Online Testing Preparation for December 2018 and an Overview of the STAAR Online Testing Platform

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October 23, 2018

Housekeeping

- If you have problems hearing the presentation, dial in on a telephone. Dial–in information:
  - in the *Meeting Information* icon at the top–left of the screen
  - in your registration email (messenger@webex.com)
- Dialing in for audio is recommended for best sound quality.
- All attendees' lines have been muted due to the high number of participants.
- For questions or comments, use the "Q&A" function.

Objectives

Today's session will cover the following topics:

- Registering Students for Online Testing
- Creating Online Groups
- Managing Online Testing
  - Viewing Sessions and Groups
  - Downloading and Printing Test Tickets
  - Monitoring Online Sessions
  - Setting Online Test Attributes and Score Codes
- Technology Readiness
- Secure Browser
- STAAR Online Testing Platform
- Questions

Registering Students for Online Testing

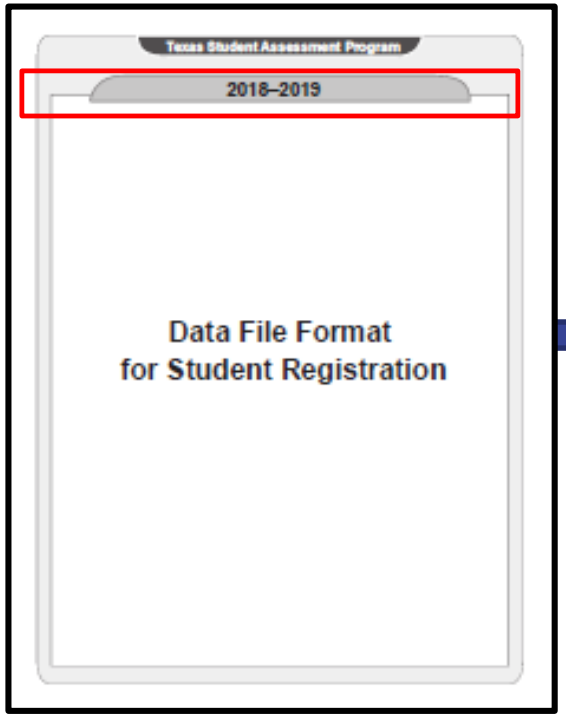
Registering Students for Online Testing

Retesters vs. First-time Testers

- Retesters are automatically registered with same test mode, home CDC, student demographics, enrolled grade level, and PNPs from prior administration.
    - Verify retester demographics and test registration settings and update accordingly.
- First-time testers (in a specific subject) must be registered if testing online.

Adding and Editing Student Test Registrations via Upload

2018–2019 Data File Format for Student Registration (STAAR Summative)



TEST ADMINISTRATION INFORMATION		
Group Name	20	E
Local Use	4	AB–AE
End-of-Course Code	2	AI
Test Format - EOC	1	AO
Action-Indicator	1	AS
STAAR EOC Test Version Code	6	AW
TX-Unique-Staff-ID - EOC	10	CB

The STAAR EOC Test Version Code will be used to indicate the following for STAAR EOC:

PNP accommodation codes:

E = Spelling Assistance (delivered online for English I and English II)

R = Content and Language Supports (delivered online, not available for Algebra II or English III)

T = Text-to-Speech (includes click word, delivered online)

Designated Supports (online testers only):

D = Designated Supports for a student testing online

	A	B	C	D	E	F	G	H	I	J	K	AI	AO	AW	BB	BH
1	LEVEL-CODE	OF-ENROLLMENT	DISTRICT-NAME	CAMPUS-NAME	GROUP NAME	LAST-NAME	FIRST-NAME	MIDDLE-INITIAL	PEIMS-ID	SEX-CODE	OF-BIRTH	COURSE CODE	FORMAT - EOC	TEST VERSION	STUDENT-ID	COUNTY/DISTRICT/CAMPUS
2	10	999996009	Training ISD	Training H S	NO GROUP N/	STUDENT-ONE	TRAINING		4.6E+08	M	10100	E1	O	ERTD	1E+09	999996009
3	12	999996009	Training ISD	Training H S	NO GROUP N/	STUDENT-TWO	TRAINING		4.6E+08	F	10100	E2	O	ERTD	2E+09	999996009
4	12	999996009	Training ISD	Training H S	NO GROUP N/	STUDENT-TWO	TRAINING		4.6E+08	F	10100	US	O	RTD	2E+09	999996009
5	9	999996009	Training ISD	Training H S	NO GROUP N/	STUDENT-THRE	TRAINING		4.6E+08	F	10100	BI	O	RTD	3E+09	999996009
6	9	999996009	Training ISD	Training H S	NO GROUP N/	STUDENT-THRE	TRAINING		4.6E+08	F	10100	A1	O	RTD	3E+09	999996009
7																

Students: Upload

Upload page - Overview

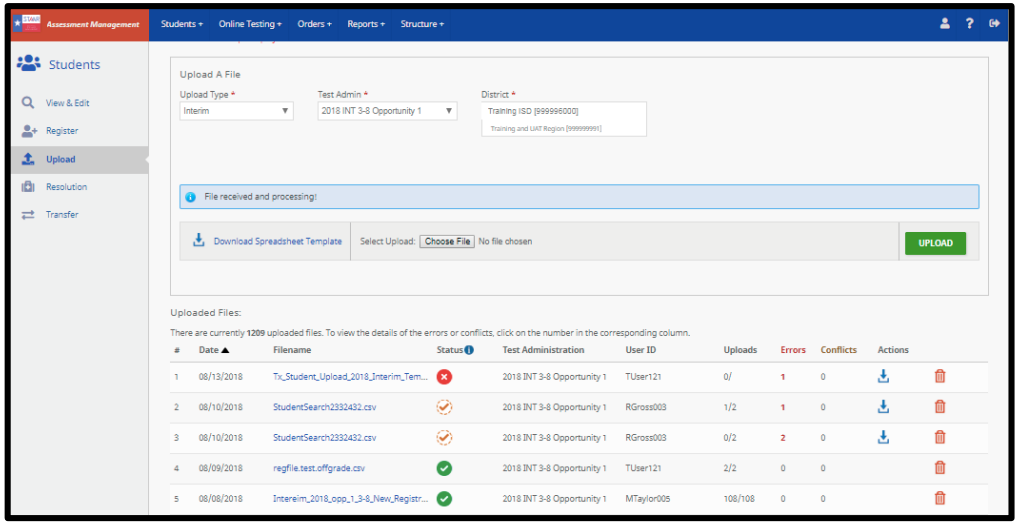
Download Spreadsheet Template – blank CSV file that can be used to enter student records for upload

Filename – click on file name to download/retrieve file that was uploaded

Status:

- All records successfully uploaded
- Some but not all records successfully uploaded
- No records successfully uploaded

Uploads – indicates the fraction of records that successfully uploaded

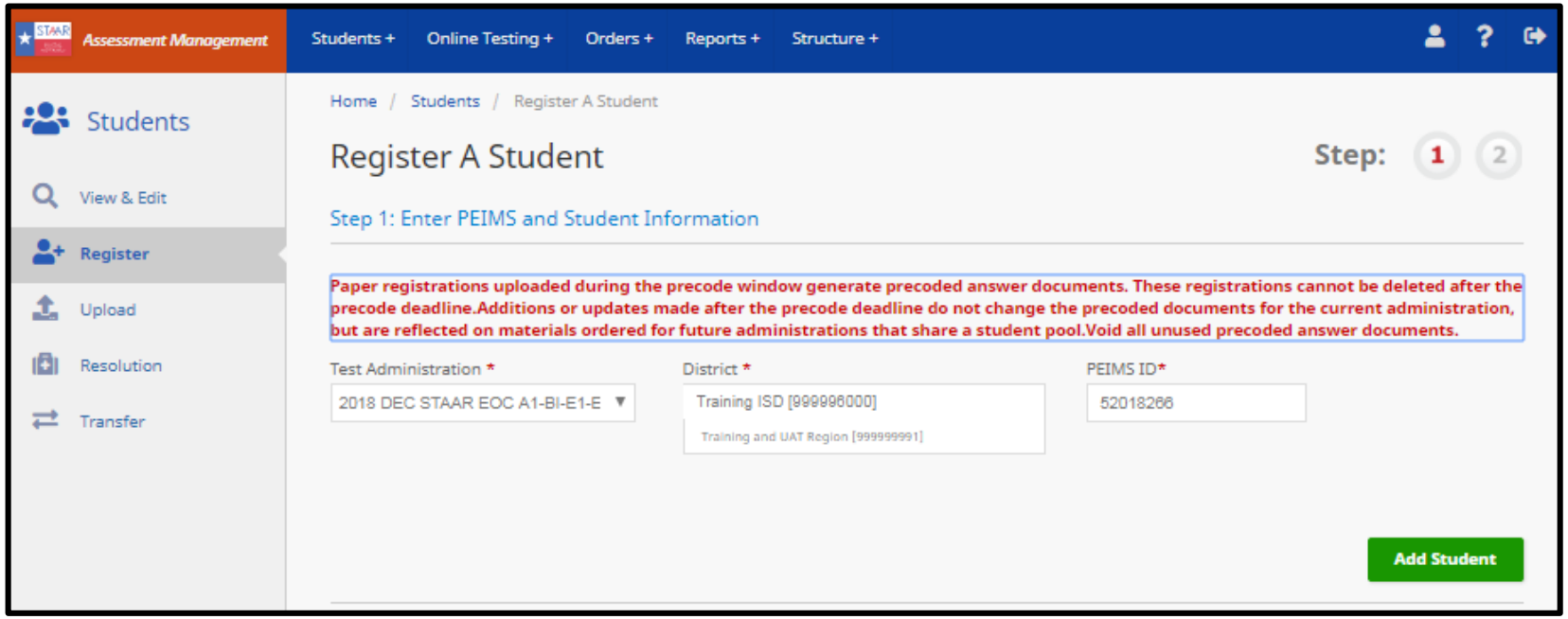


Measuring the Power of Learning.®

Adding a New Registration (UI)

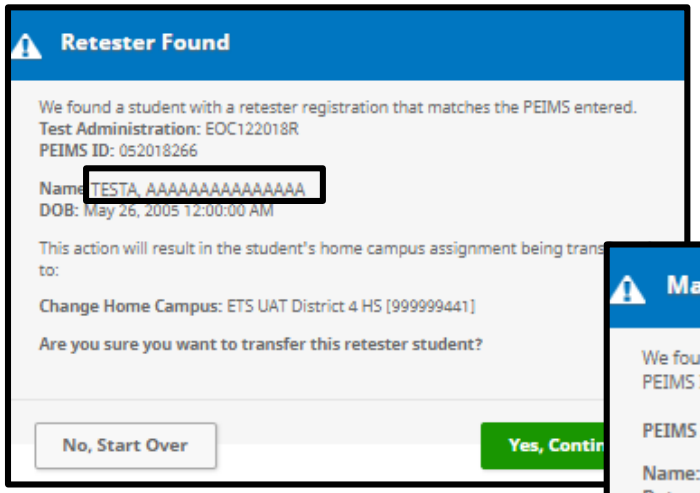
Two Step Process:

- Step 1 – Enter PEIMS ID

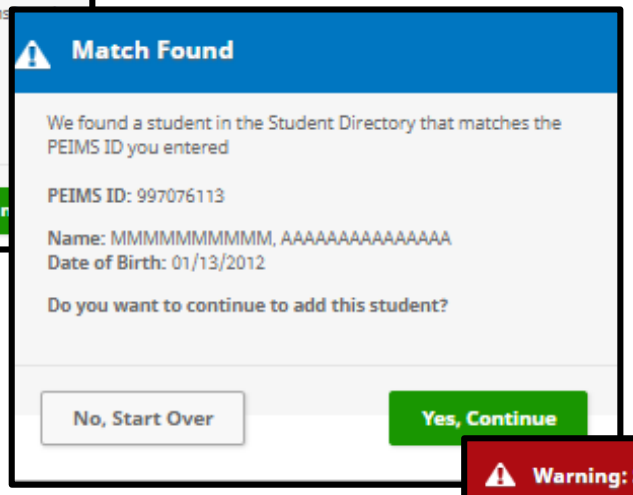


Adding a New Registration (UI) –

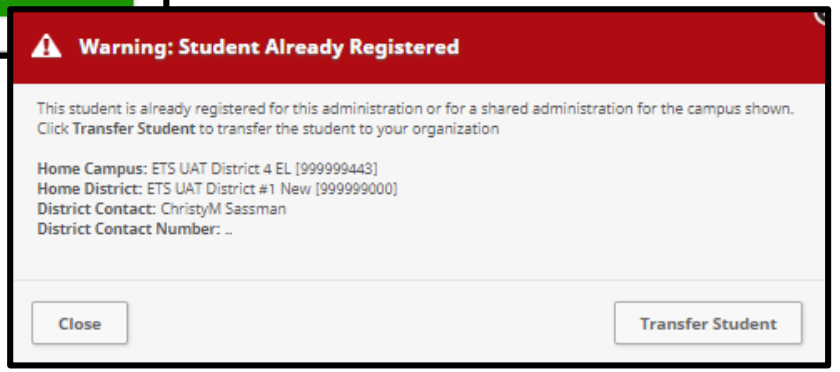
Pop-up Messaging:



- Student (retester) registration already exists.



