Verifying Versions

- Secure Browser Version identified on test login page of STAAR Online Testing Platform





# Secure Browser: Setup & Testing

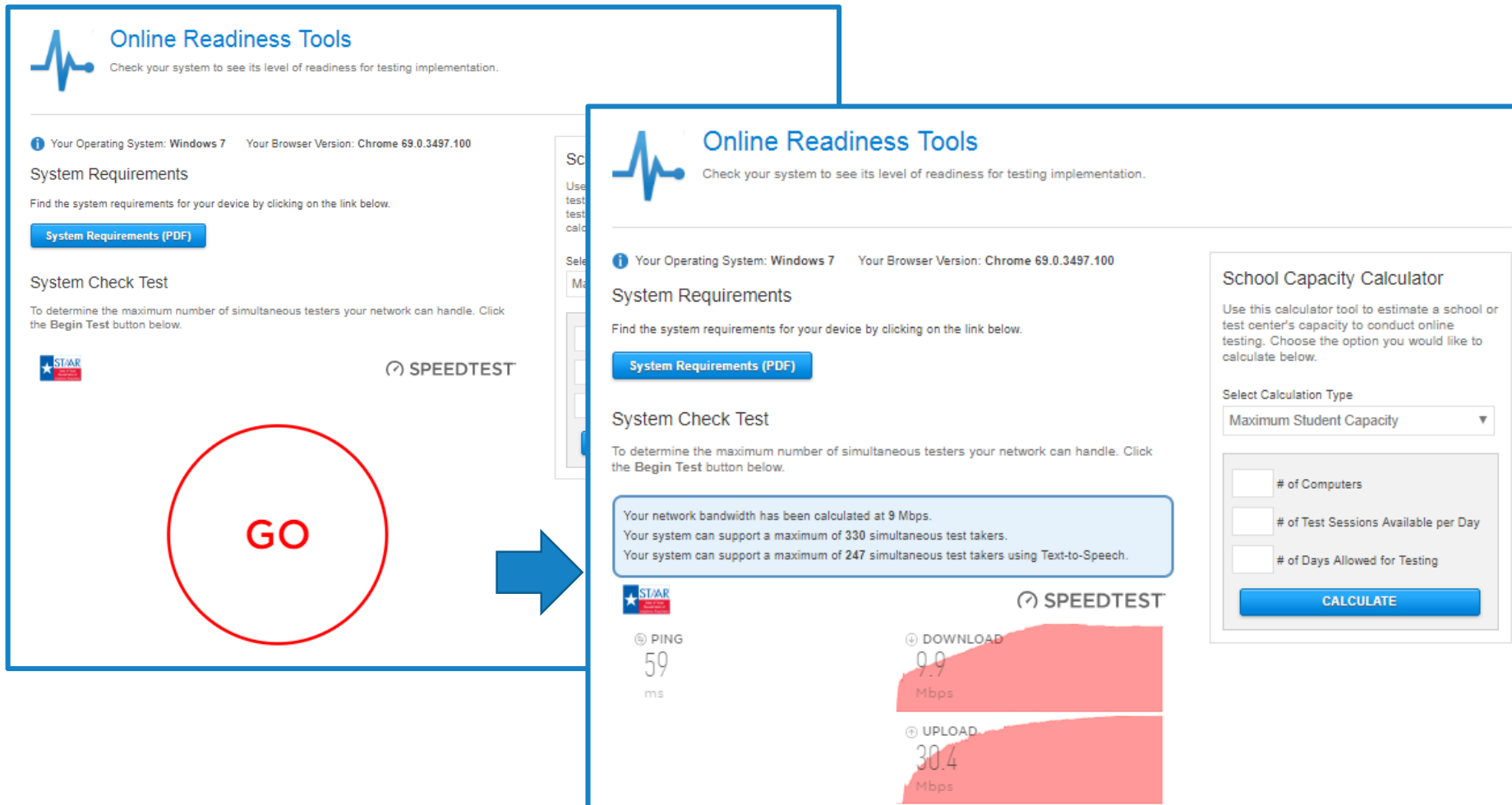
- Know your approach - Installation and Updates
  - Device management software products available for pushing out installations/updates (e.g., JAMF)
  - Start early - localized issues can arise based on your specific environment
  - Enable software auto updates ahead of testing
- Ensure updated secure browser is installed and functioning on all devices ahead of testing
  - Have a plan for suspending OS and software updates ahead of/during testing once all is verified as working

# Preparation: Network and Technical Infrastructure

- Ensure Hardware is in place and meets system requirements
  - [Unified Minimum System Requirements for the Administration of Online Assessments](#)
  - [STAAR Online Testing Platform Technology Guide](#)
- Identify wireless access points & determine testing locations
  - Locations – recommended 1 per room where testing will take place
  - 22-25 testers per access point (>25 tends to lead to problems)
- Conduct bandwidth checks
  - [Online Readiness Tools](#)
  - Develop local policies around use of internet during testing

# Online Readiness Tools

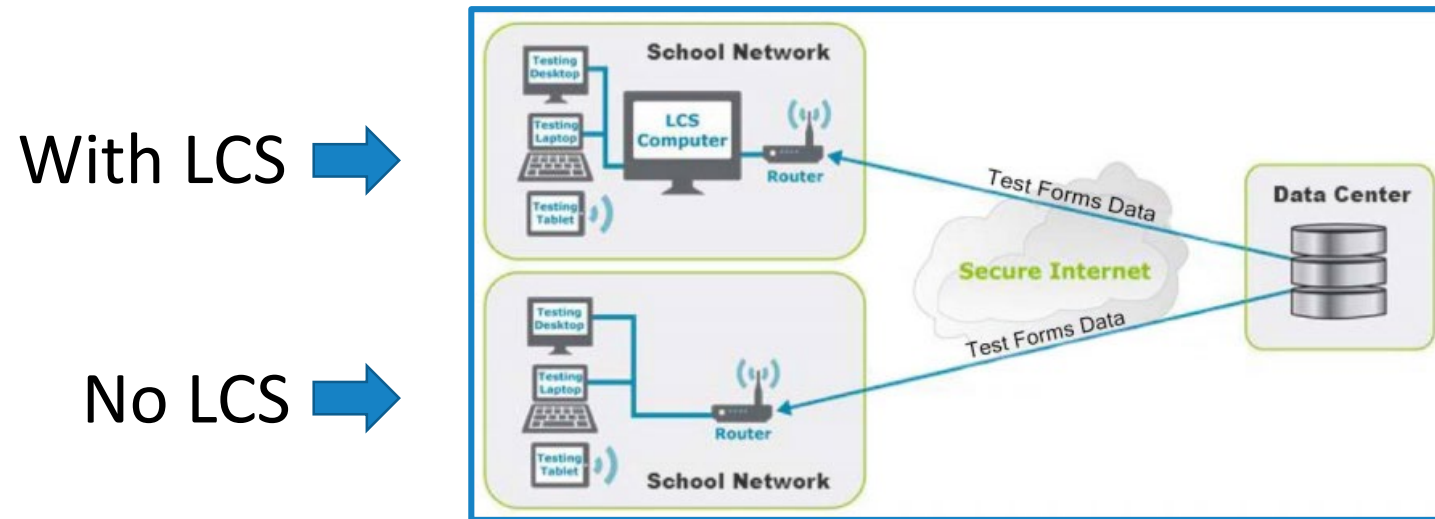
<https://tx-bandwidth.caltesting.org/>



The image shows a sequence of two screenshots from the 'Online Readiness Tools' website. The first screenshot on the left shows the main menu with options for 'System Requirements', 'System Check Test', and 'SPEEDTEST'. A red circle with the word 'GO' and a blue arrow points from the 'System Check Test' section to the second screenshot. The second screenshot on the right shows the 'System Check Test' results page. It displays system information (Windows 7, Chrome 69.0.3497.100) and a summary box stating: 'Your network bandwidth has been calculated at 9 Mbps. Your system can support a maximum of 330 simultaneous test takers. Your system can support a maximum of 247 simultaneous test takers using Text-to-Speech.' Below this, a SPEEDTEST speed test is shown with results: PING 59 ms, DOWNLOAD 9.9 Mbps, and UPLOAD 30.4 Mbps. To the right of the second screenshot is a 'School Capacity Calculator' form with a 'CALCULATE' button.

# Local Caching Software (LCS)

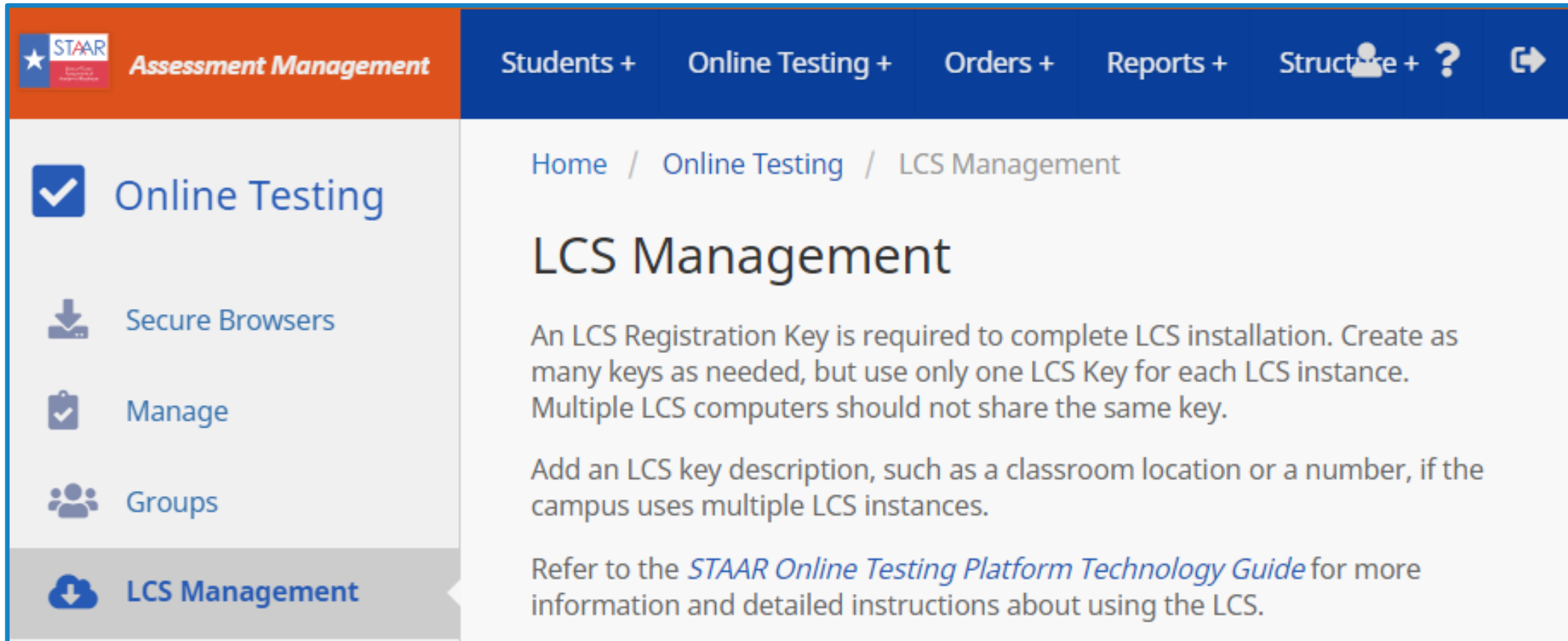
- With the LCS, tests are cached on a local system - students taking a test download the data from the LCS rather than a remote location.



