

March 10, 2023

Subject: Instructions for Additional Opportunity to Request Paper Materials for Spring 2023 STAAR

To the Education Service Center and District Testing Coordinators Addressed:

The purpose of this communication is to provide detailed instructions regarding the additional opportunity to request paper test materials for the spring 2023 administration of the State of Texas Assessments of Academic Readiness (STAAR®).

As announced in the [March 9 correspondence to administrators](#), the Texas Education Agency (TEA) is providing an optional process to request additional paper test materials for the spring 2023 STAAR administration to assist school systems with the implementation of the first year of administering STAAR primarily online. Requests for additional paper test materials include regular-print and large-print materials in English and Spanish and may not exceed one percent of eligible students by grade. If quantities entered exceed one percent by grade, the entire order of additional paper test materials will be rejected.

The new materials order window will be open March 20–24, 2023. Districts that would like to use this opportunity to request additional paper test materials for the spring 2023 STAAR administration must complete the following steps.

- 1) Log in to the Test Information Distribution Engine (TIDE). Select *STAAR Spring, Paper Materials Management* from the *Administration Task* dropdown menu. Indicate total quantities of additional paper test materials needed for each grade/subject and course. Cambium Assessment, Inc. (CAI) will review each order of additional paper test materials to verify that no grade-level request exceeds one percent of enrolled students.
- 2) To review the status of your order, log in to TIDE, navigate to the *STAAR Spring, Paper Materials Management* administration task, and select the *Order History* task from the *Orders* module.
 - a) If the total quantity of your additional paper test materials is approved, proceed to step 3.
 - b) If the total quantity of your additional paper test materials is rejected, revisit step 1 and adjust the material quantities accordingly.
- 3) After orders of additional paper test materials for the spring 2023 STAAR administration are approved, district testing personnel must provide a Texas Student Data System (TSDS) number for each student who will use the additional paper test materials. TSDS numbers must be sent to Texas Testing Support via email.
- 4) Beginning April 3, district testing personnel must update the *Test Mode* and *STAAR Paper Test Format* fields in TIDE for each student who will use the additional paper test materials. The *Presentation* field for Spanish testers also must be updated. Setting these fields must be completed before student responses can be entered in the Data Entry Interface (DEI). This is a critical step, as these fields are necessary for test eligibility and reporting.

The additional STAAR paper test materials requested during the March 20–24 order window will arrive in a separate shipment before the testing window opens and are additional to the materials districts have initially ordered for special paper administrations of STAAR. For students who have qualified and been registered for a special paper administration of STAAR, there are no changes in testing policies or procedures.

As a reminder, there are no paper answer documents for STAAR. Students testing on paper must record their responses in their test booklets, and authorized district staff members must submit the student responses in DEI to be scored and reported. Districts should plan to reserve the last two to three days of each testing window for entering student responses in DEI. All student responses for paper administrations of STAAR must be submitted in DEI by 11:59 p.m. (CT) on the last day of each testing window.

If you have general questions regarding the STAAR testing program, contact TEA using the Student Assessment [Help Desk](#). For specific questions or assistance regarding the information in this communication, contact Texas Testing Support at 833-601-8821, [TexasAssessment.gov via live chat](https://www.texasassessment.gov), or TexasTestingSupport@cambiumassessment.com.

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