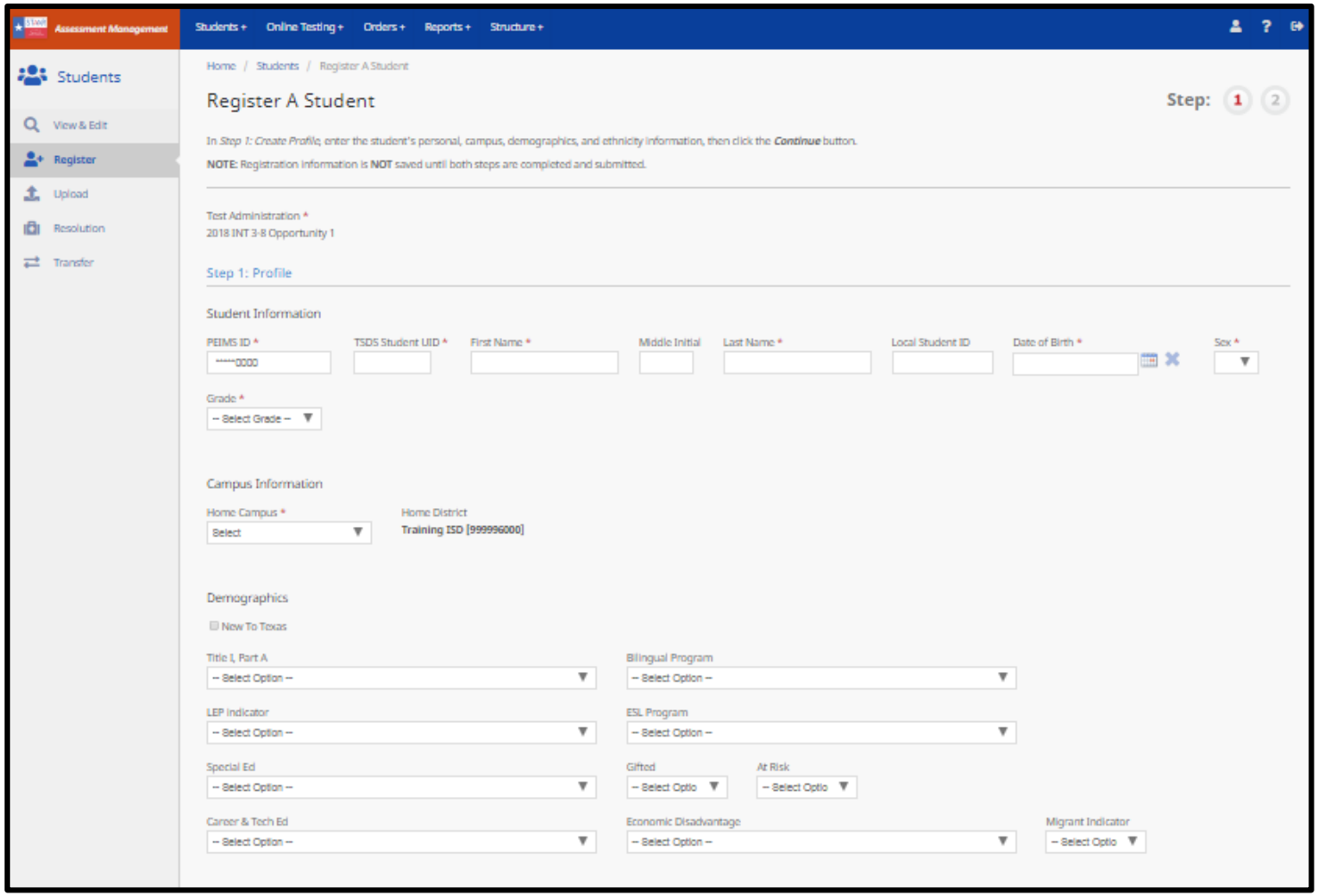
- Student exists in directory but is not currently registered to test.



- Student registration (non-retester) already exists.

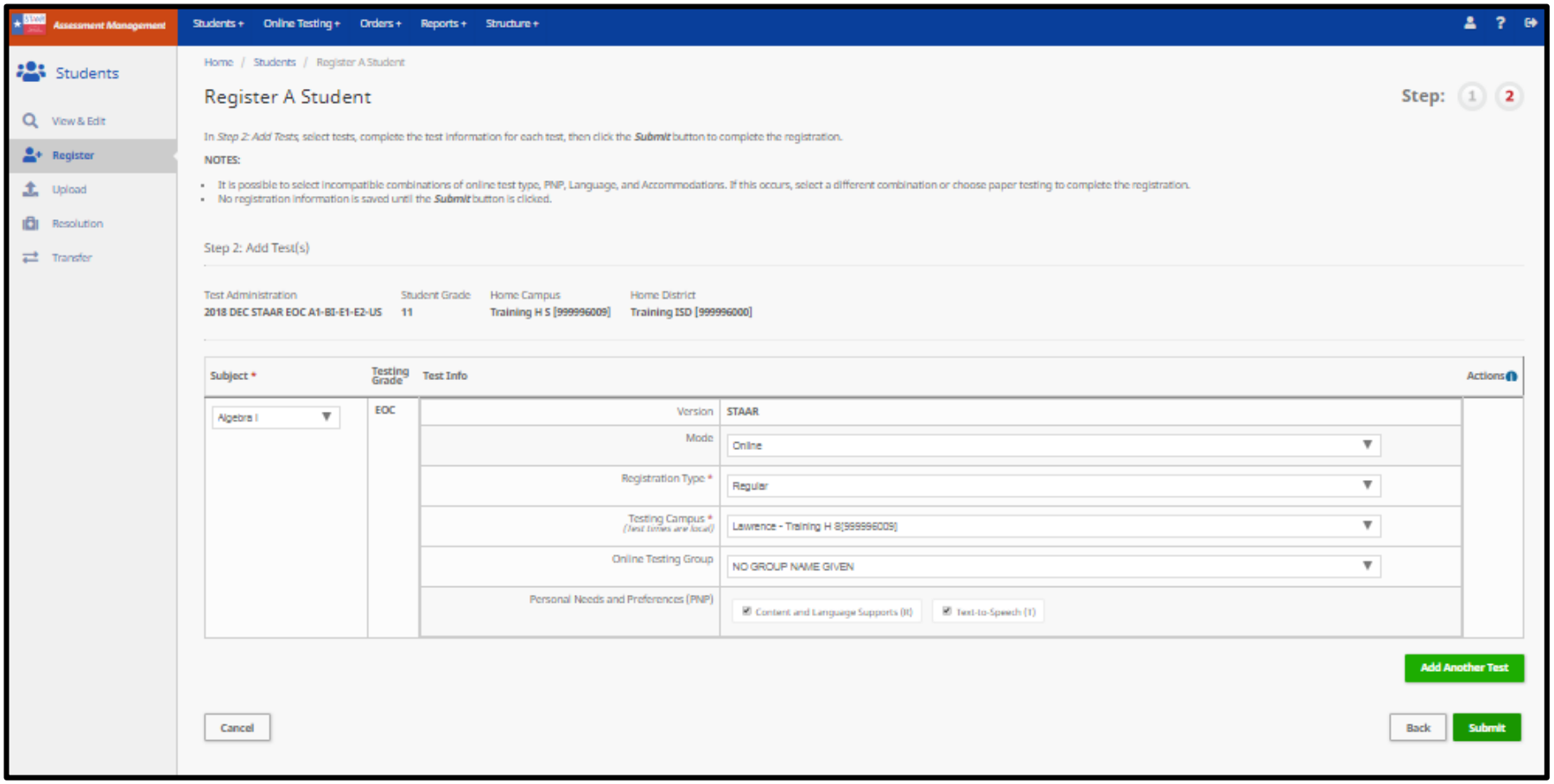
Adding a New Registration (UI)

Step 1 (cont.) – Enter Demographic Information



Adding a New Registration (UI)

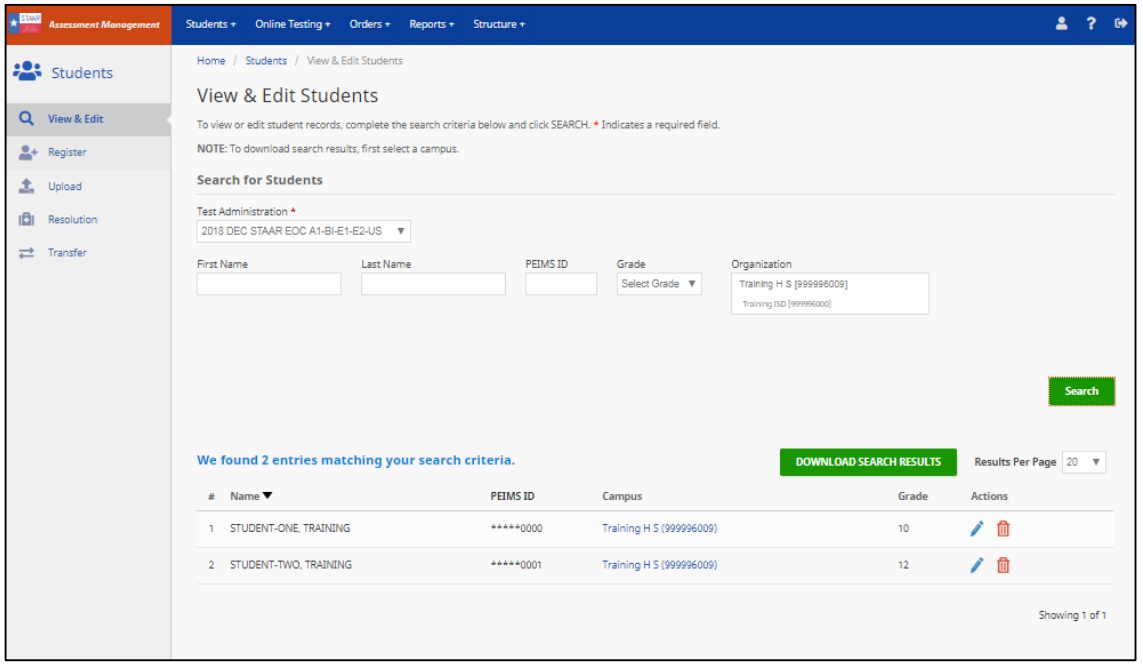
Step 2 – Create Test Registration(s)



Students: View & Edit

- Set search parameters to filter results down to individual student level.
- Click *View & Edit* icon to open an individual Student Profile.

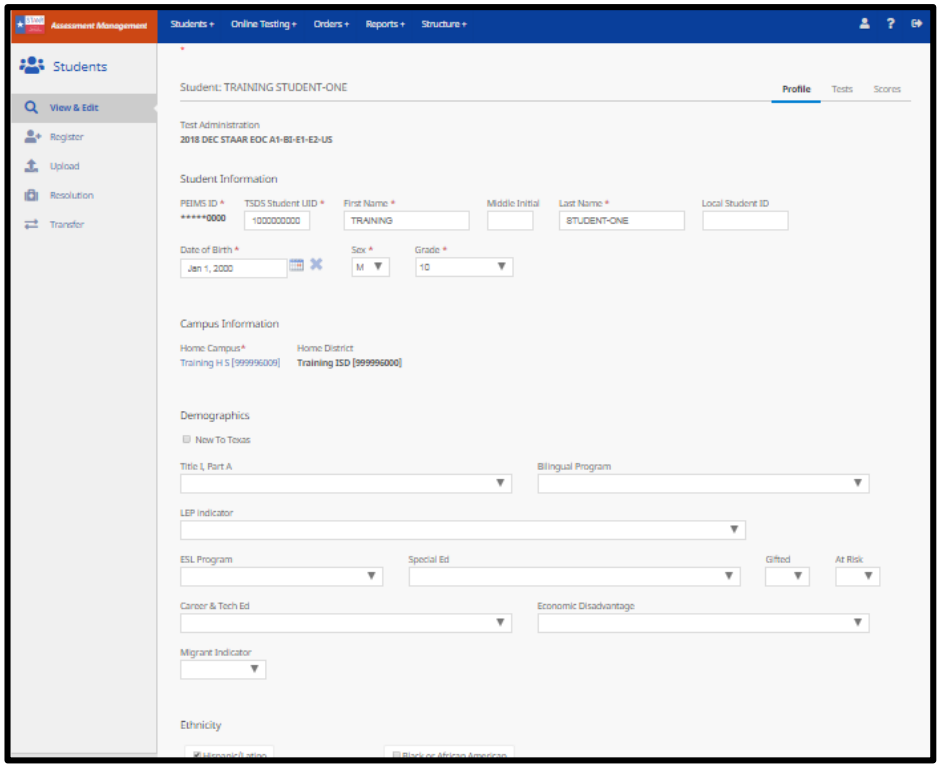
NOTE: Downloaded search results only available when campus level organization entered into *Organization* field