- LCS is not recommended outside of exceptional cases of low or inadequate bandwidth or unreliable Internet.
- Reference the STAAR Online Testing Platform Local Caching Software (LCS) District Guide for more information

# Local Caching Software (LCS)

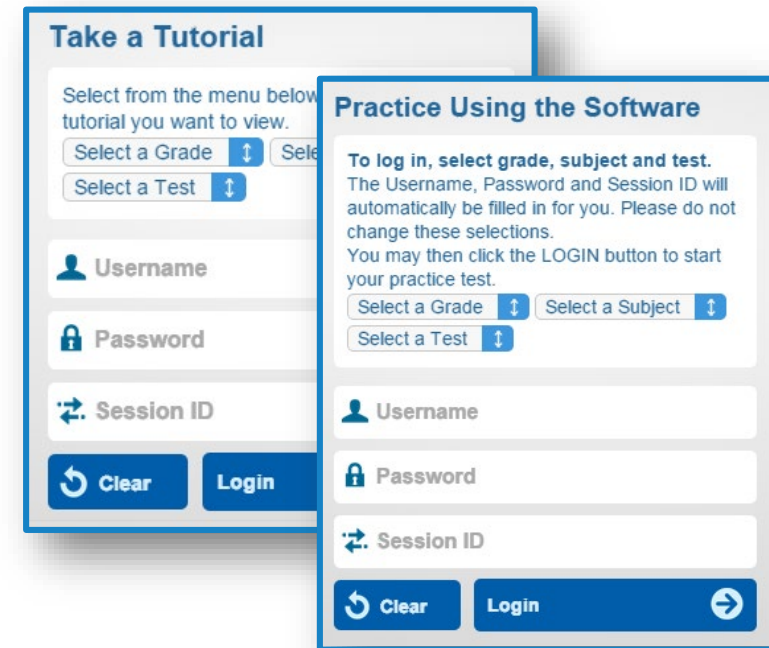
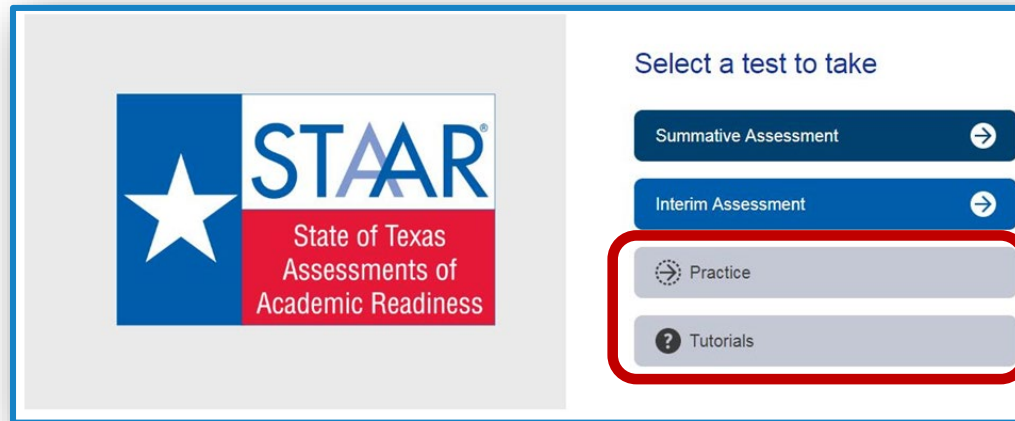
If determined LCS is required must register for LCS in the Assessment Management System



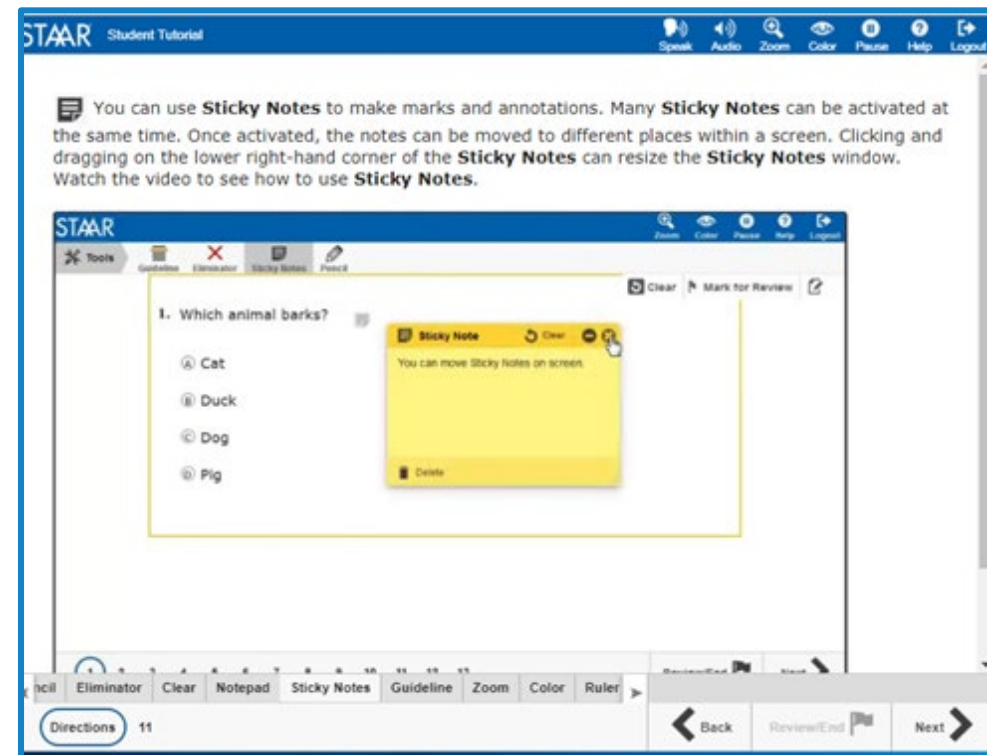
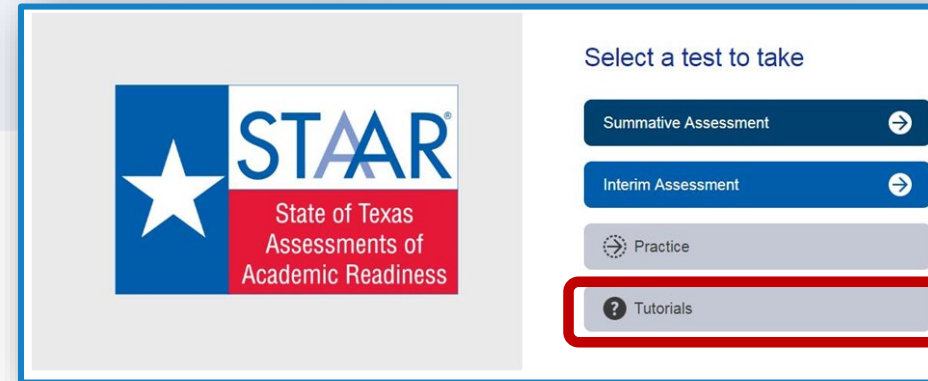
The screenshot shows the STAAR Assessment Management System interface. The top navigation bar includes 'Assessment Management' and several menu items: 'Students +', 'Online Testing +', 'Orders +', 'Reports +', 'Structure +', a user icon, a question mark, and a refresh icon. The left sidebar contains a list of menu items: 'Online Testing' (checked), 'Secure Browsers', 'Manage', 'Groups', and 'LCS Management' (highlighted). The main content area displays the breadcrumb 'Home / Online Testing / LCS Management' and the title 'LCS Management'. Below the title, there is explanatory text: 'An LCS Registration Key is required to complete LCS installation. Create as many keys as needed, but use only one LCS Key for each LCS instance. Multiple LCS computers should not share the same key.' This is followed by instructions: 'Add an LCS key description, such as a classroom location or a number, if the campus uses multiple LCS instances.' At the bottom, it refers to the 'STAAR Online Testing Platform Technology Guide' for more information.

# Getting Ready: Tutorials, Practice Tests and Interims

- Confirms readiness of devices for online testing
- Available throughout the year
- Familiarizes students and administrators with the online testing environment and available online tools

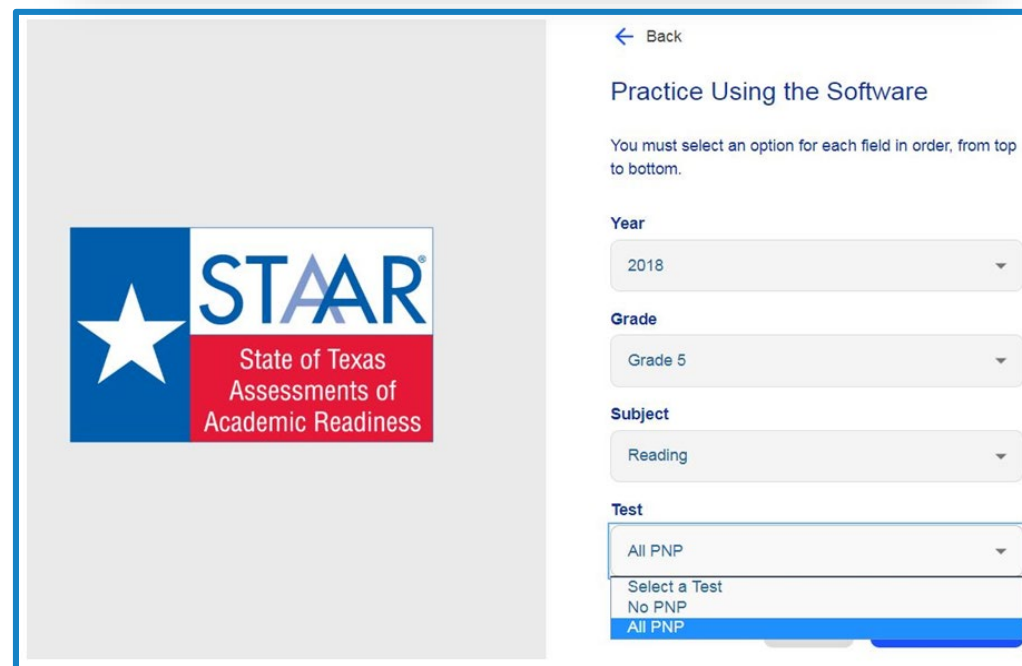
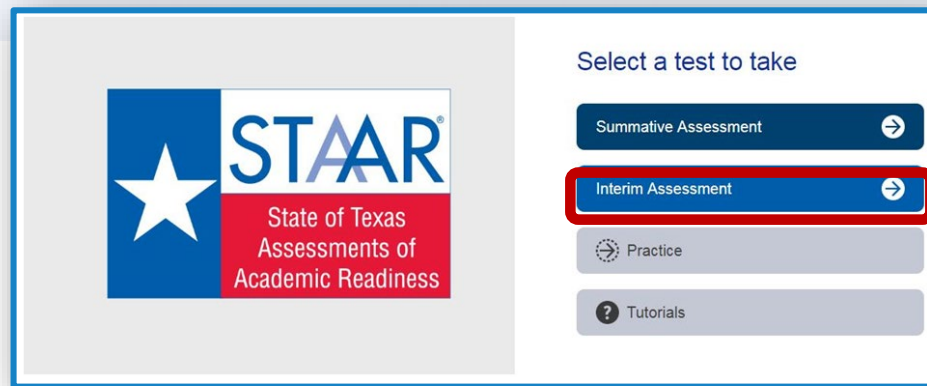


- Each tab at the bottom of the screen contains a page explaining the online feature/tool in addition to a short video.
- The videos do not have sound except the Speak and Audio videos, which read aloud the text on the screen.
- The second page of each tab has a question to practice the feature/tool.
- The questions do NOT contain tested content and are intended to practice using the feature/tool.