View & Edit Student Demographics - Student Profile

Profile Tab

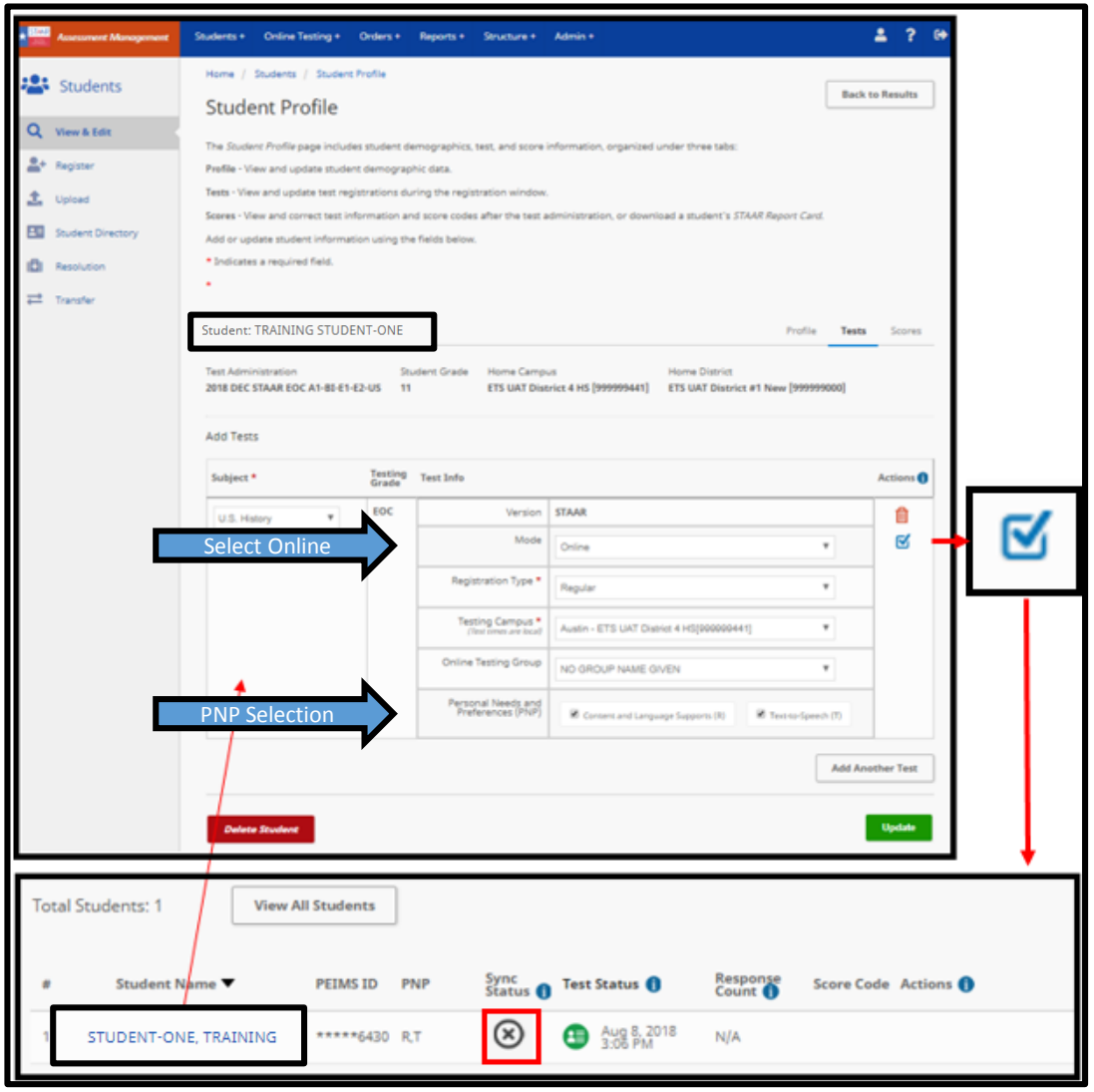
- Demographic settings must be updated or corrected prior to the close of the testing window.
- Enrolled grade level may not be changed once a student has started to test.



View & Edit Test Registrations – Student Profile

***Tests* Tab**

- View, edit, add, and delete test registrations
- Online test registrations may be added anytime prior to the close of the testing window on December 7, 2018.
- PNPs may be changed anytime prior to test submission.
- Test attributes (except score codes) display once test tickets are available.



Designated Supports

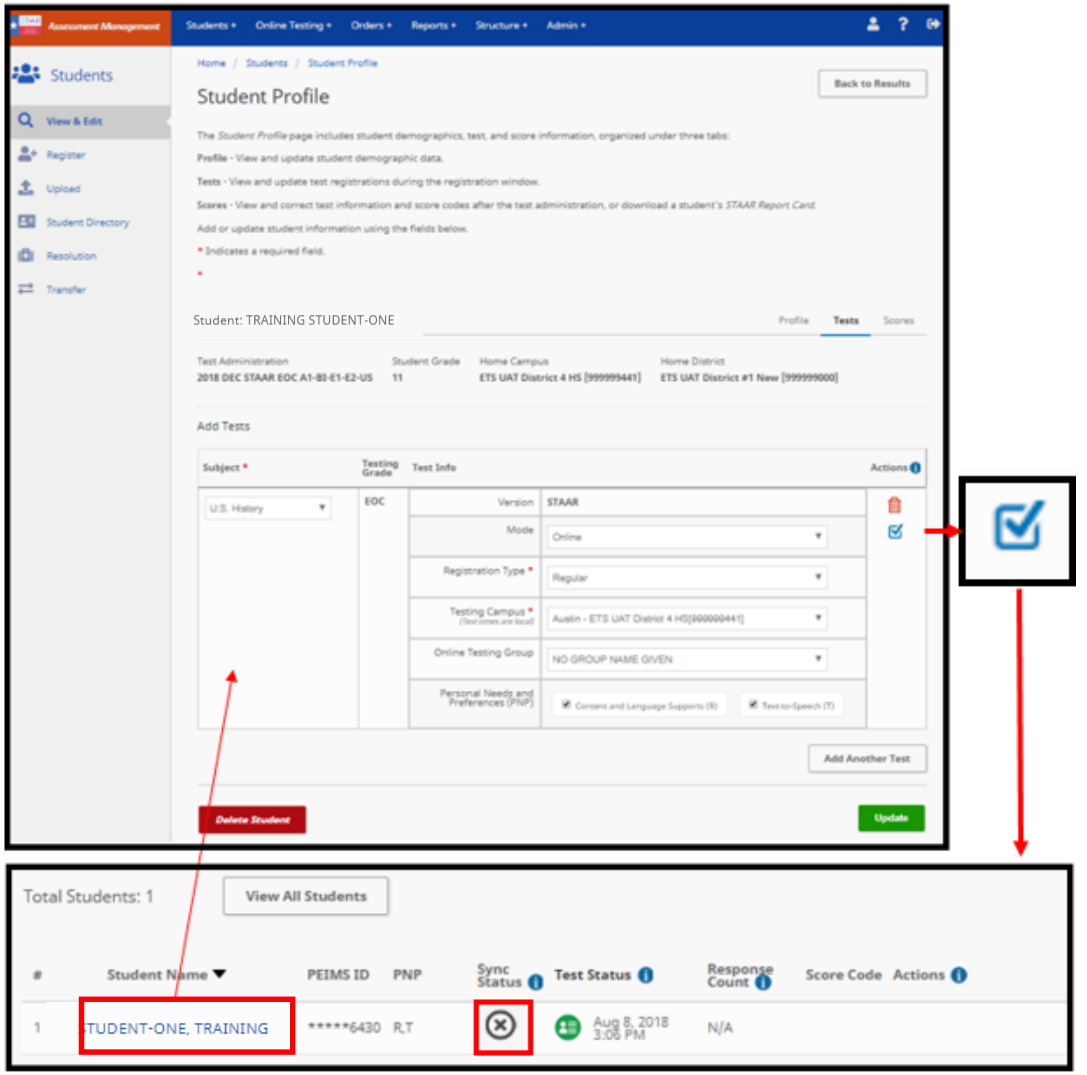
- For more information about accessibility features and designated supports, refer to the *Educator Guide to Accessibility within the STAAR Program*.
  - https://tea.texas.gov/student.assessment.accommodations

- Summative PNP – available for December 2018
  - E – spelling assistance
  - R – content and language supports (pop-ups, roll-overs)
  - T – text-to-speech (oral administration online)

Dec PNP's

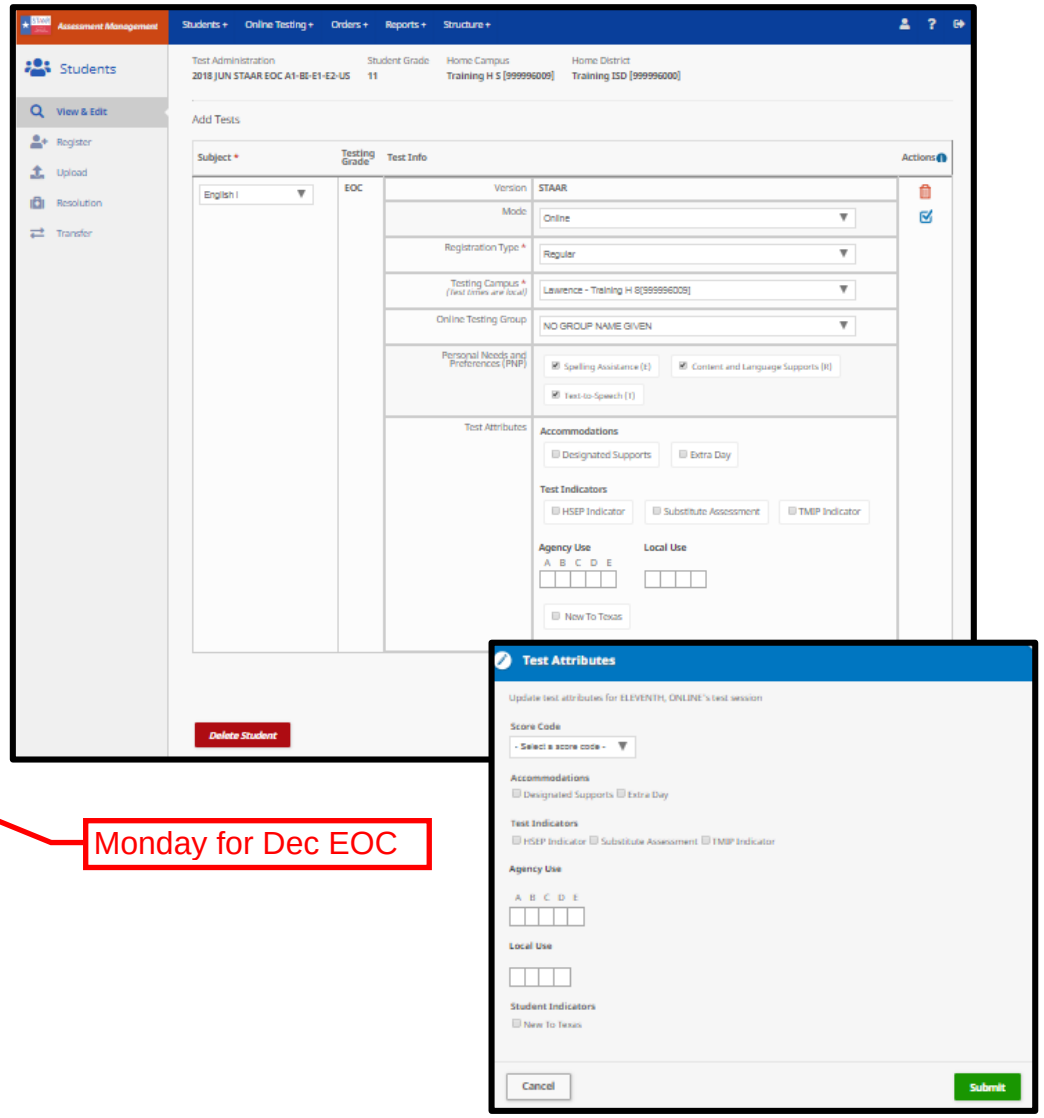
Setting PNPs

- Changes to PNPs will be reflected on the testing group roster and the student test tickets.
- A Sync Error status will be displayed on Manage Online Testing when attempting to update PNPs of an existing online test registration if test tickets are not yet available.
- The updated PNPs will switch automatically to In Sync status when test tickets are posted one week prior to testing.
- PNP options vary by test.