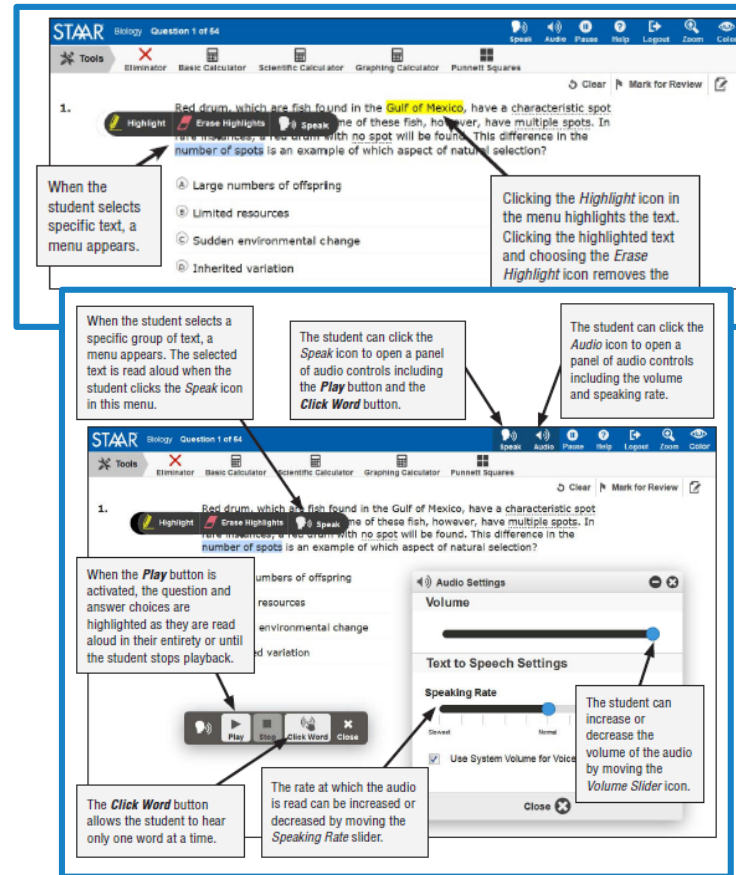
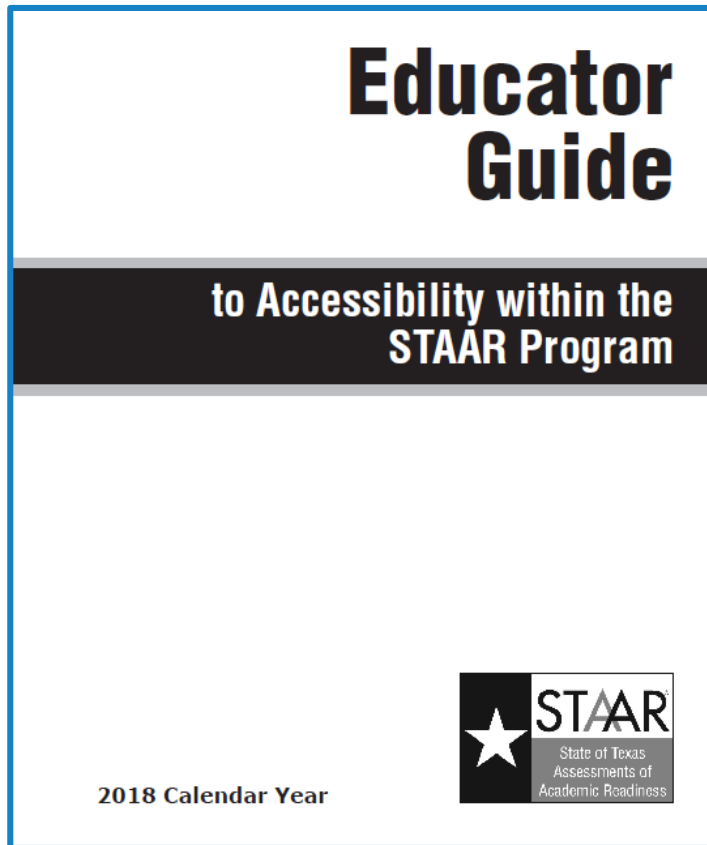
# STAAR Practice Tests

- From the STAAR Online Testing Platform (SOTP), select “Practice.”
- The practice tests are released tests from 2017 and 2018.
- All PNP are available including the following supports:
  - Text-to-Speech (when available)
  - Spelling Assistance (writing compositions only)
  - Content and Language Supports





- Familiarize yourself and campus staff with online tools, features, and system functionality



## Develop campus online testing support plan

- Identifying devices meeting minimum system requirements
- Downloading, installing, and updating the STAAR Online Testing Platform secure browser
- Device Testing
  - Bandwidth simulations – check bandwidth in testing locations and verify wireless access
  - Run practice tests & tutorials ahead of testing
- Information sharing (policy and procedures)

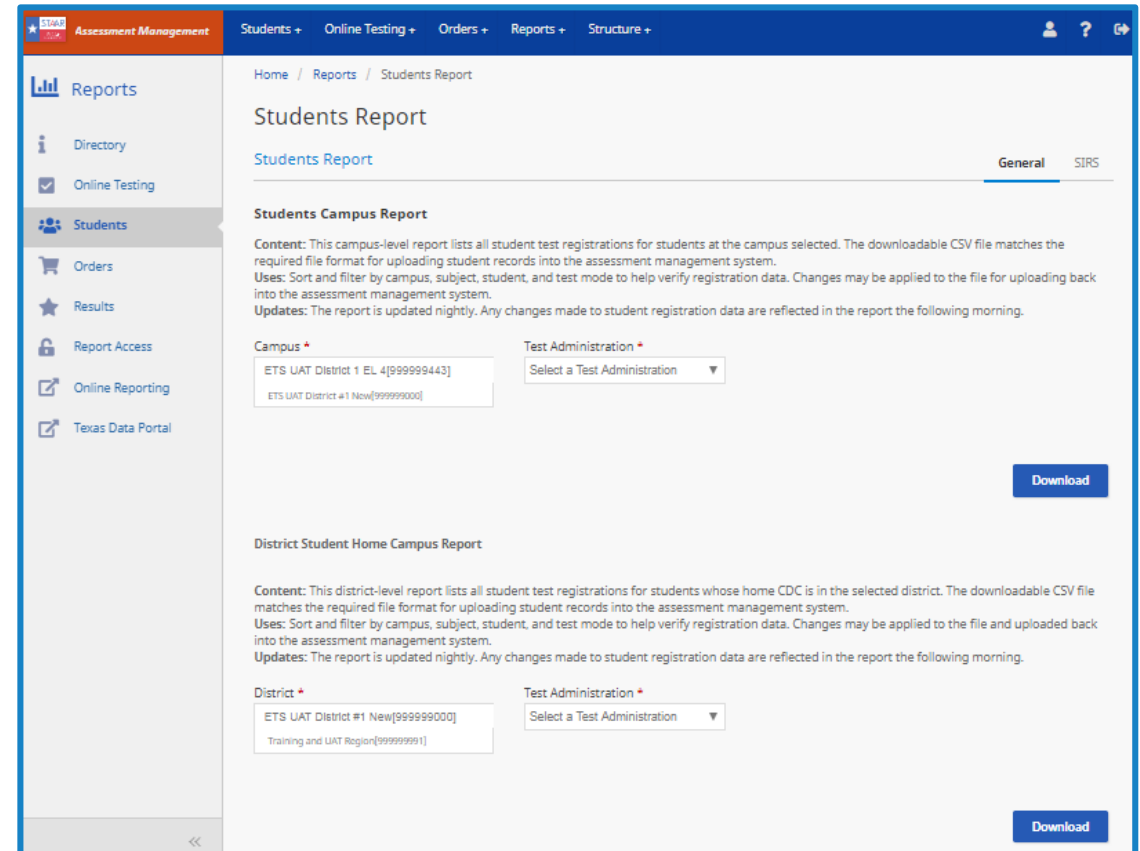
# Guidance for Technology Staff

- Make sure you are current with OS updates and drivers, especially the week prior to the administration.
- Ensure updated Secure Browsers are installed on all machines that will be used for testing.
- Perform practice tests well in advance, including text-to-speech (TTS).
- Perform practice tests more frequently if using virtualization or N-Computing.
- Shut down all applications on devices prior to launching the Secure Browser.

# Verify and Update Student Registrations

## Report Downloads for Registration Verification:

- Student's Campus Report (Reports > Students) \*
  - Student's District Home Campus Report (Reports > Students) \*
  - Groups Report (Online Testing > Groups) \*
  - Online Test Status Report (Reports > Online Testing)
- \* Reports are downloaded in the registration file upload format – edits may be applied directly to file, and file re-uploaded into system to enact updates.



The screenshot shows the 'Assessment Management' system interface. The main navigation bar includes 'Students +', 'Online Testing +', 'Orders +', 'Reports +', and 'Structure +'. The left sidebar contains 'Reports', 'Directory', 'Online Testing', 'Students', 'Orders', 'Results', 'Report Access', 'Online Reporting', and 'Texas Data Portal'. The main content area is titled 'Students Report' and has a 'General' tab selected. It displays two report sections: 'Students Campus Report' and 'District Student Home Campus Report'. Each section includes a 'Content' description, 'Uses' (Sort and filter by campus, subject, student, and test mode), and 'Updates' (The report is updated nightly). Below the descriptions are input fields for 'Campus' and 'District', and a 'Test Administration' dropdown menu. A 'Download' button is visible at the bottom right of each section.

# Verify and Update Student Registrations

## Verify and Update in UI – Students > View & Edit

### Profile Tab – Student Information and Demographics

**Student Information**

PEIMS ID \*  TSDS Student UID  First Name \*  Middle Initial  Last Name \*  Local Student ID  Date of Birth \*    Sex \*  Grade \*

**Campus Information**

Home Campus \*  Home District

**Demographics**

New To Texas

Title I, Part A  Bilingual Program

LEP Indicator  ESL Program

Special Ed  Gifted  At Risk  Career & Tech Ed

Economic Disadvantage  Migrant Indicator

**Ethnicity**

Hispanic/Latino  Black or African American

American Indian/Alaskan Native  Native Hawaiian or Other Pacific Islander

Asian  White

### Tests Tab – Test Information (e.g., Test Language, PNPs)

Subject *	Testing Grade	Test Info	Actions <span>1</span>
Algebra I	EOC	Version: STAAR Mode: Online Registration Type: Regular Testing Campus * (Test times are local): Austin - ETS UAT District 1 HS 4[999999441] Online Testing Group: NO GROUP NAME GIVEN TX Unique Staff ID: <input type="text" value=""/> Language: English Personal Needs and Preferences (PNP): <input checked="" type="checkbox"/> Content and Language Supports (K) <input type="checkbox"/> Text-to-Speech (T) <input checked="" type="checkbox"/> ASL Signed Videos (V)	<input type="button" value="🗑️"/> <input type="button" value="📝"/>
Biology	EOC	Version: STAAR Mode: Online Registration Type: Regular Testing Campus * (Test times are local): Austin - ETS UAT District 1 HS 4[999999441] Online Testing Group: NO GROUP NAME GIVEN TX Unique Staff ID: <input type="text" value=""/> Language: English	<input type="button" value="🗑️"/> <input type="button" value="📝"/>

# Download and Print Test Tickets

- Testing group rosters and student test tickets contain PNP information.
- Ensure that students eligible to use embedded supports have the information noted on their test tickets.

[Print All Tickets & Rosters](#)

**NOTE:** Test tickets are available for printing one week prior to the start of the testing window.

**May 2016 STAAR Grades 3-8 Online Testing**  
 Testing Group Roster and Student Test Tickets  
 Archery City EL [005901000], Archer City ISD [005901001]

Science 08 Smith Grade 8 Science  
 Subject Grade Group

**Testing Group Roster**  
 The testing group rosters list the students who will be testing in a test administration, organized by group. Across the top of the testing roster is the Subject, Grade, Session ID, Testing Window, and Group. Each student listed on the testing group roster will have a student test ticket issued that indicates the test administration, the student's first name and last name, their date of birth, their unique username and password, and the Session ID.

**Student Test Tickets**  
 Student test tickets are printed one (1) student to a page.

1. Review the individual student test tickets and make sure you have one for every student listed on your testing group roster.
2. Distribute student test tickets to students on the day of testing. Verify that each student has a test ticket with the correct name printed on it.
3. Encourage students enter the unique username, password, and Session ID information when logging into the test. This information, when entered correctly, activates the test.
4. Upon completion of the test, collect the student test tickets before students leave the testing area. Test tickets are secure materials and need to be returned to the campus office.

**Personal Needs and Preferences**

Last Name	First Name	MI	PEIMS ID	Date of Birth	PNP
Anderson	Shannon	E	*****6779	Oct 10, 2002	...
Buchanan	Ahley	A	*****7891	Aug 12, 2002	C
Curry	Hannah	E	*****8912	Dec 17, 2002	T
Davis	Jon	C	*****9123	Oct 19, 2002	L
Smith	John	E	*****3947	Apr 1, 2002	C, T
Travis	Hannah	W	*****1234	May 1, 2001	C, L
Ulrich	Johannes	M	*****2121	Mar 5, 2001	L, T
Washington	Amenda	Z	*****4312	Sep 12, 2002	C, L, T

**Student Test Ticket**

Test Administration: May 2016 STAAR grades 3-8  
 Group: NO GROUP NAME GIVEN  
 First Name: John  
 Last Name: Smith  
 Date of Birth: Apr 1, 2002  
 Version: STAAR  
 Subject: Science  
 Grade: 08

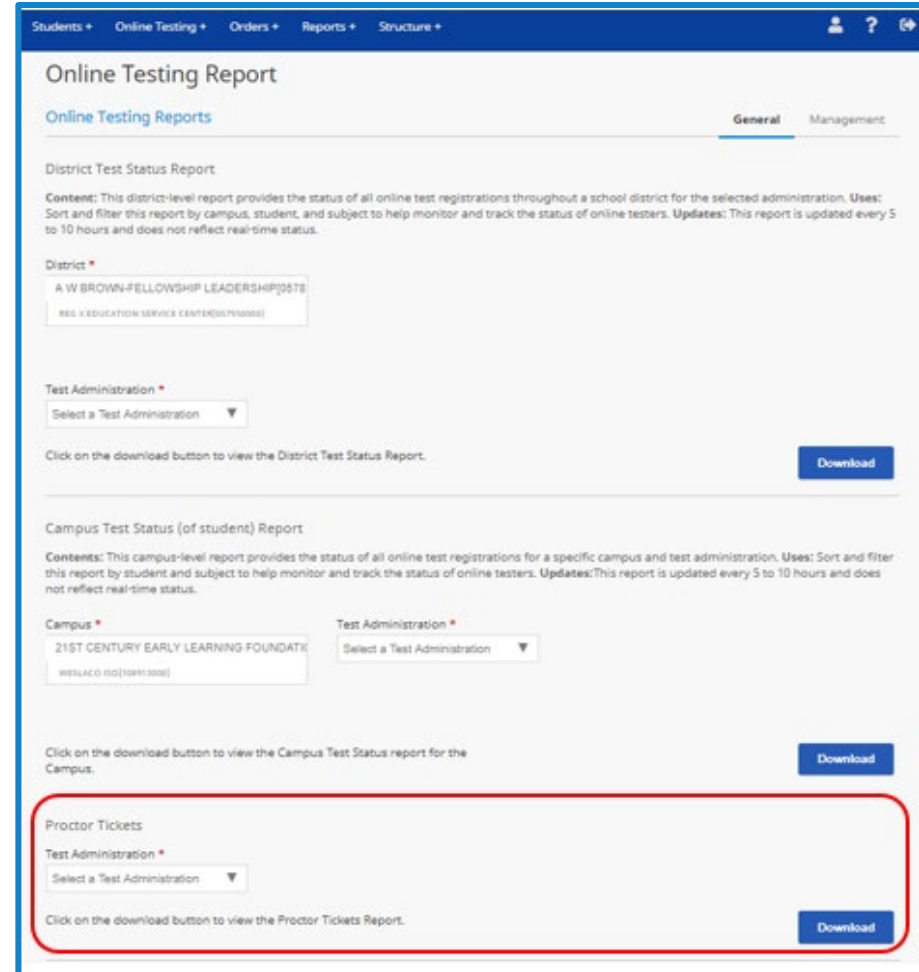
PNP: Content Supports (C)  
 Language and Vocabulary Supports (L)  
 Text-to-Speech (T)

Username: jsmith001  
 Password: sedan626  
 Session ID: 20010134414

#	Student Name	PEIMS ID	PNP	Sync Status	Attempts	Test Status	Actions
1	EXEIGHT RT, ALGEBRA	*****0361	R,T	✓	2	Jul 31, 2018 8:53 PM	Print

# Download Proctor Ticket Logins

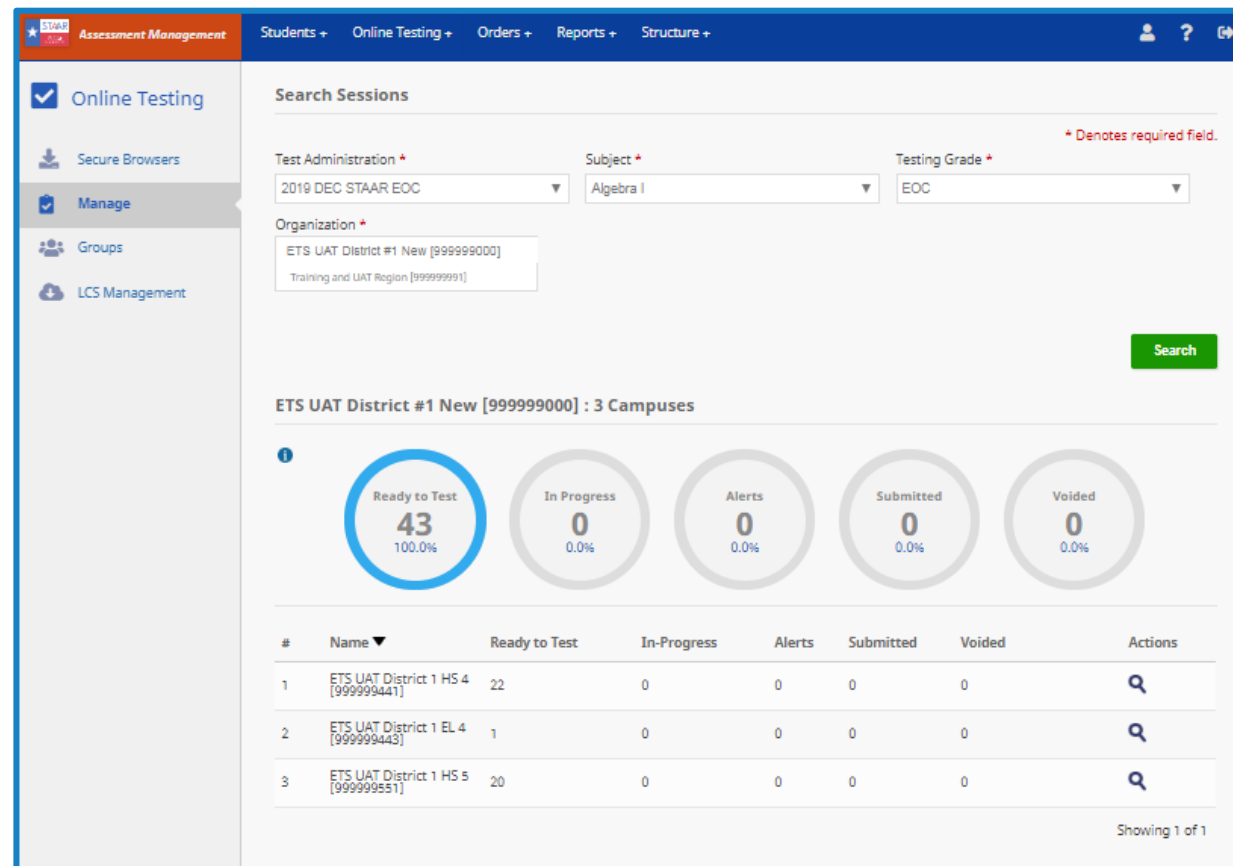
- District-specific proctor tickets are available via Reports > Online Testing.
- Proctor tickets are available for test administrators who are signing test content to students in need of reading support.
- There are logins for no supports and all supports to provide the content needed for signing to any student.
- Proctor tickets are secure materials and should be treated as such.



The screenshot displays the 'Online Testing Report' interface. The navigation bar includes 'Students', 'Online Testing', 'Orders', 'Reports', and 'Structure'. The main content area is titled 'Online Testing Report' and has tabs for 'General' and 'Management'. The 'General' tab is active, showing three report sections: 'District Test Status Report', 'Campus Test Status (of student) Report', and 'Proctor Tickets'. Each section includes a description, a 'District' or 'Campus' dropdown menu, a 'Test Administration' dropdown menu, and a 'Download' button. The 'Proctor Tickets' section is highlighted with a red border. The 'Proctor Tickets' section includes a 'Test Administration' dropdown menu and a 'Download' button.

# Verifying Online Test Registrations (UI)

- Test Sessions are automatically established when one or more students is registered for an online test.
- Sessions are set up by subject/grade at the campus level.
- Search for sessions to verify student online registrations, PNP settings, and testing language



The screenshot displays the 'Assessment Management' interface. The left sidebar includes 'Online Testing', 'Secure Browsers', 'Manage', 'Groups', and 'LCS Management'. The main content area shows search filters for 'Test Administration' (2019 DEC STAAR EOC), 'Subject' (Algebra I), and 'Testing Grade' (EOC). Below the filters, a summary for 'ETS UAT District #1 New [999999000]' shows 3 campuses with the following status counts: Ready to Test (43, 100.0%), In Progress (0, 0.0%), Alerts (0, 0.0%), Submitted (0, 0.0%), and Voided (0, 0.0%). A table below lists three sessions with their respective counts.

#	Name	Ready to Test	In-Progress	Alerts	Submitted	Voided	Actions
1	ETS UAT District 1 HS 4 [999999441]	22	0	0	0	0	
2	ETS UAT District 1 EL 4 [999999443]	1	0	0	0	0	
3	ETS UAT District 1 HS 5 [999999551]	20	0	0	0	0	