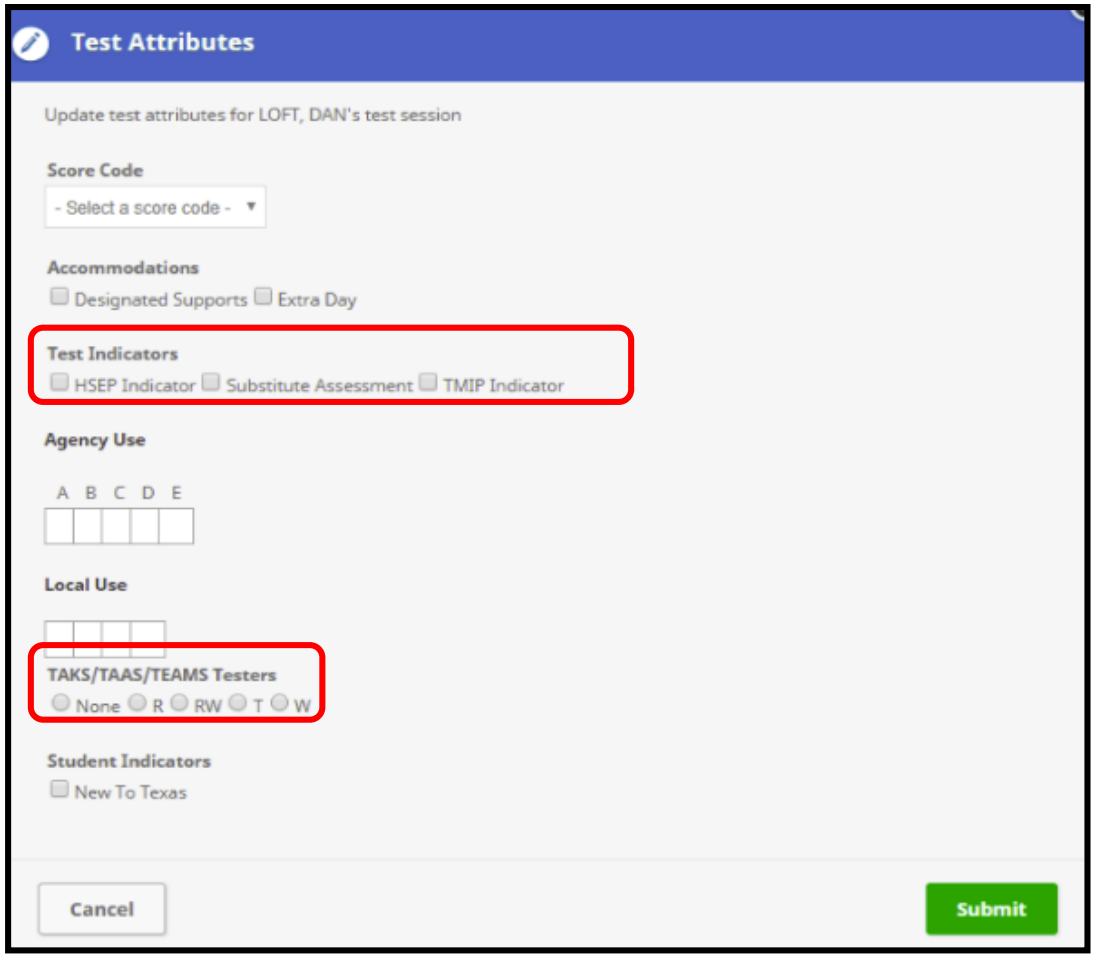
Setting Test Attributes

- Test Attributes appear once test tickets are available one week prior to testing.
- May be set in two places:
  - Student Profile – *Tests* tab (does not include score code setting)
  - Manage Online Test Session - group level view (includes score code setting)
- Test attribute verification window open until 5:00 p.m. one business day following close of test window
  - Does not apply to administrations with two week online windows



Test Attributes

- Coding for December 2018 for TAKS, TAAS, TEAMS test takers and substitute assessment



TAKS, TAAS, TEAMS Testers

- Special coding for former TAKS, TAAS, or TEAMS testers
  - T – Examinee taking STAAR as an alternate assessment for
    - TAKS English Language Arts (ELA)[STAAR English II Only], mathematics, science, or social studies
    - TAAS mathematics
    - TEAMS mathematics
  - R – TAAS/TEAMS eligible examinee taking only the reading section of the STAAR English II as an alternate assessment for TAAS or TEAMS reading.
  - W – TAAS eligible examinee taking only the writing section of the STAAR English II as an alternate assessment for TAAS Writing.
  - RW – TAAS eligible examinee taking both reading and writing sections of the STAAR English II as an alternate assessment for TAAS reading and writing.

Only Ballew has students testing

Online Test Registration Reminders and Helpful Hints

- Test sessions are automatically established when one or more students are registered to take an online test.
- Test sessions are set up at the campus level by subject for EOC (by subject and grade level for grades 3–8).
- By default, all students are placed in the NO GROUP NAME GIVEN group within a session unless otherwise specified.
  - Setting up additional testing groups is optional.

Creating Groups

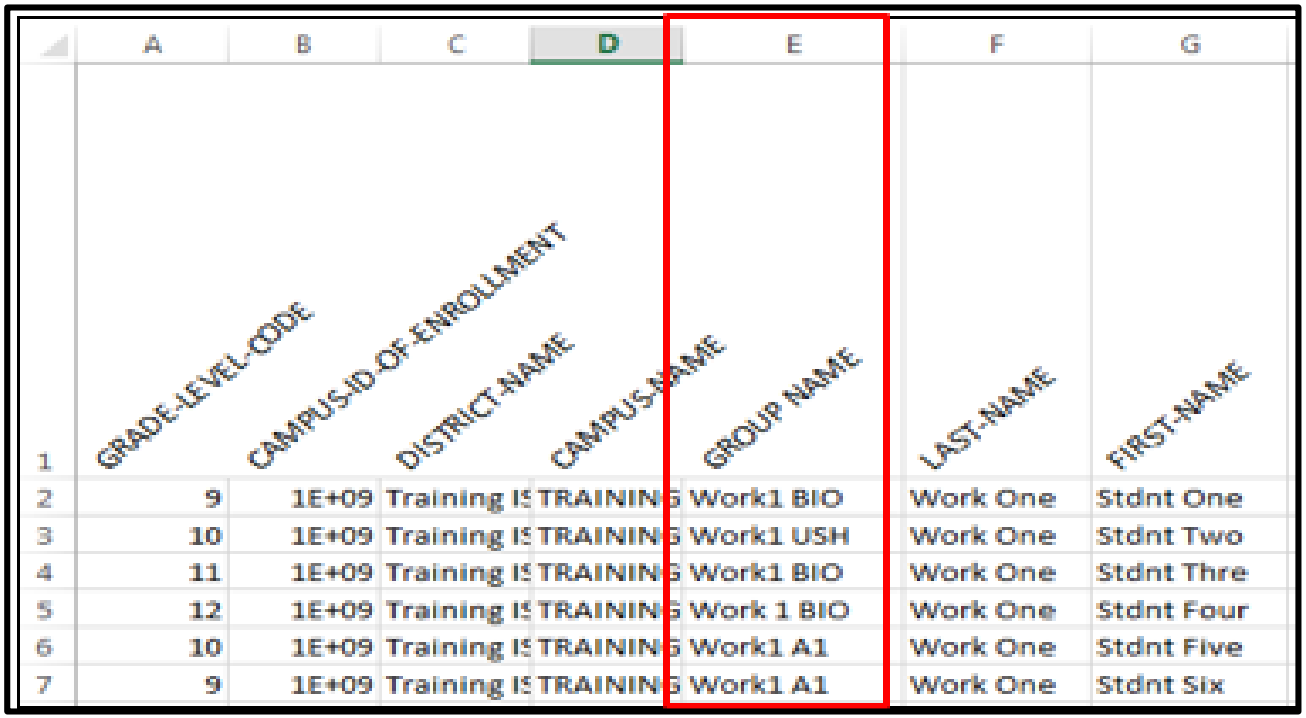
Online Testing Groups

- It may be useful to break students into multiple groups in a session.
- Groups are for printing of online test tickets and test session monitoring.
- Online testing groups may be created and edited via the three methods below.
  - *Students* > *Upload*
  - *Online Testing* > *Groups*
  - *Students* > *View & Edit*

Creating and Editing Groups: *Students > Upload*

- Leaving the Group Name field blank will place the student's registration in the NO GROUP NAME GIVEN group.

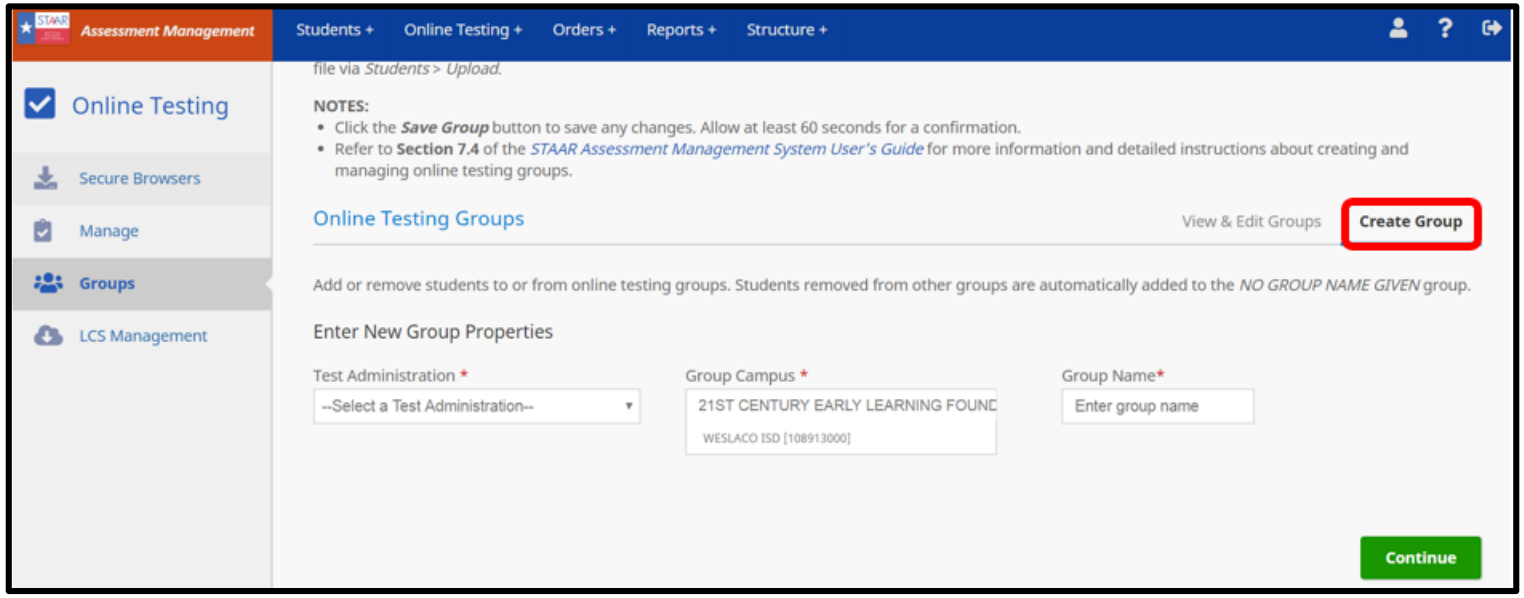
- Leaving the Group Name field blank for an existing online registration will not override the existing group.



	A	B	C	D	E	F	G
1	GRADE-LEVEL-CODE	CAMPUS-ID-OF-ENROLLMENT	DISTRICT-NAME	CAMPUS-NAME	GROUP NAME	LAST-NAME	FIRST-NAME
2	9	1E+09	Training IS	TRAININ	Work1 BIO	Work One	Stdnt One
3	10	1E+09	Training IS	TRAININ	Work1 USH	Work One	Stdnt Two
4	11	1E+09	Training IS	TRAININ	Work1 BIO	Work One	Stdnt Thre
5	12	1E+09	Training IS	TRAININ	Work 1 BIO	Work One	Stdnt Four
6	10	1E+09	Training IS	TRAININ	Work1 A1	Work One	Stdnt Five
7	9	1E+09	Training IS	TRAININ	Work1 A1	Work One	Stdnt Six