Showing 1 of 1

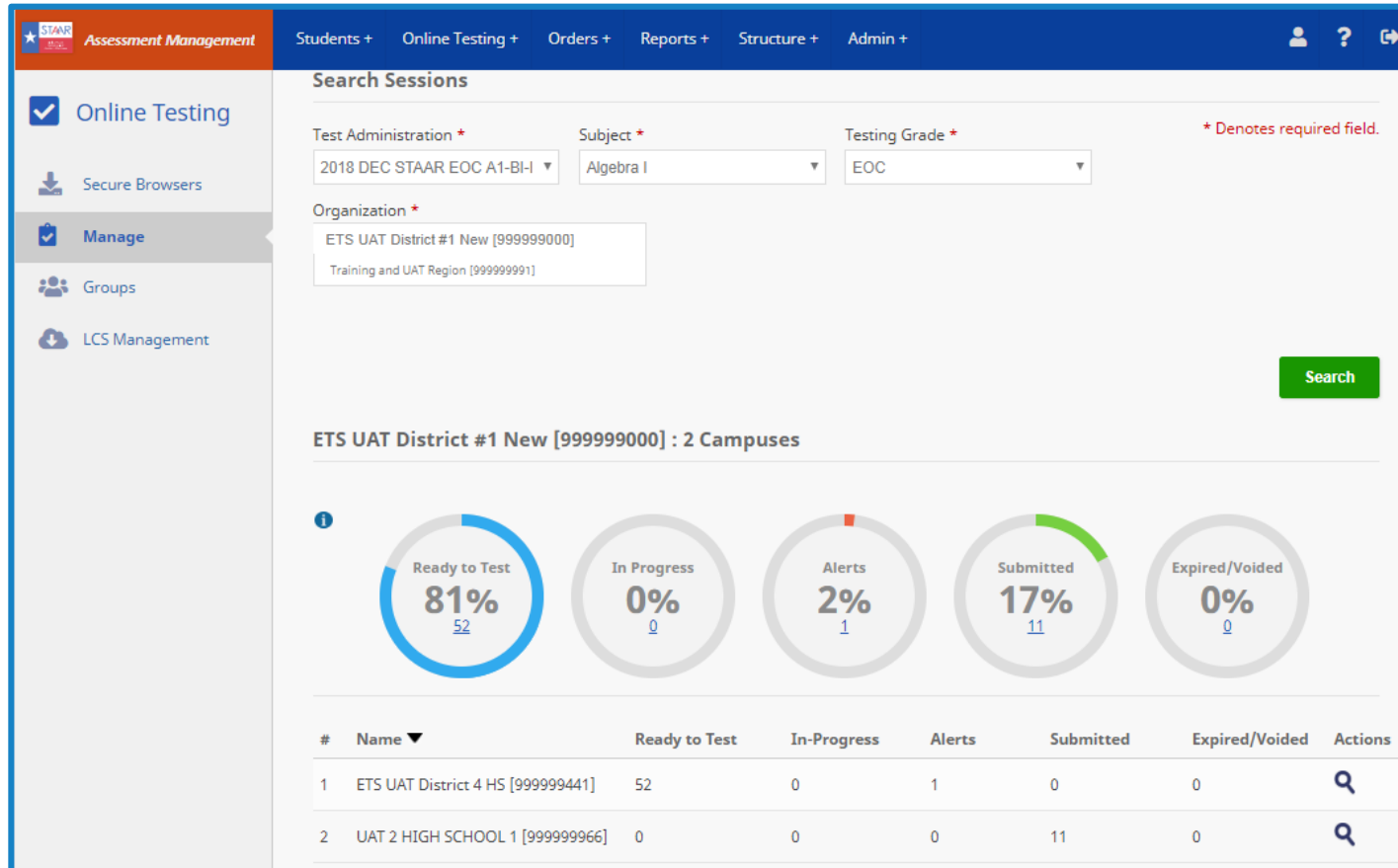


# Final System Checks

- Launch and verify SOTP is installed and functioning on ALL testing devices
- Ensure all system auto-updates are disabled during testing window
- Communicate internet use policy during administrations
  - Staff internet use during testing for non-essential work
  - Student mobile devices and internet use during testing
- Review, troubleshooting, escalation process, and communication plan
  - If only a few or less students are reporting an issue out of a whole testing group or campus testing in the same subject without problem – is **most likely** a local issue.

# Monitor Online Administration (UI)

## Online Testing > Manage







The screenshot displays the 'Assessment Management' interface. The top navigation bar includes 'Students +', 'Online Testing +', 'Orders +', 'Reports +', 'Structure +', and 'Admin +'. The left sidebar contains 'Online Testing' (checked), 'Secure Browsers', 'Manage' (selected), 'Groups', and 'LCS Management'. The main content area is titled 'Search Sessions' and features several dropdown filters: 'Test Administration \*' (2018 DEC STAAR EOC A1-BI-I), 'Subject \*' (Algebra I), and 'Testing Grade \*' (EOC). A 'Search' button is located to the right of these filters. Below the filters, the organization 'ETS UAT District #1 New [999999000]' is selected. The dashboard shows five circular progress indicators: 'Ready to Test' at 81% (52), 'In Progress' at 0% (0), 'Alerts' at 2% (1), 'Submitted' at 17% (11), and 'Expired/Voided' at 0% (0). A table below summarizes the data for two campuses.

#	Name	Ready to Test	In-Progress	Alerts	Submitted	Expired/Voided	Actions
1	ETS UAT District 4 HS [999999441]	52	0	1	0	0	
2	UAT 2 HIGH SCHOOL 1 [999999966]	0	0	0	11	0	

# Score Code Default Rules for Online Testers

## Important Notes – Score Codes:

-  Ready to test status – never logged in to and will expire and be voided automatically at the close of the testing window unless otherwise specified in the test attributes.
-  Inactive tests – have been started and not submitted and will automatically default to “Scored” at the close of testing window unless a different score code is specified in the test attributes.
-  Submitted tests – tests that will automatically default to “Scored” at the close of the testing window unless otherwise specified in the test attributes.
-  **NOTE:** It is not necessary to set score codes when default score code is applicable

#	Student Name	PEIMS ID	Version	Sync Status	PNP	Test status	Score Code	Actions
1	EIGHT, TEACSLSPNP	****2008	STAAR		C.L	Oct 9, 2017 11:32 AM		
2	FIVE, TEATTSPNP	****2005	STAAR		T	Oct 9, 2017 11:32 AM		
3	FOUR, TEALSPNP	****2004	STAAR		L	Oct 9, 2017 11:33 AM		
4	ONE, TEANPNP	****2001	STAAR		---	Oct 9, 2017 11:31 AM		
5	SEVEN, TEALSTTS	****2007	STAAR		LT	Oct 5, 2017 5:12 PM		
6	SIX, TEACSTTS	****2006	STAAR		C.T	Oct 2, 2017 5:40 PM		
7	THREE, TEACSPNP	****2003	STAAR		C	Oct 2, 2017 5:40 PM		
8	TWO, TEALLPNP	****2002	STAAR		C.L.T	Oct 6, 2017 10:12 AM		

# When to Void Online Tests

## Do Not Report (DNR) –

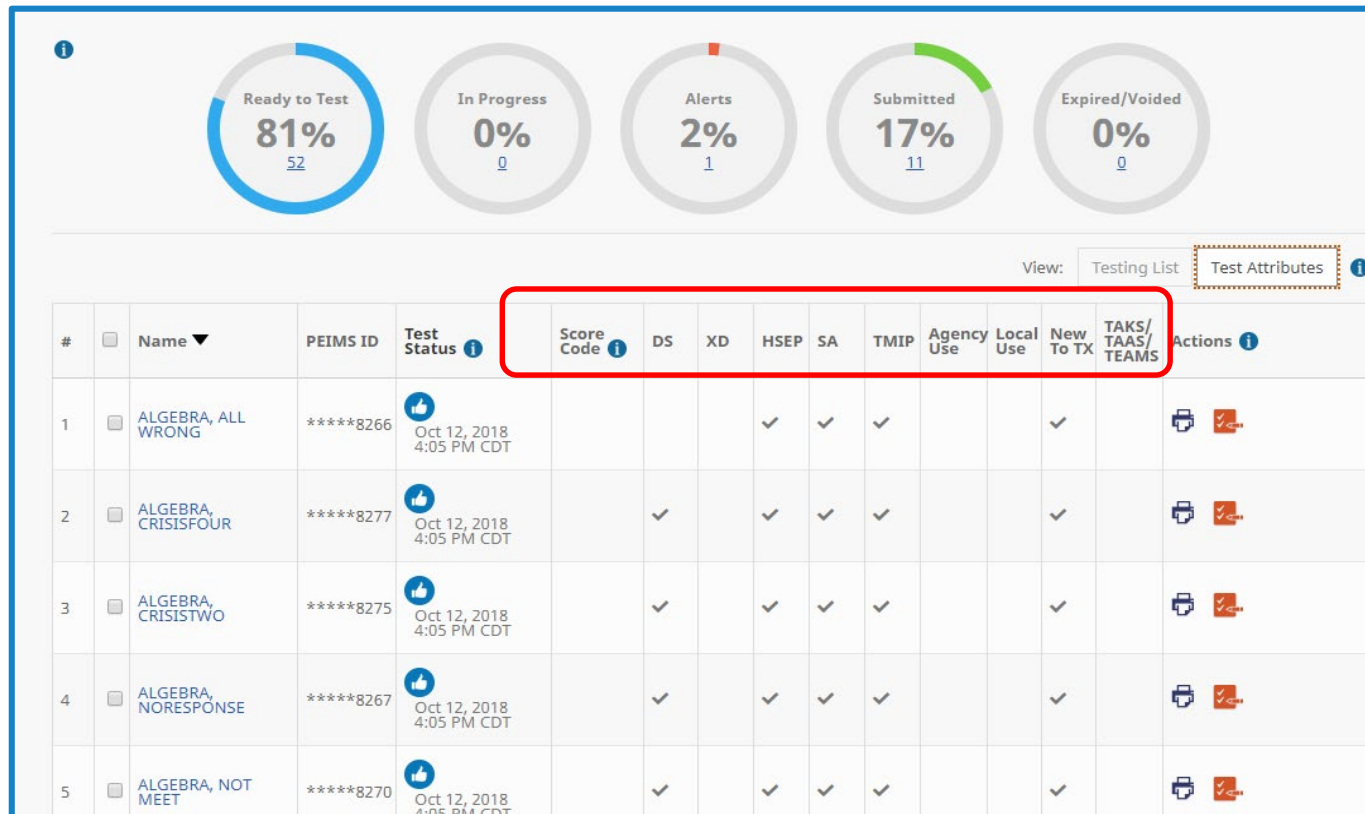
The icon is a red circle with a white 'x' inside, representing a 'Do Not Report' status.

- Online tests should **NOT** be marked for DNR prior to testing. If a student will not be taking an online test, the test registration may be set to paper or allowed to expire.
- During the testing window, click the *DNR* icon to indicate a test should not be reported (voided).

# Verifying Test Attributes

## Test Attributes View

- Facilitates verification of score code and other online test attribute settings



The screenshot displays the 'Test Attributes View' interface. At the top, there are five circular progress indicators: 'Ready to Test' at 81% (52 items), 'In Progress' at 0% (0 items), 'Alerts' at 2% (1 item), 'Submitted' at 17% (11 items), and 'Expired/Voiced' at 0% (0 items). Below these is a 'View:' dropdown menu with 'Testing List' and 'Test Attributes' (the latter is selected and highlighted with a red dashed box). The main content is a table with the following columns: #, Name, PEIMS ID, Test Status, Score Code (highlighted with a red box), DS, XD, HSEP, SA, TMIP, Agency Use, Local Use, New To TX, TAKS/TAAS/TEAMS, and Actions. The table contains five rows of test items, all with a 'Test Status' of 'Approved' (indicated by a thumbs-up icon) and a timestamp of 'Oct 12, 2018 4:05 PM CDT'.

#	Name	PEIMS ID	Test Status	Score Code	DS	XD	HSEP	SA	TMIP	Agency Use	Local Use	New To TX	TAKS/TAAS/TEAMS	Actions
1	ALGEBRA, ALL WRONG	*****8266	Approved Oct 12, 2018 4:05 PM CDT				✓	✓	✓			✓		Print, Edit
2	ALGEBRA, CRISISFOUR	*****8277	Approved Oct 12, 2018 4:05 PM CDT		✓		✓	✓	✓			✓		Print, Edit
3	ALGEBRA, CRISISTWO	*****8275	Approved Oct 12, 2018 4:05 PM CDT		✓		✓	✓	✓			✓		Print, Edit
4	ALGEBRA, NORESPONSE	*****8267	Approved Oct 12, 2018 4:05 PM CDT		✓		✓	✓	✓			✓		Print, Edit
5	ALGEBRA, NOT MEET	*****8270	Approved Oct 12, 2018 4:05 PM CDT		✓		✓	✓	✓			✓		Print, Edit

# STAAR Online Testing- Troubleshooting Guidance

- Student accidentally submitted test
  - Requires reopen (previous responses retained)
  - Within two hours – call Texas Assessment Support Center
  - After two hours – call TEA’s Student Assessment Division
  
- Student begins or completes a test using another student’s test ticket
  - Requires test reset (all answers erased)
  - Call Texas Assessment Support Center
  - Follow TEA requirements for reporting a test irregularity

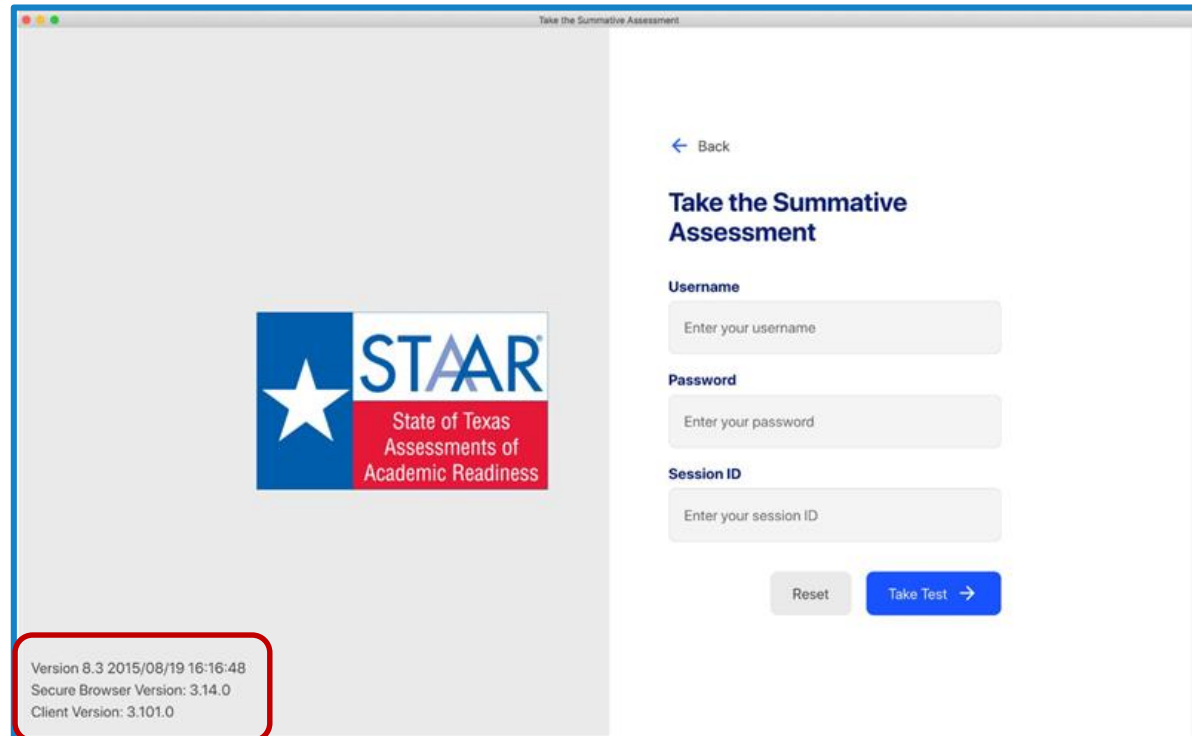
- Ticket credentials no longer working
  - Online test registration changed after initially printing ticket:
    - Refreshable braille ASL, or test language changes will generate a new test ticket
    - Print updated test ticket and continue testing
  
- Isolated technical issues (Student logged out of a test session or Computer freezes during testing)
  - Restart Secure Browser and log back with existing ticket,
  - Shut down and reboot affected computer, or
  - Move the student to another device

- Student begins testing with incorrect test form ( language, ASL, Braille)
  - Requires test reset (all answers erased)
  - Call Texas Assessment Support Center
  - Print new student test ticket
  
- **NOTE:** all other PNPS (E, R, T, M) can be updated at any point prior to the student submitting their tests.
  - No new ticket is generated



# STAAR Online Testing- Troubleshooting Guidance

- Student unable to log in to online test
  - Verify the browser version on test login page of STAAR Online Testing Platform and update if necessary.




# Pearson Technology 101


# TELPAS Online Testing Process

**TELPAS**  
Texas English Language Proficiency  
Assessment System


Test Administrator Manual  
Grades 2-12




**Step 1**  
Enter counts for TELPAS  
Test Admin Manuals




**Step 2**  
Select registration option



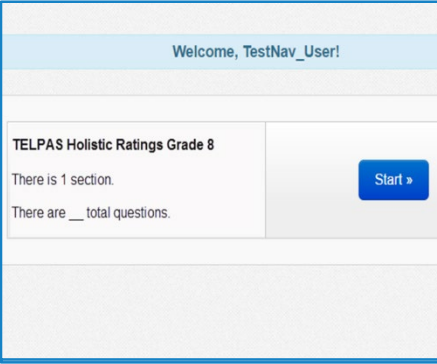
**Step 3**  
Submit student registration  
data




**Step 4**  
Create test sessions




**Step 5**  
Administer TELPAS



**Step 6**  
Enter holistic ratings

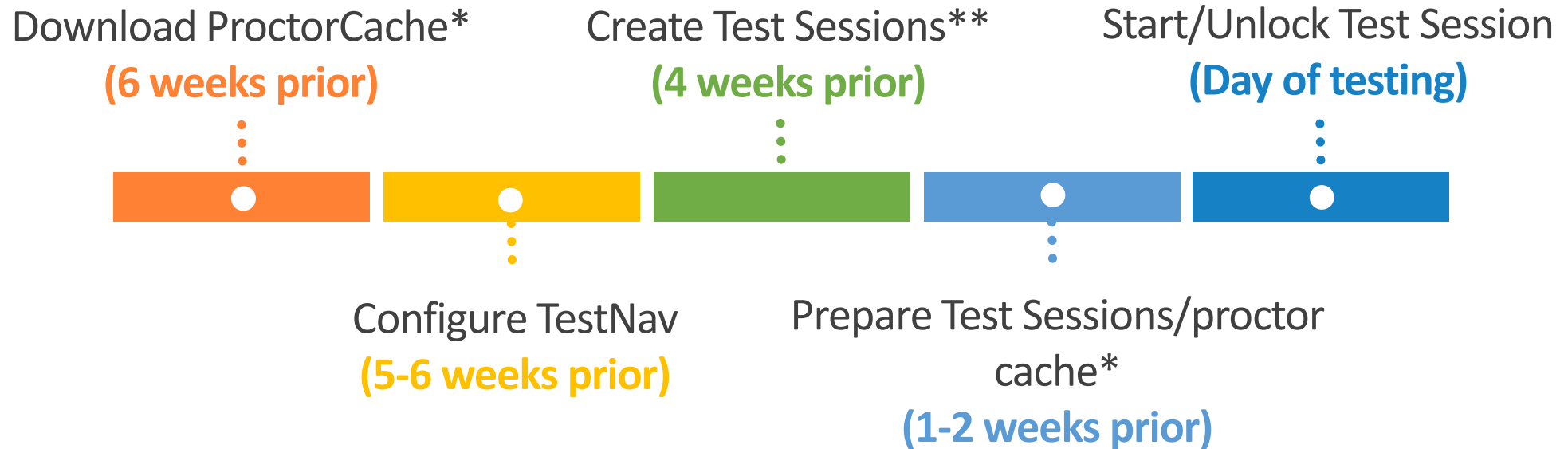


**Step 7**  
Verify student info



**Step 8**  
Return materials

# TELPAS Online Testing Timeline



\*Proctor caching optional

\*\*Test sessions are only required for TELPAS

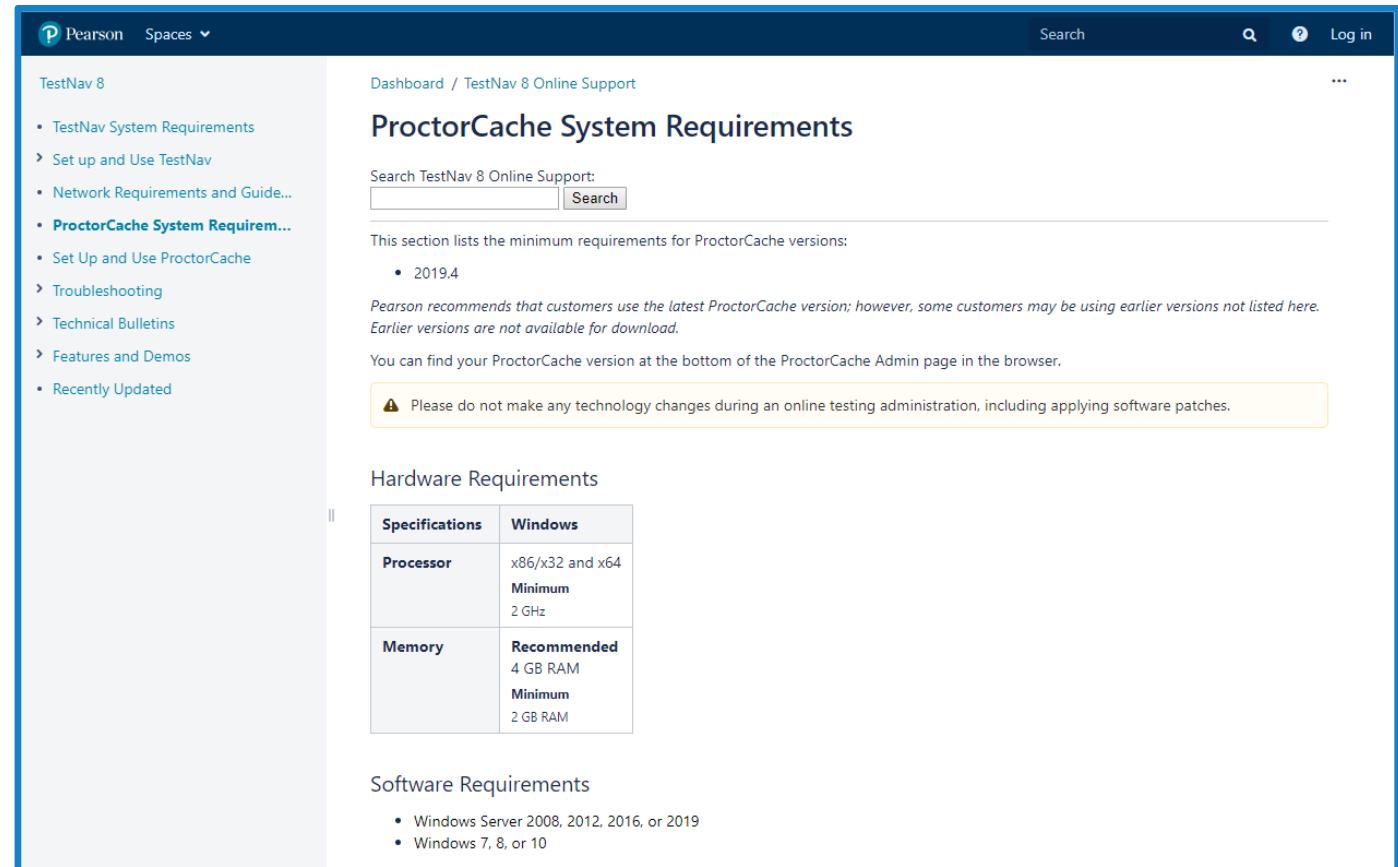
# Download ProctorCache\*

## ProctorCache system requirements:

- System requirements
- Set up and use ProctorCache

\*Proctor caching optional

<https://support.assessment.pearson.com/x/PQACAQ>



The screenshot shows the Pearson TestNav 8 Online Support page. The page title is "ProctorCache System Requirements". It includes a search bar for TestNav 8 Online Support. Below the search bar, it states: "This section lists the minimum requirements for ProctorCache versions:" followed by a bullet point for version 2019.4. A note mentions that Pearson recommends the latest version, but earlier versions may be used. A warning box states: "Please do not make any technology changes during an online testing administration, including applying software patches." The page also has sections for "Hardware Requirements" and "Software Requirements".