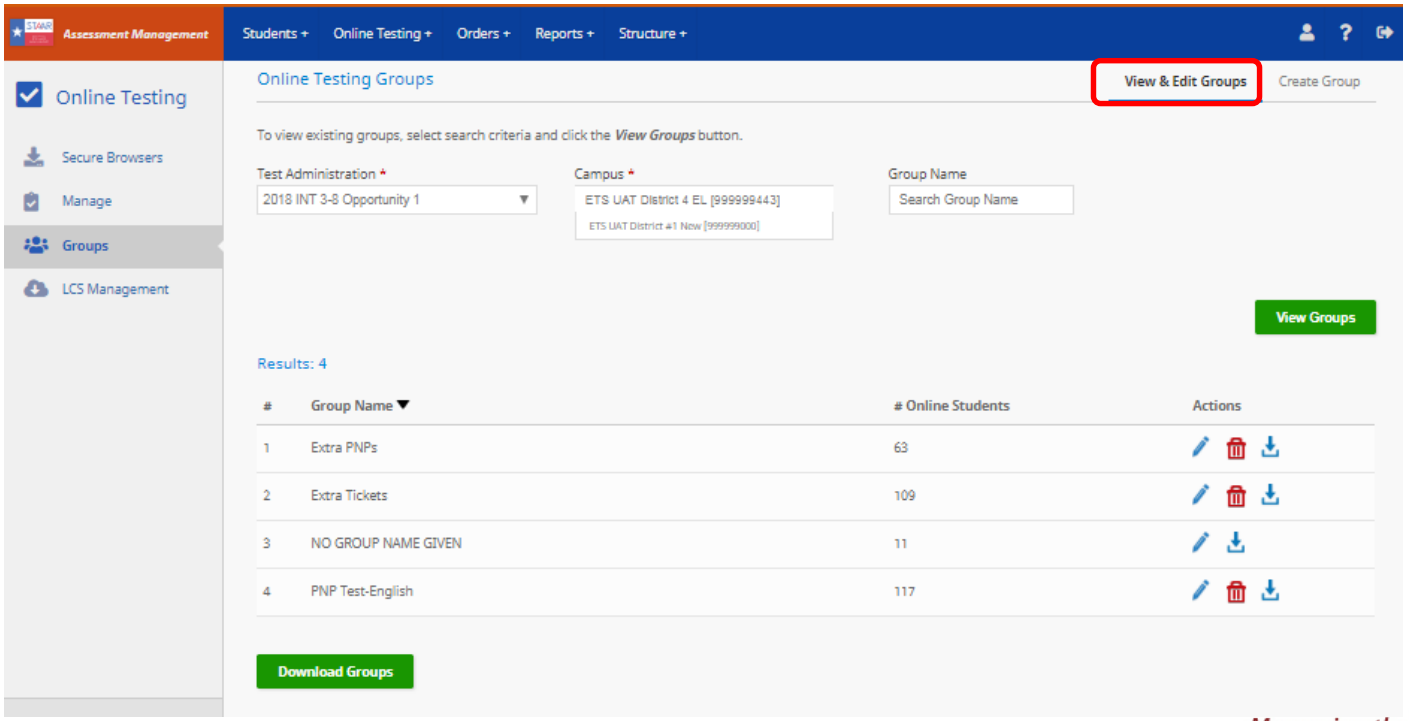
Creating and Editing Groups: *Online Testing > Groups*

- Enter Group Name.
- Click ***CONTINUE*** to create new group and add students.
- Select students.
- Select ***ADD TO*** in order to move students to the new group.
- Click ***SAVE GROUP***.

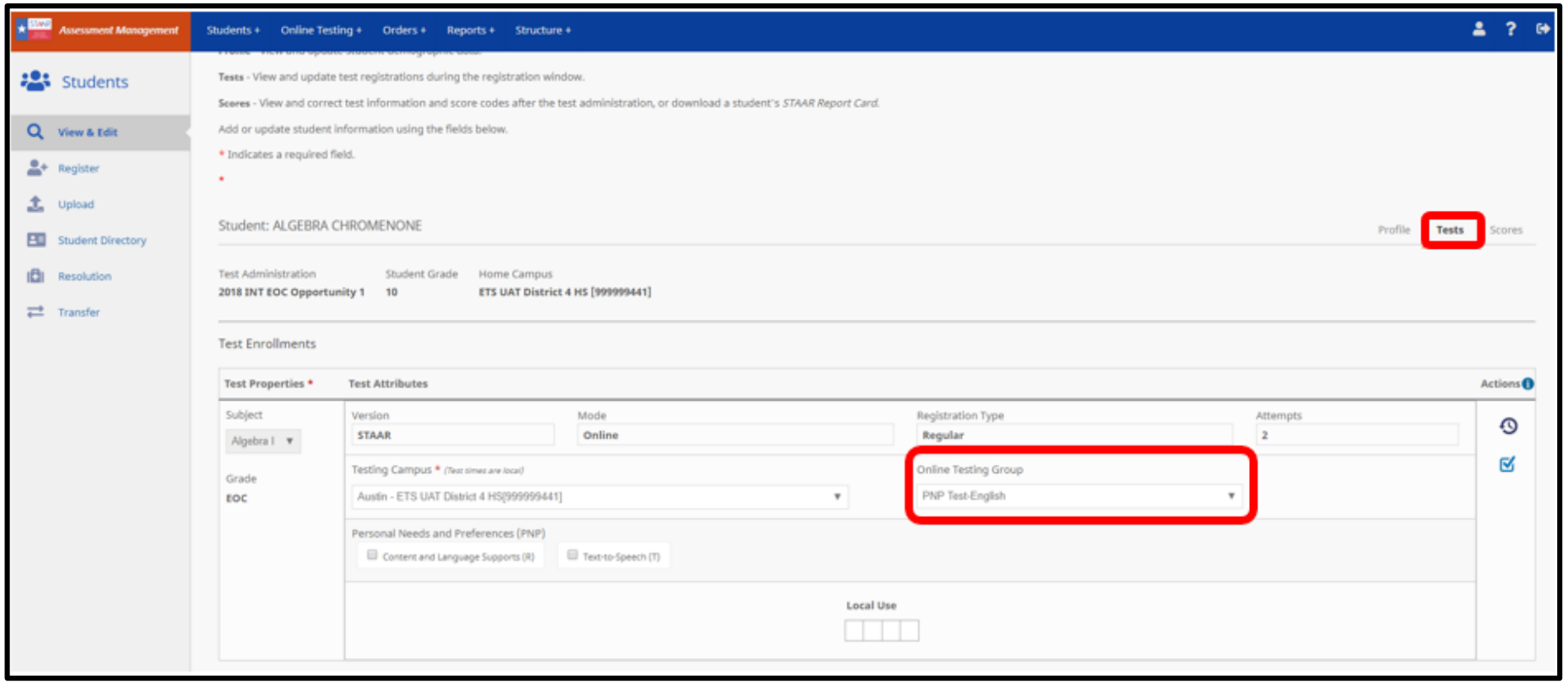


Creating and Editing Groups: *Online Testing > Groups*

- Click the *Edit* icon of the group requiring changes.
- Select students.
- Select ***ADD TO*** or ***REMOVE*** to update students.
- Click ***SAVE GROUP***.



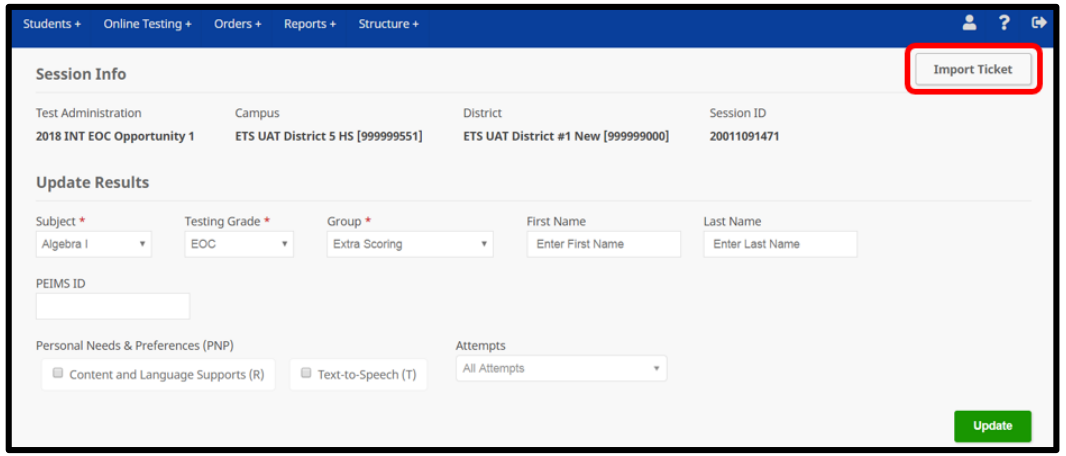
Creating and Editing Groups: *Students > View & Edit*

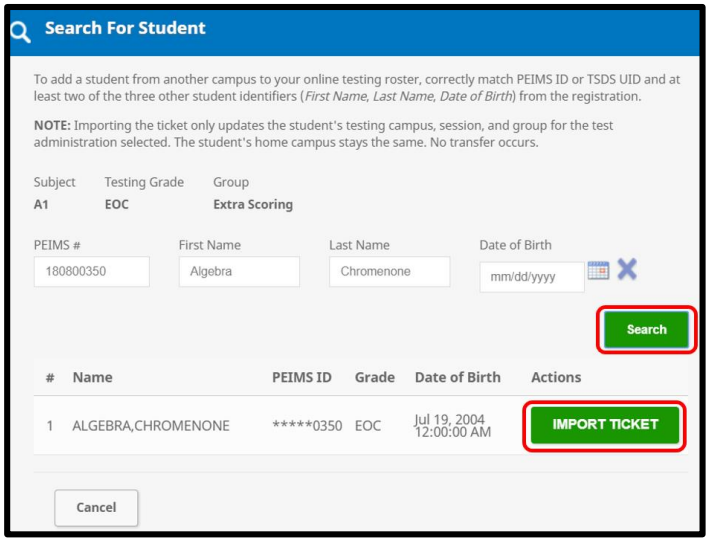


Importing Test Tickets

Have JJAEP import/place ticket in home school.

- PEIMS+2 required
- Students must be registered for an online test in the same subject/grade level of test session.
- Ticket is placed in testing campus's test session.
- NOTE: Student's testing campus is changed but home CDC remains intact - scores are reported back to the home CDC.





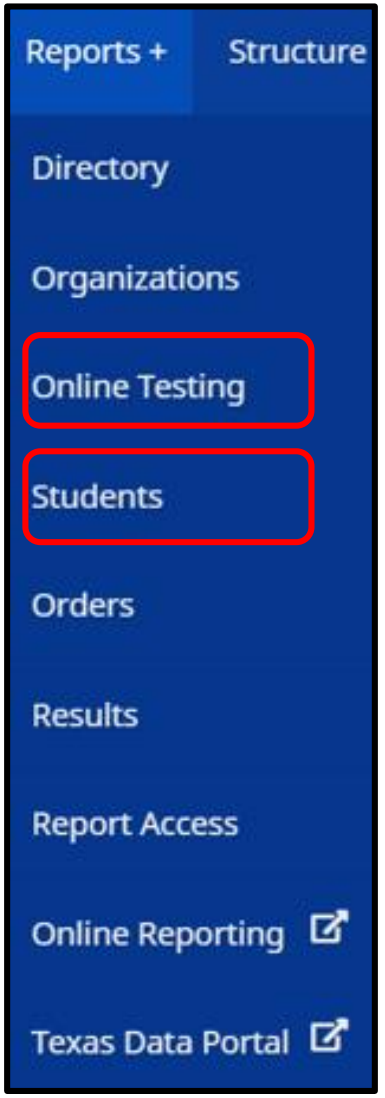
View & Verify Online Test Registrations (Reports)

Download Online Test Status Report:

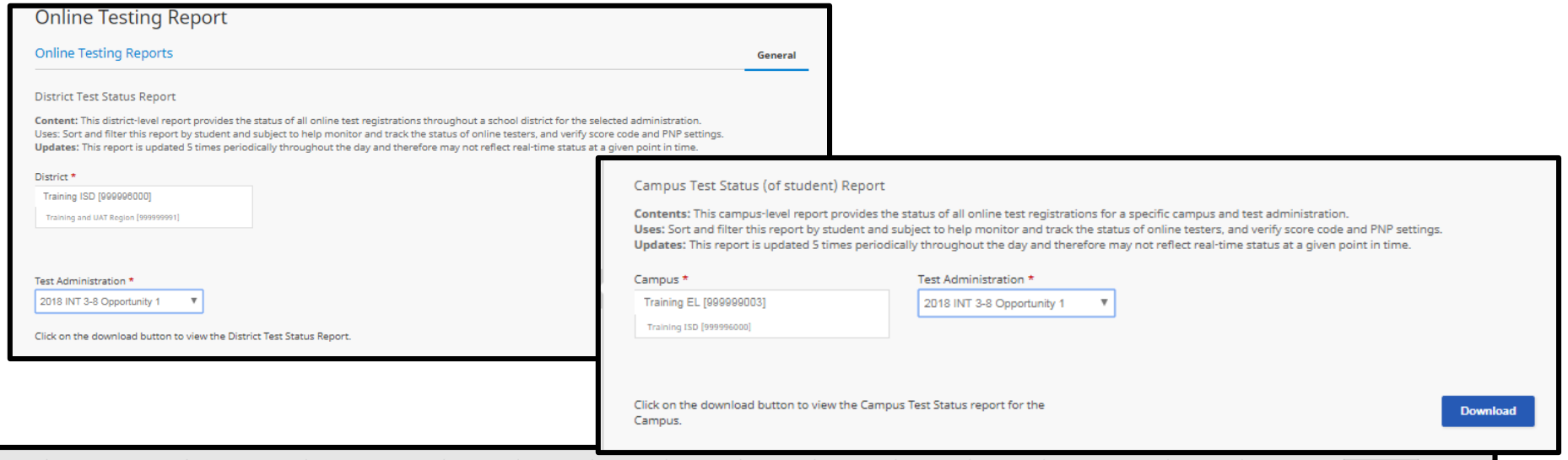
- Available at the campus and district level
- Updated 5 times throughout day
- Useful for verifying score code settings, PNPs and test status

Download registration file:

- Students Home Campus Report (updated nightly)
- District Students Home Campus Report (updated nightly)
- District Students Test Campus Report