Specifications	Windows
<b>Processor</b>	x86/x32 and x64 <b>Minimum</b> 2 GHz
<b>Memory</b>	<b>Recommended</b> 4 GB RAM <b>Minimum</b> 2 GB RAM

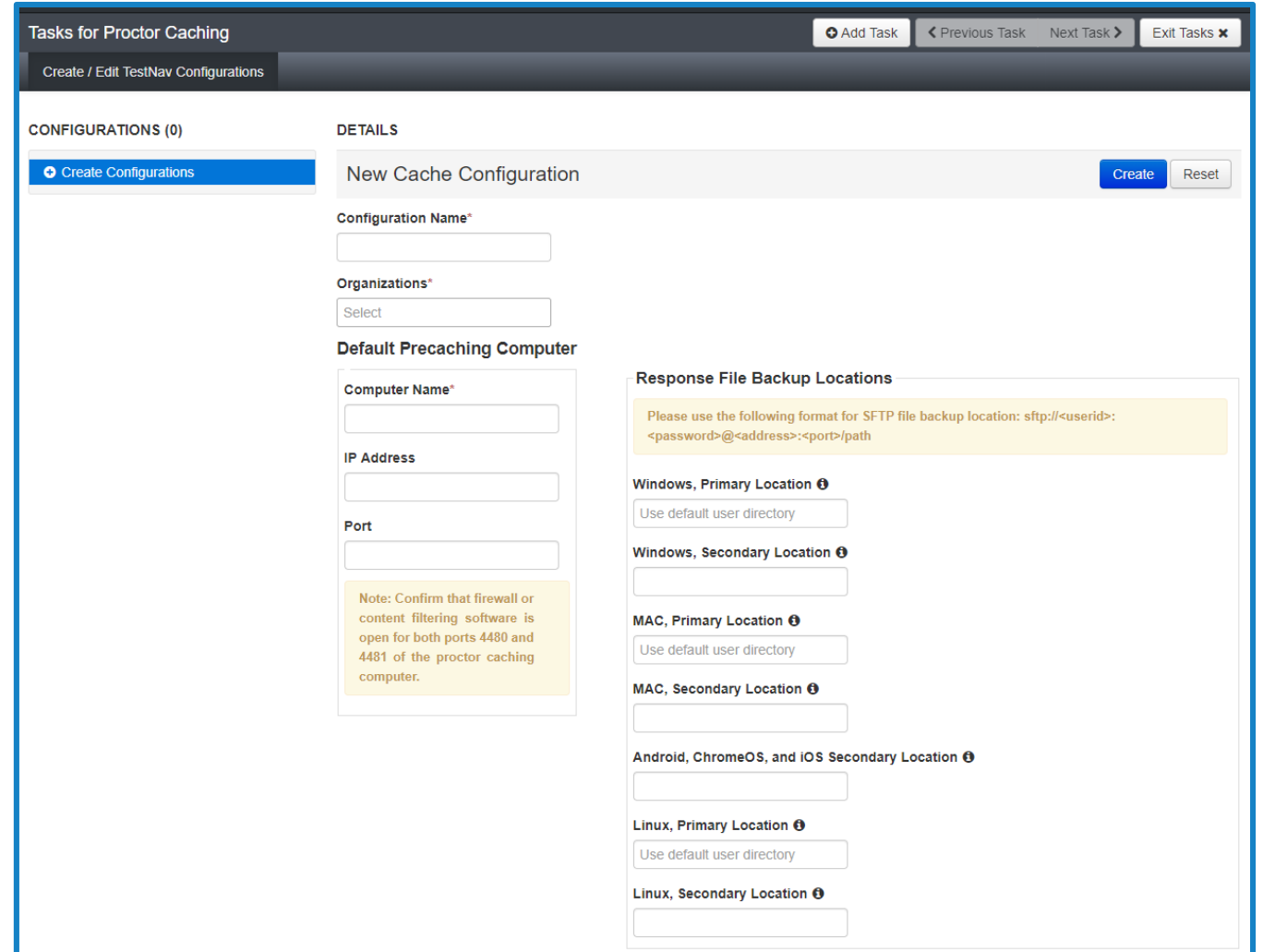
**Software Requirements**

- Windows Server 2008, 2012, 2016, or 2019
- Windows 7, 8, or 10

# Configure TestNav

## From Setup > TestNav Configurations

- Select **Create/Edit TestNav Configurations** and then **Start**.
- Enter precaching computer information.
- Enter response file backup locations.
- Select **Create** after entering required fields.



The screenshot displays the 'Tasks for Proctor Caching' web interface. The main heading is 'Create / Edit TestNav Configurations'. On the left, there is a 'CONFIGURATIONS (0)' section with a '+ Create Configurations' button. The main area is titled 'DETAILS' and 'New Cache Configuration'. It contains several input fields: 'Configuration Name\*', 'Organizations\*' (with a 'Select' dropdown), 'Default Precaching Computer' section with 'Computer Name\*', 'IP Address', and 'Port' fields. A yellow note box states: 'Note: Confirm that firewall or content filtering software is open for both ports 4480 and 4481 of the proctor caching computer.' On the right, there is a 'Response File Backup Locations' section with a yellow instruction box: 'Please use the following format for SFTP file backup location: sftp://<userid>:<password>@<address>:<port>/path'. Below this are several location selection options: 'Windows, Primary Location', 'Windows, Secondary Location', 'MAC, Primary Location', 'MAC, Secondary Location', 'Android, ChromeOS, and iOS Secondary Location', 'Linux, Primary Location', and 'Linux, Secondary Location'. Each option has a dropdown menu with 'Use default user directory' as the selected option. At the top right, there are navigation buttons: '+ Add Task', '< Previous Task', 'Next Task >', and 'Exit Tasks x'.

# Create Test Sessions

From Testing > Sessions, select **Create/Edits Sessions** and **Start**.

- Enter all required fields.
- Select precaching computer.
- Enter students.
- Select **Create** after entering required fields.

<https://support.assessment.pearson.com/x/KoDy>

The screenshot displays the 'Tasks for Sessions' web interface. At the top, there are navigation buttons: 'Add Task', '< Previous Task', 'Next Task >', and 'Exit Tasks x'. Below this is a 'Create / Edit Sessions' tab. The main content area is divided into two sections: 'SESSIONS (0)' on the left and 'DETAILS' on the right. The 'SESSIONS (0)' section contains a 'Create Session' button. The 'DETAILS' section is titled 'New Session' and includes a 'Create' button and a 'Reset' button. The form fields are organized into two columns. The left column contains: 'Session Name\*' (text input), 'Test & Form' section with 'Test Assigned\*' (dropdown menu), 'Proctor Reads Aloud' (checkbox), 'Form Group Type\*' (dropdown menu), 'Use Custom TestNav Settings' (button), and 'Precaching Computer\*' (dropdown menu). The right column contains: 'Organization\*' (dropdown menu), 'Scheduling' section with 'Scheduled Start Date\*' (calendar icon), 'Scheduled Start Time' (time and zone dropdown), and 'Lab Location' (text input). Below the form fields is a section for 'Students' with a 'Find by Name or ID' dropdown and an 'Add students to session' text input. At the bottom, there is a '\* Required' label and 'Create' and 'Reset' buttons.

# Prepare Test Sessions

<https://support.assessment.pearson.com/x/24F8AQ>

Prepare test sessions.

1. From **Testing**, select **Students in Sessions**.
2. Click **Add a Session**.
3. Type the session name into the search field.
4. Click the checkbox next to the session, and click **Add Selected**.
5. Click **Prepare Session**.

The screenshot displays the 'Students in Sessions' interface. At the top, there are two tabs: 'Tasks' (0 Selected) and 'Students in Sessions' (0 Selected). The 'Students in Sessions' tab is active, showing a search field labeled 'Manage' and a 'Start' button. Below the tabs, there is a 'Session List' section with an 'Add a Session' button. The list includes a 'Combined View' section with four items: 'TELPAS Gr 9 Reading' (selected), 'TELPAS Gr 10 Reading', 'TELPAS Gr 11 Reading', and 'TELPAS Gr 12 Reading'. Below the list, it says '4 Sessions | Clear'. To the right of the list, there is a 'Not Prepared' section. In the top right corner of the main content area, there are buttons for 'Resources', 'Details', and 'Edit'. A red box highlights the 'Prepare Session' button, which is located next to a 'Refresh' button.



# Precache Test Content\*

Precache test content:

- By test - From **Setup**, select **Precache by Test**
- By test session – From **Testing**, select **Sessions**

<https://support.assessment.pearson.com/x/dRFgAQ>

The screenshot displays the 'Precache By Test' interface. At the top, there is a blue header with the text 'Precache By Test'. Below this, a table lists the organization and available tests. The organization is 'Demo (demo)'. The tests listed are 'Demo Online Test', 'English', and 'History'. The 'English' test is selected with a checked checkbox. Below the table, there is a 'Sessions' section with a link 'Go to Students in Sessions'. A 'Tasks' dropdown menu is open, showing a list of actions: 'Create / Edit Sessions', 'Precaching Test Content' (which is checked), 'Delete Sessions', 'Lock Units', 'Add/Remove Students in Sessions', 'Override Resume Restriction', and 'Mark Student Tests Complete / Stop Sessions'. At the bottom of the dropdown is a link 'Show Students in Sessions & Control Sessions'. The background shows a search bar with 'Q Search' and a results section with '3 Results' and a table with columns 'Session', 'Session Status', and 'Sched'.

Organization	Test (select one or more)
Demo (demo)	<input type="checkbox"/> Demo Online Test
	<input checked="" type="checkbox"/> English
	<input type="checkbox"/> History

**Sessions** [Go to Students in Sessions](#)

**Tasks** 1 Selected

Select Tasks

- Create / Edit Sessions
- Precaching Test Content
- Delete Sessions
- Lock Units
- Add/Remove Students in Sessions
- Override Resume Restriction
- Mark Student Tests Complete / Stop Sessions

[Show Students in Sessions & Control Sessions](#)

Q Search

3 Results

Session	Session Status	Sched
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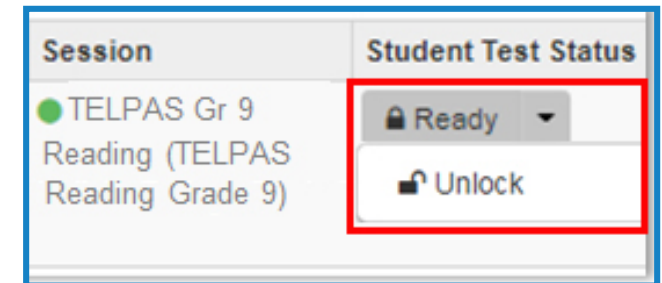
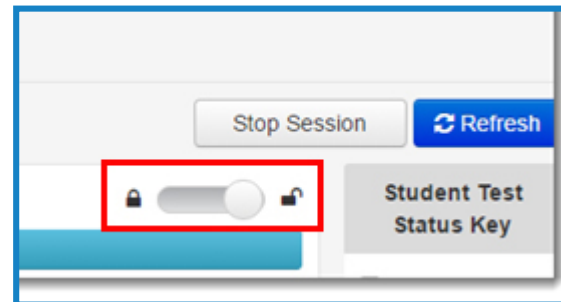
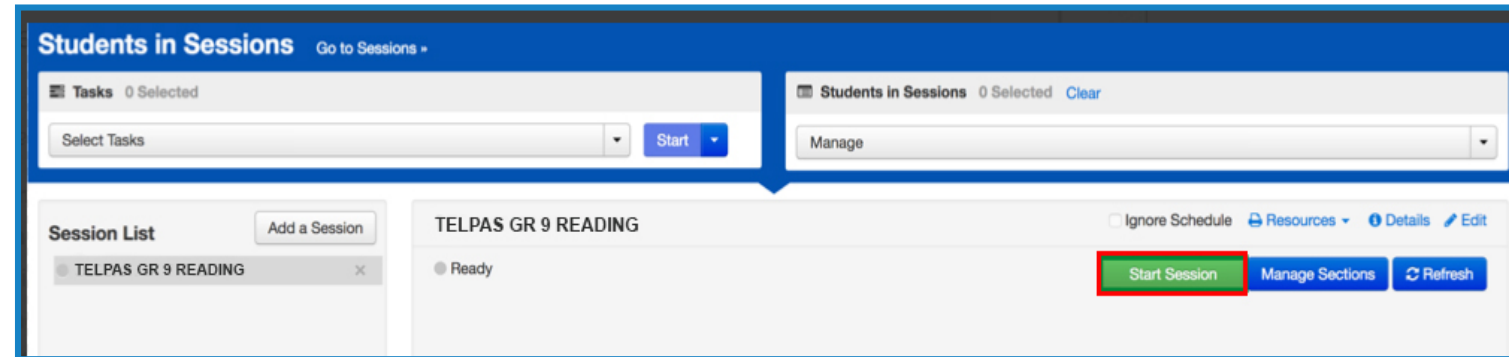
\*Proctor caching optional

# Start/Unlock Test Session

<https://support.assessment.pearson.com/x/JoDy>

Start a session/unlock a test:

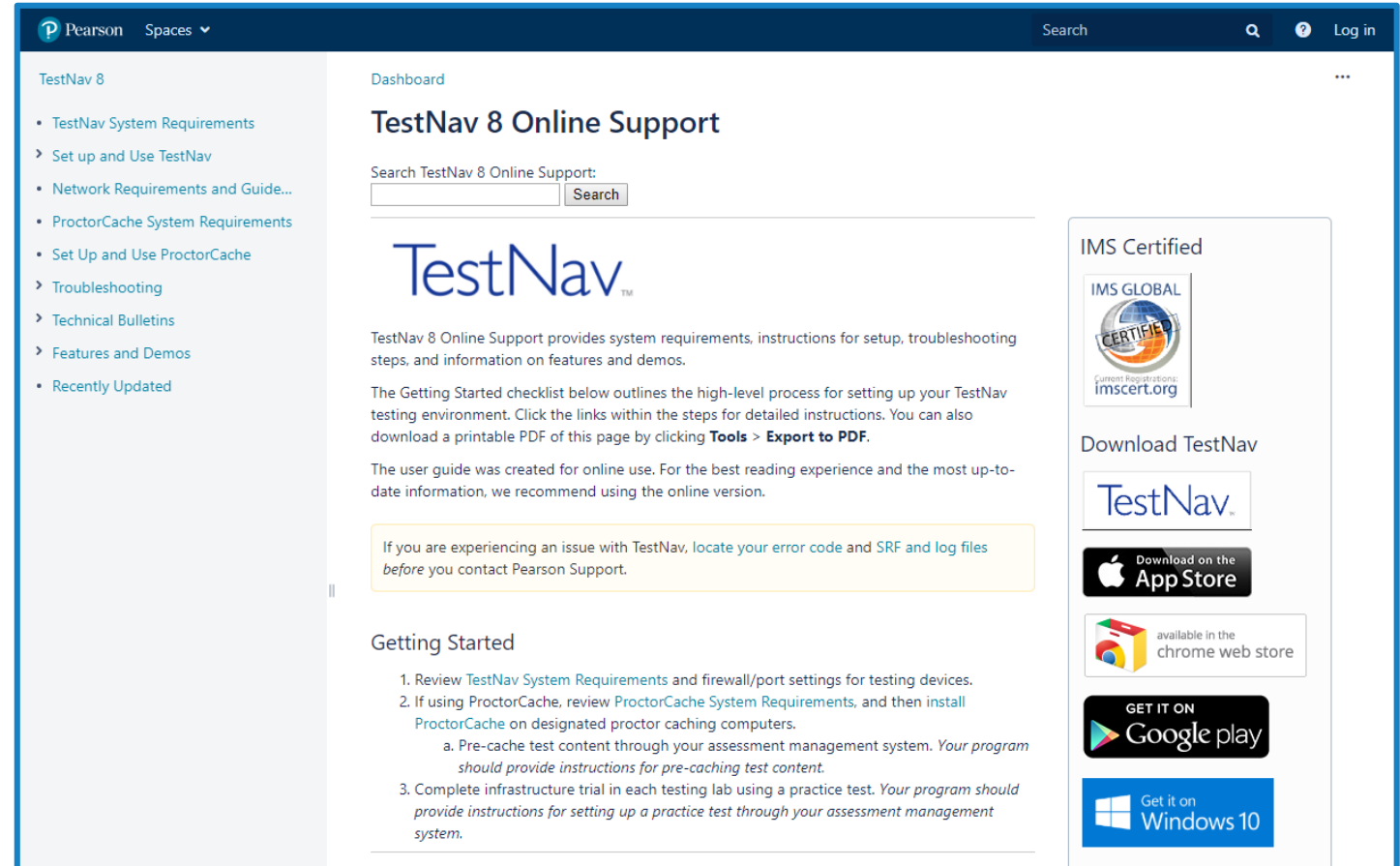
1. Select a session from the Session List and click **Start Session**.
2. You can then unlock a test for all students or an individual student.
  - To unlock all students in a session, click the unlock icon.
  - To unlock an individual student, click the dropdown menu in the Student Test Status column and select the unlock option.



## TestNav Online Support:

- System requirements
- Set up and use TestNav
- ProctorCache system requirements
- Troubleshooting and resolutions
- Technical bulletins
- Features and demos

<https://support.assessment.pearson.com/x/BAACAQ>



The screenshot shows the TestNav 8 Online Support dashboard. The page has a dark blue header with the Pearson logo, 'Spaces' dropdown, a search bar, and 'Log in' link. A left sidebar lists navigation options: TestNav 8, TestNav System Requirements, Set up and Use TestNav, Network Requirements and Guide..., ProctorCache System Requirements, Set Up and Use ProctorCache, Troubleshooting, Technical Bulletins, Features and Demos, and Recently Updated. The main content area is titled 'TestNav 8 Online Support' and includes a search bar, the TestNav logo, and introductory text. A yellow callout box contains a tip about error codes. Below is a 'Getting Started' section with a three-step list. The right sidebar features an 'IMS Certified' badge, 'Download TestNav' links for the App Store, Chrome Web Store, Google Play, and Windows 10.

Dashboard

### TestNav 8 Online Support

Search TestNav 8 Online Support:

# TestNav™

TestNav 8 Online Support provides system requirements, instructions for setup, troubleshooting steps, and information on features and demos.

The Getting Started checklist below outlines the high-level process for setting up your TestNav testing environment. Click the links within the steps for detailed instructions. You can also download a printable PDF of this page by clicking **Tools > Export to PDF**.

The user guide was created for online use. For the best reading experience and the most up-to-date information, we recommend using the online version.

If you are experiencing an issue with TestNav, locate your error code and SRF and log files before you contact Pearson Support.

#### Getting Started

1. Review [TestNav System Requirements](#) and firewall/port settings for testing devices.
2. If using ProctorCache, review [ProctorCache System Requirements](#), and then install [ProctorCache](#) on designated proctor caching computers.
  - a. Pre-cache test content through your assessment management system. *Your program should provide instructions for pre-caching test content.*
3. Complete infrastructure trial in each testing lab using a practice test. *Your program should provide instructions for setting up a practice test through your assessment management system.*

IMS Certified

IMS GLOBAL CERTIFIED  
Current Registrations: [imscert.org](https://www.ims-cert.org)

Download TestNav

TestNav™

Download on the App Store

available in the chrome web store

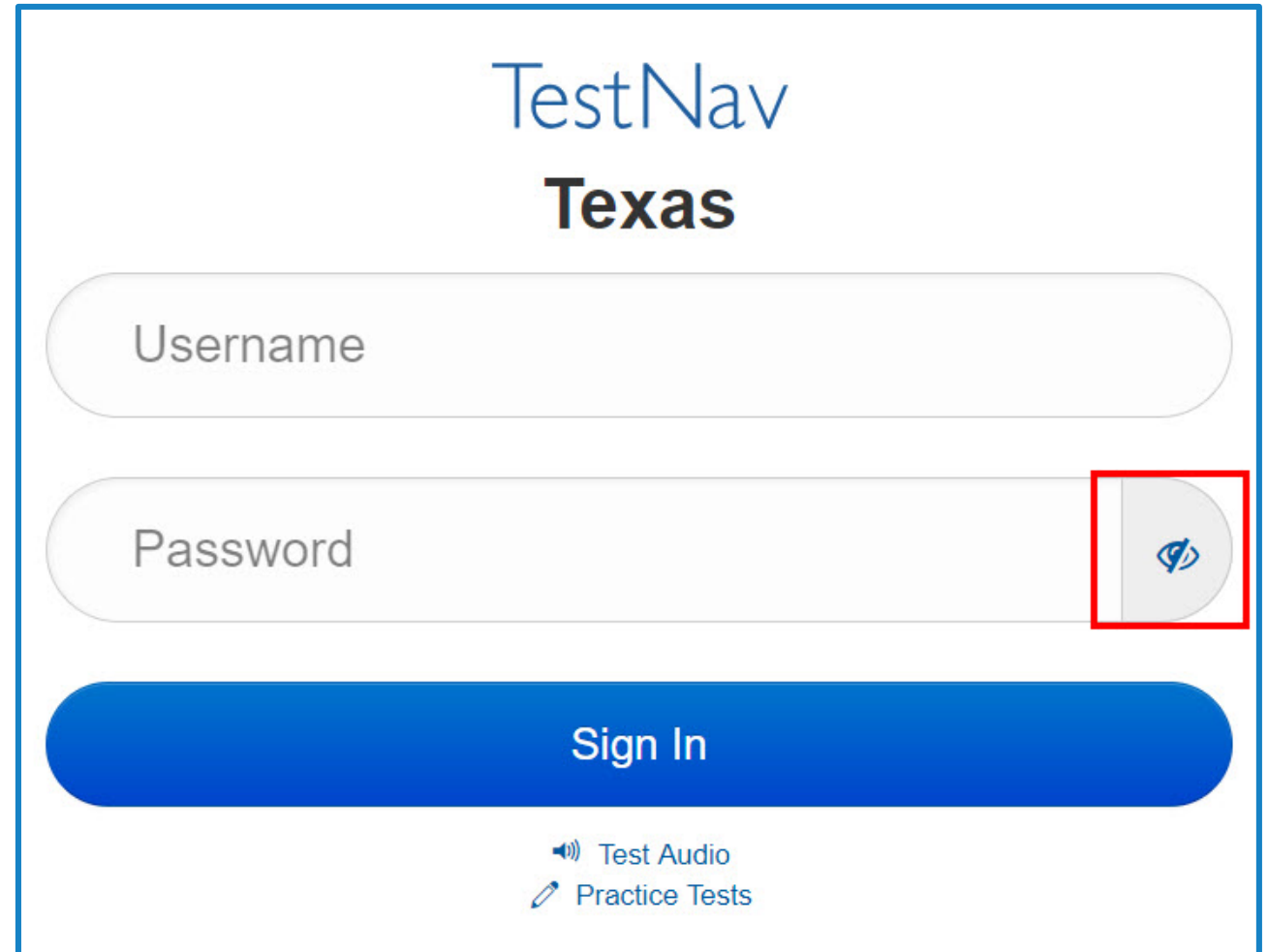
GET IT ON Google play

Get it on Windows 10

# TestNav Updates

## 2019-2020 Updates:

- New version 8.13
- View icon added for option to view password.
- TestNav will exit students after 30 minutes of inactivity.



The screenshot shows the TestNav Texas login page. At the top, the text "TestNav Texas" is displayed. Below this are two input fields: "Username" and "Password". The "Password" field has a small eye icon on its right side, which is highlighted with a red square, indicating the new feature to toggle password visibility. Below the input fields is a large blue "Sign In" button. At the bottom of the page, there are two links: "Test Audio" with a speaker icon and "Practice Tests" with a pencil icon.