Online Test Status Reports



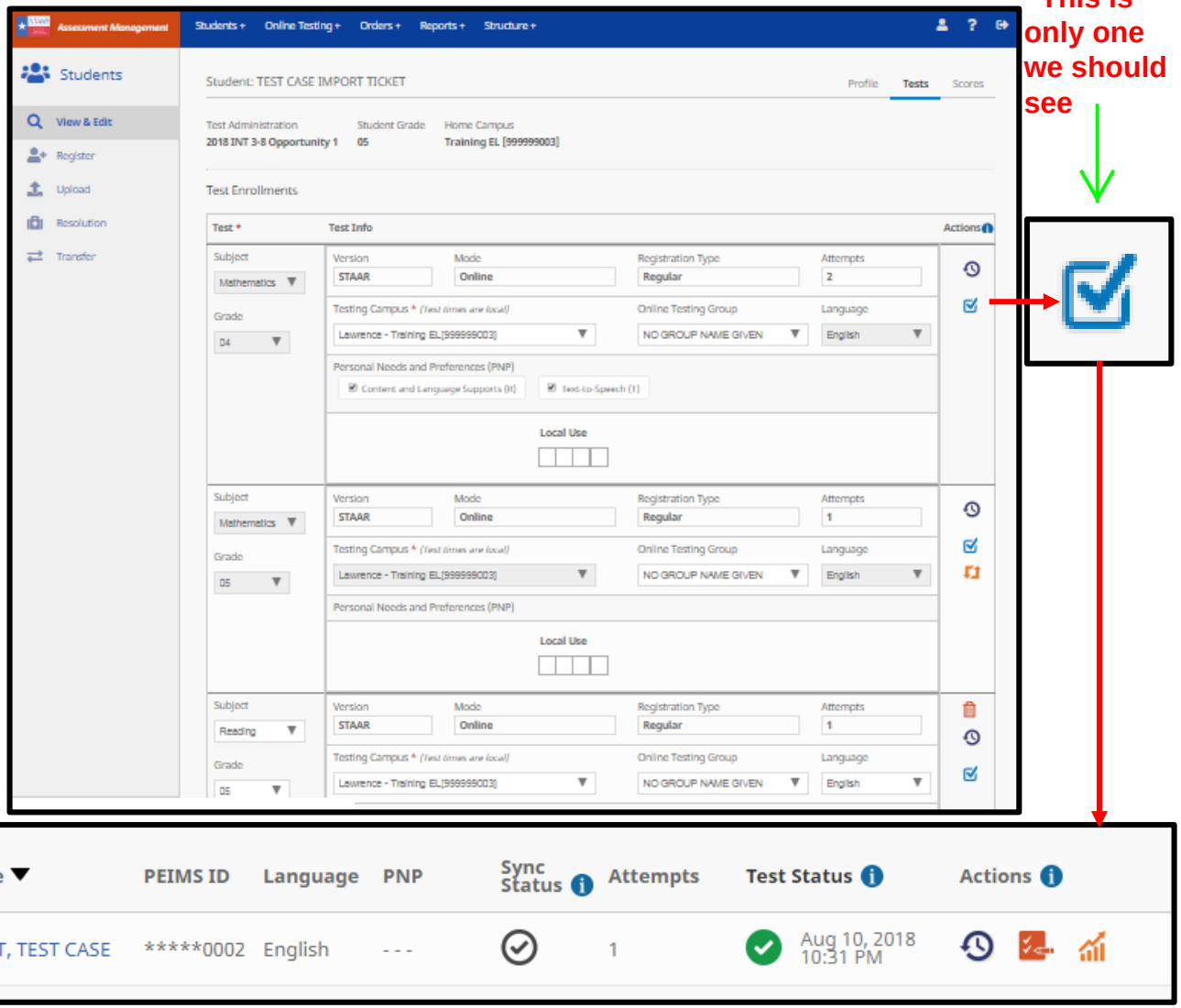
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	TESTING_I	TESTING_DISTRICT	DISTRICT_CODE	TESTING_CAMPUS	CAMPUS_	TEST_ADM	TEST_SUB	TESTING_(	PNP	PEIMS_ID	FIRST_NA	MIDDLE_II	LAST_NAME	DOB	SCORE_CODE	STATUS_CODE	
2	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	8	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
3	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	4	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
4	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	3	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
5	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	8	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
6	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	5	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
7	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	7	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
8	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	6	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
9	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	5	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
10	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	4	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
11	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	6	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
12	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	3	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
13	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	7	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
14	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	3	T	10000007	TEST		INT-SEVENTH	30300		READY_TO_TEST	
15	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	7	T	10000007	TEST		INT-SEVENTH	30300		READY_TO_TEST	
16	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	6	R	10000007	TEST		INT-SEVENTH	30300		READY_TO_TEST	

View & Verify Online Test Registrations (Student Profile)

~~View Attempts (Interim Only)~~

View Test Session

~~Create New Attempt (Interim Only)~~

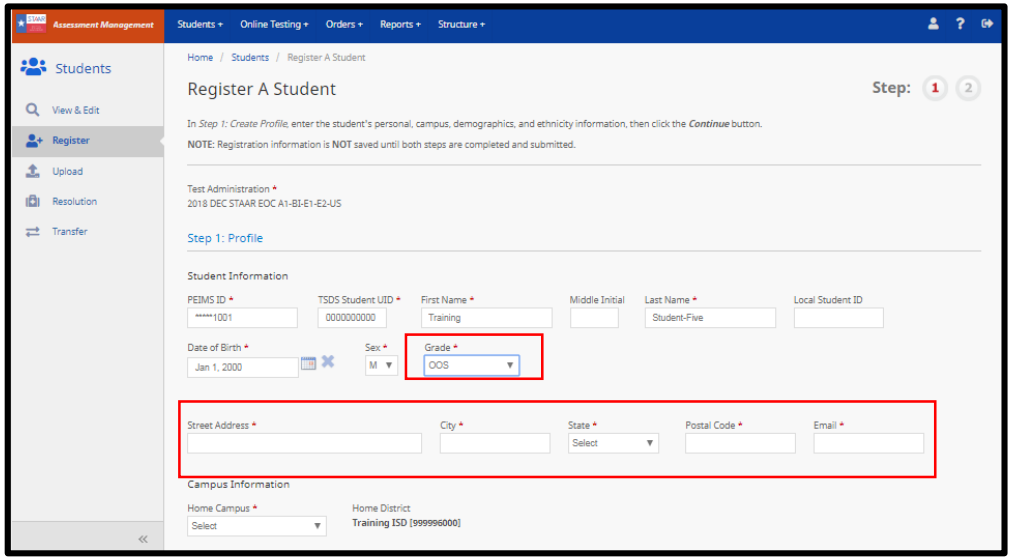


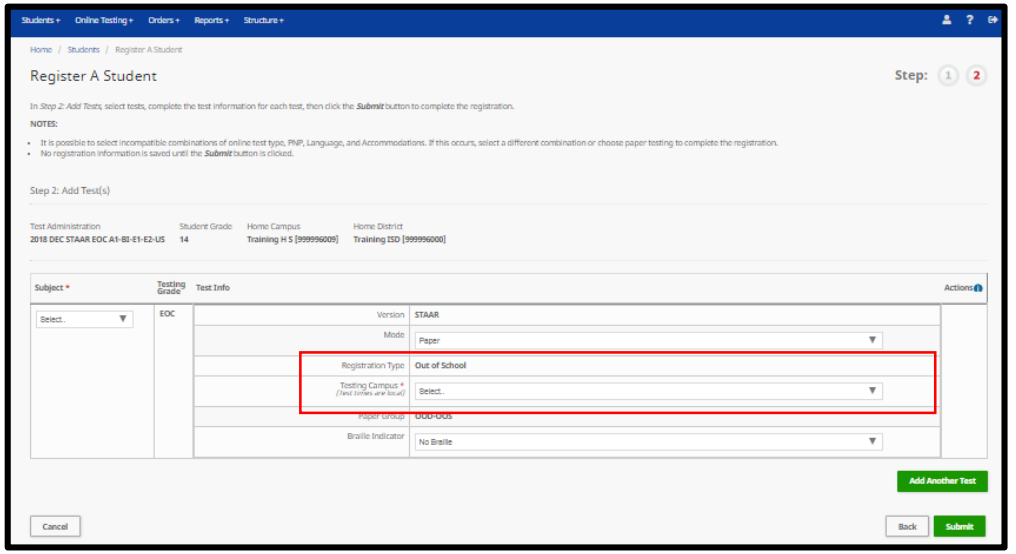
#	Student Name	PEIMS ID	Language	PNP	Sync Status	Attempts	Test Status	Actions
1	IMPORT TICKET, TEST CASE	*****0002	English	- - -		1	Aug 10, 2018 10:31 PM	

OOS Examinee Day-of-Testing Registration (Walk-In)

Applies to Ballew students only.

- All OOS examinees showing up at a test site on the day of testing ("walk-ins") must be registered in the Assessment Management System whether testing online or on paper.
- Student's address and contact information are required to ensure results are returned to the student.
- **New** – CTC role can register OOS students.



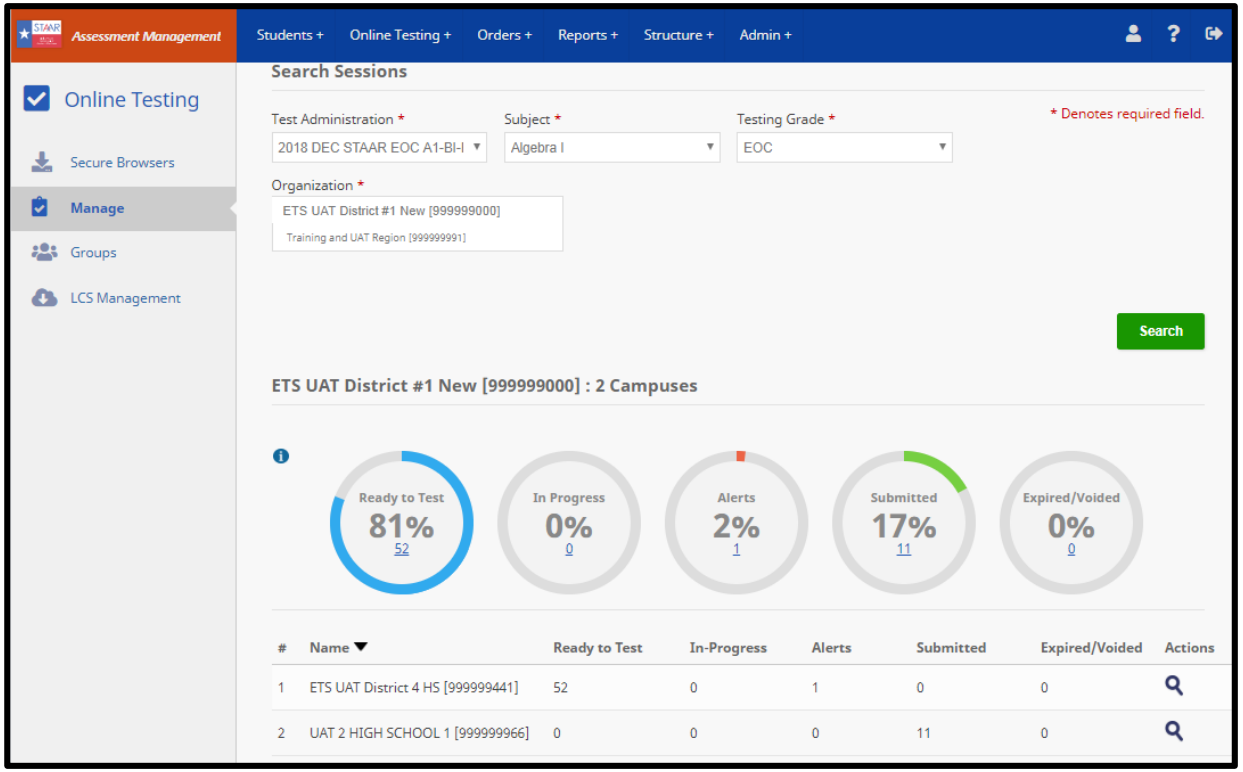


Manage Online Testing
New Features – November 2018

Manage Online Testing – New Features

New Features:

- Expired/voided status
- Interactive status circles
- Test Attributes View

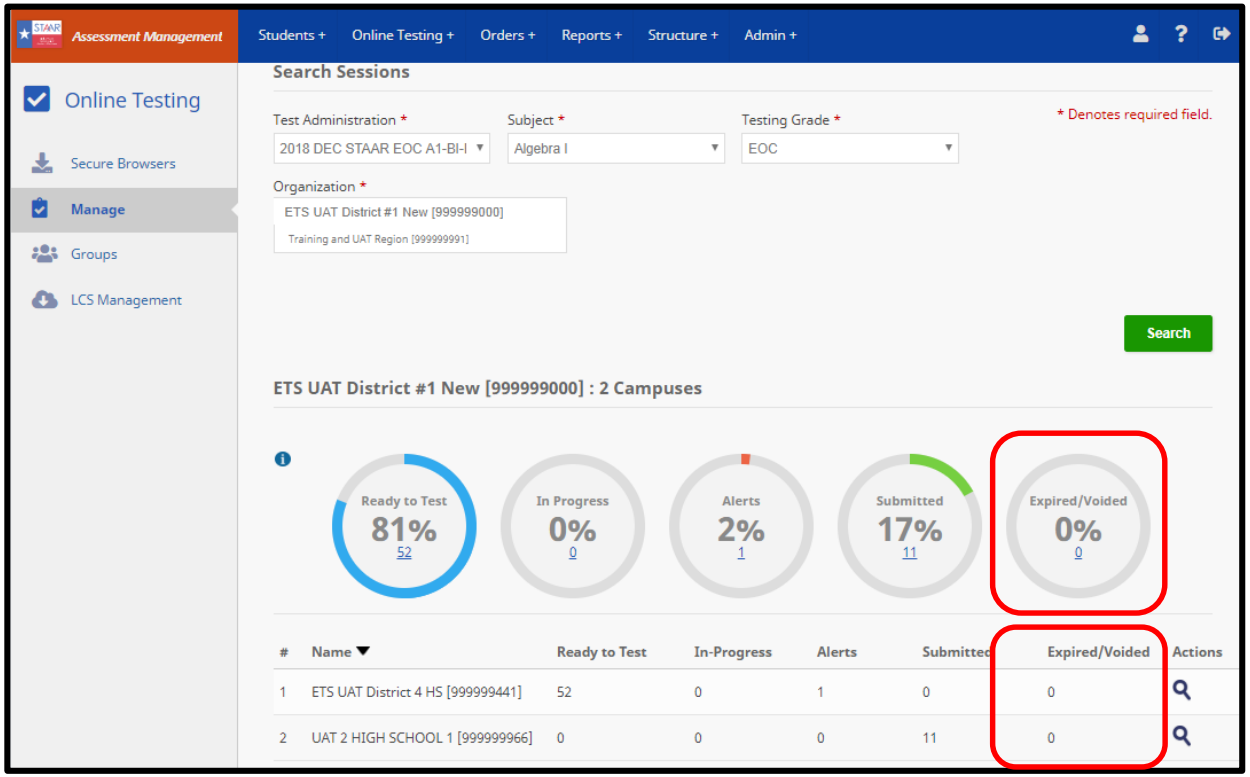


When we click on circles, we will see a list of students.

Manage Online Testing – New Features

Test Session view

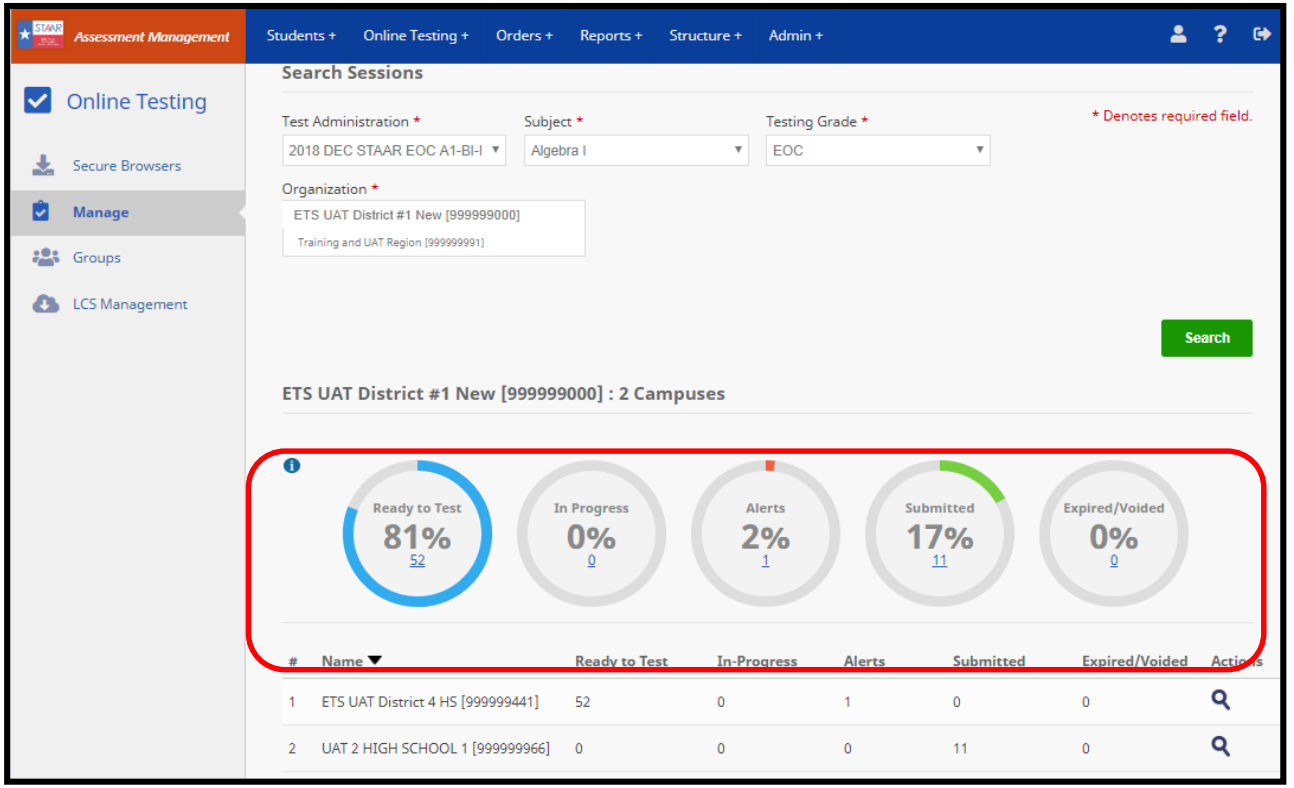
- Expired/voided status added
- Percentage and test counts displayed by status (District, Campus, Group levels)



Manage Online Testing – New Features

Interactive Status Circles

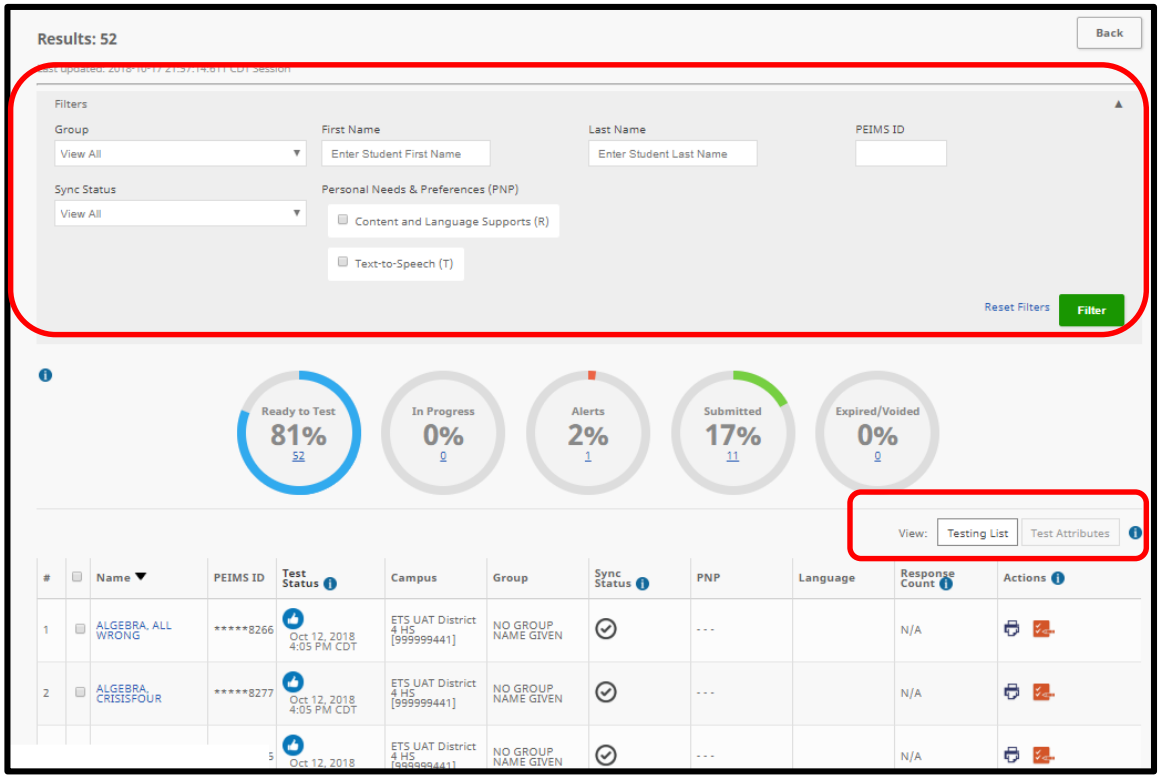
- Click to drill down.
- Student lists are available at district or campus level.



Manage Online Testing – New Features

Student Level Test information

- Apply additional filters to further refine student list
- Two view options:
  - Testing List
  - Test Attributes

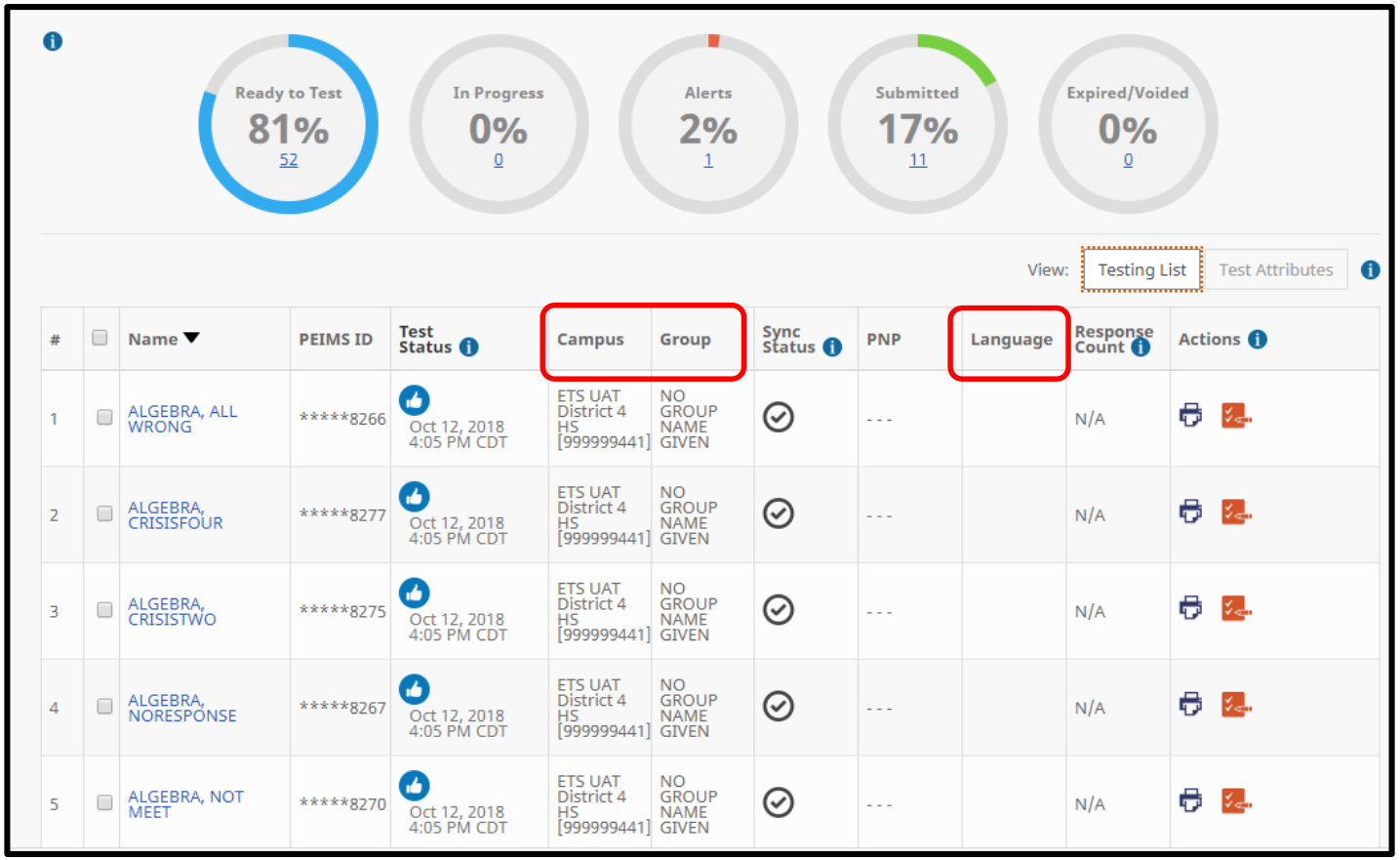


Manage Online Testing – New Features

for Spring 2019 (Spanish 3-5)

Testing List View

- Campus, Group, and Language information added

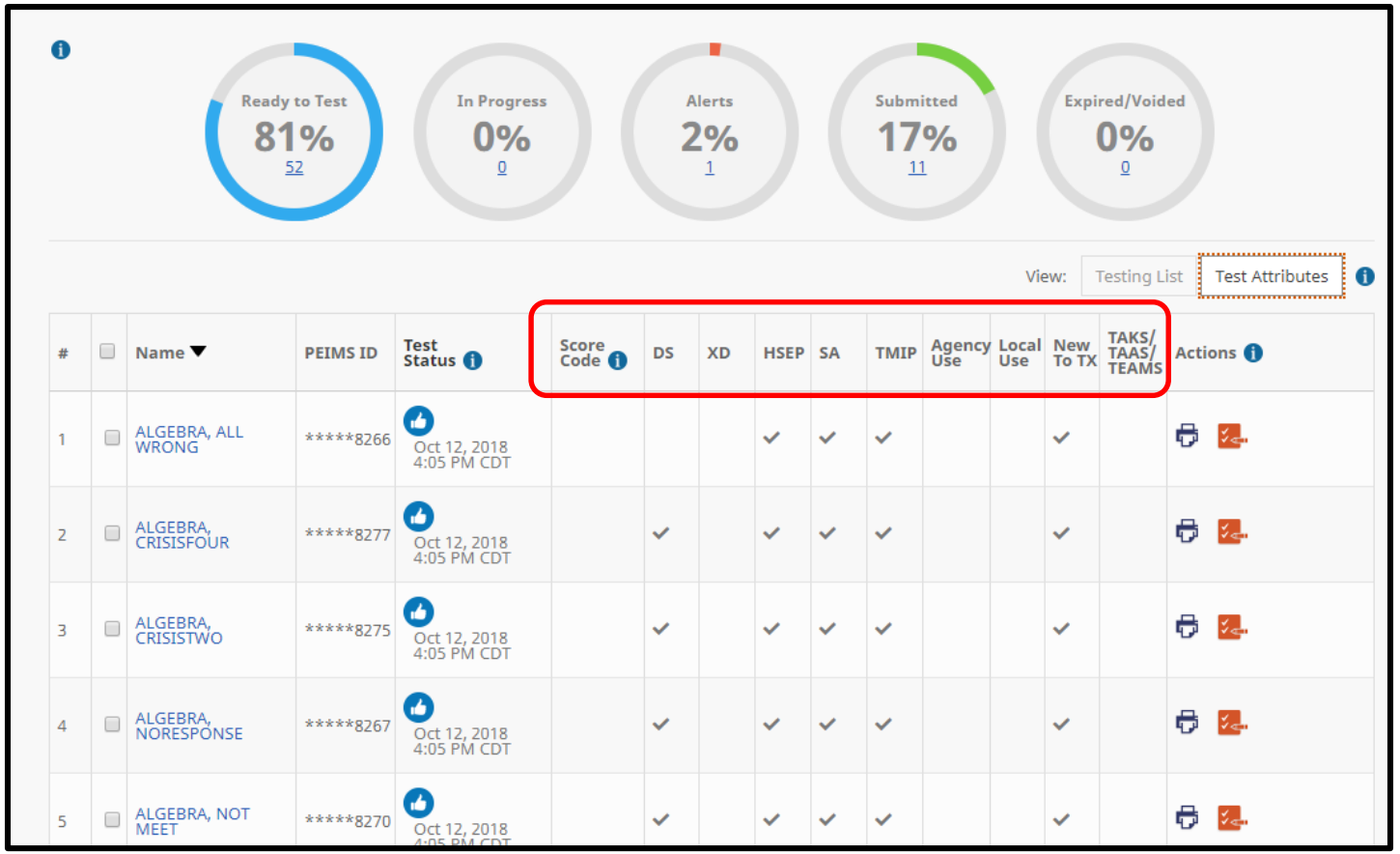


#	Name	PEIMS ID	Test Status	Campus	Group	Sync Status	PNP	Language	Response Count	Actions
1	ALGEBRA, ALL WRONG	*****8266	Oct 12, 2018 4:05 PM CDT	ETS UAT District 4 HS [999999441]	NO GROUP NAME GIVEN		---		N/A	
2	ALGEBRA, CRISISFOUR	*****8277	Oct 12, 2018 4:05 PM CDT	ETS UAT District 4 HS [999999441]	NO GROUP NAME GIVEN		---		N/A	
3	ALGEBRA, CRISISTWO	*****8275	Oct 12, 2018 4:05 PM CDT	ETS UAT District 4 HS [999999441]	NO GROUP NAME GIVEN		---		N/A	
4	ALGEBRA, NORESPONSE	*****8267	Oct 12, 2018 4:05 PM CDT	ETS UAT District 4 HS [999999441]	NO GROUP NAME GIVEN		---		N/A	
5	ALGEBRA, NOT MEET	*****8270	Oct 12, 2018 4:05 PM CDT	ETS UAT District 4 HS [999999441]	NO GROUP NAME GIVEN		---		N/A	

Manage Online Testing – New Features

Test Attributes View

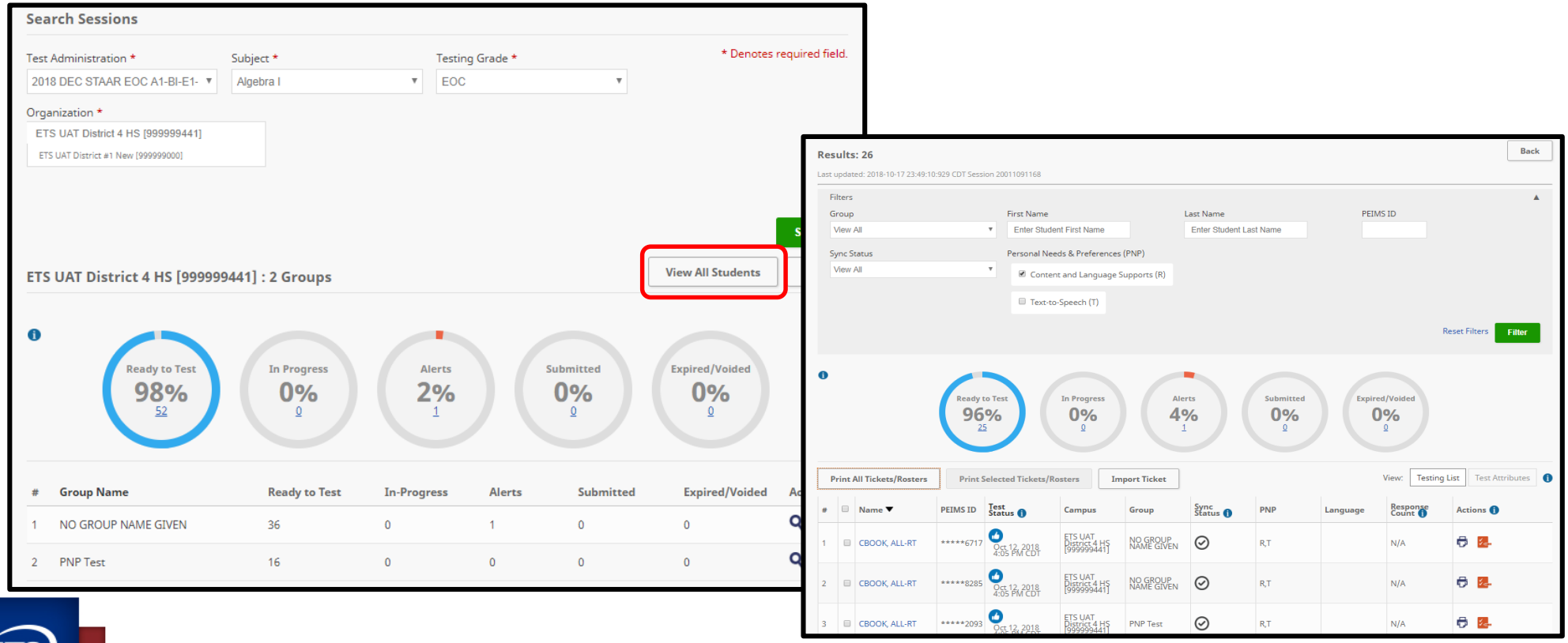
- Identifies test attribute settings to facilitate verification



Manage Online Testing – New Features

Test Session - Campus Level View

- *View All Students* - Drilldown to student level list (all tests across all groups and statuses within test a test session)



Manage Online Testing – New Features

View All Students

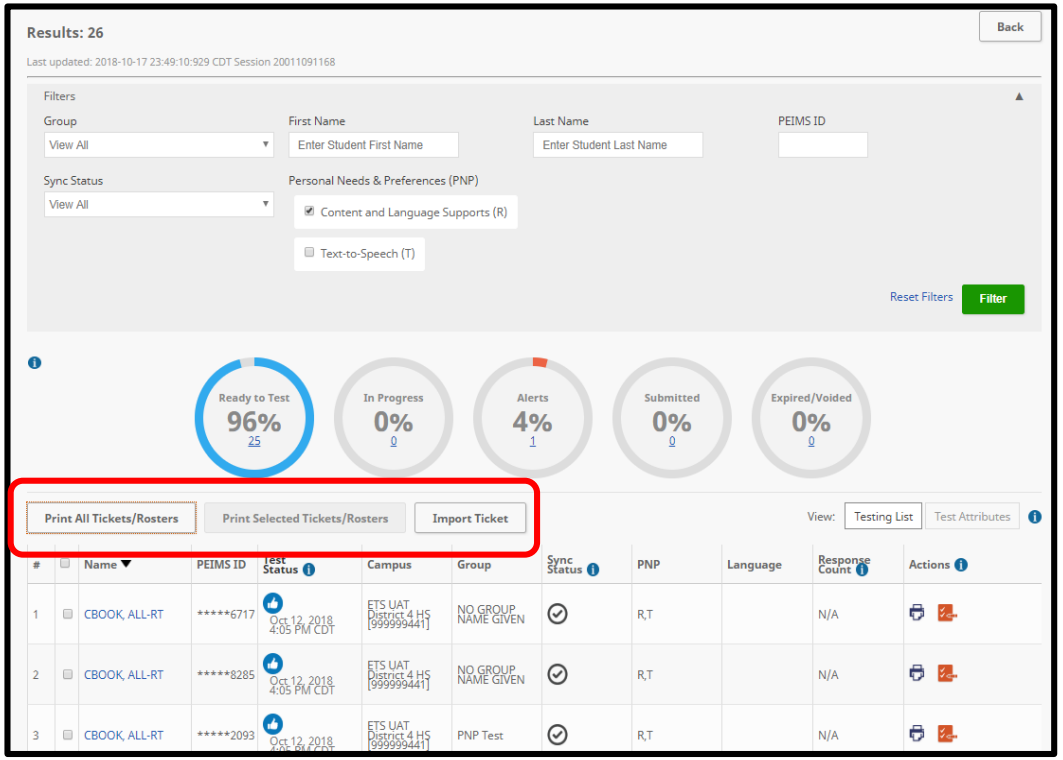
- Additional filter criteria to refine results

Print All Tickets/Rosters

- Prints roster and test tickets for all tests matching the results displayed

Import Test Ticket

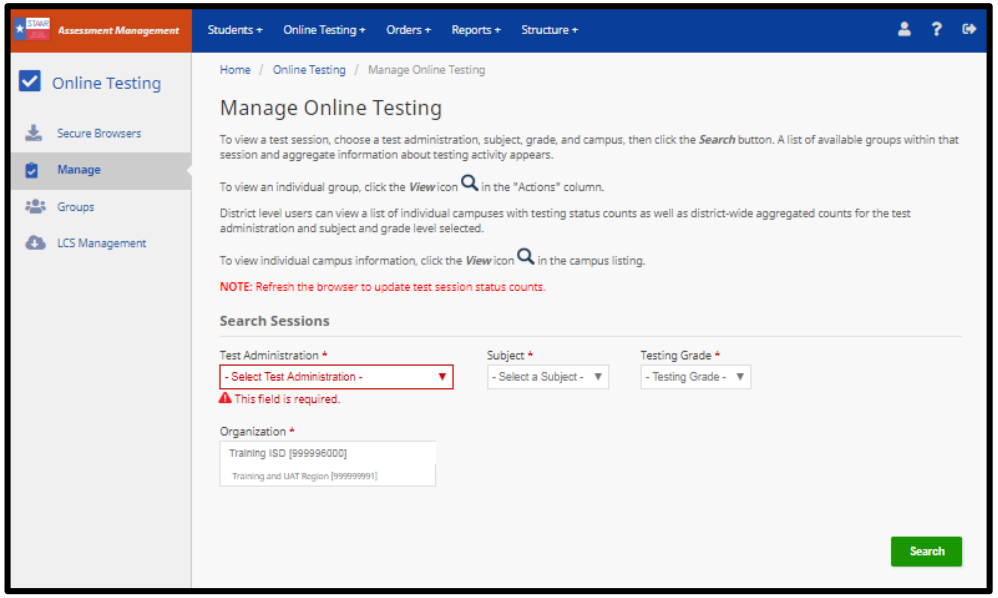
- Button repositioned



Manage Online Testing

Online Testing – Manage Online Testing

All activities required to monitor and manage online testing are conducted in the *Online Testing* tab.

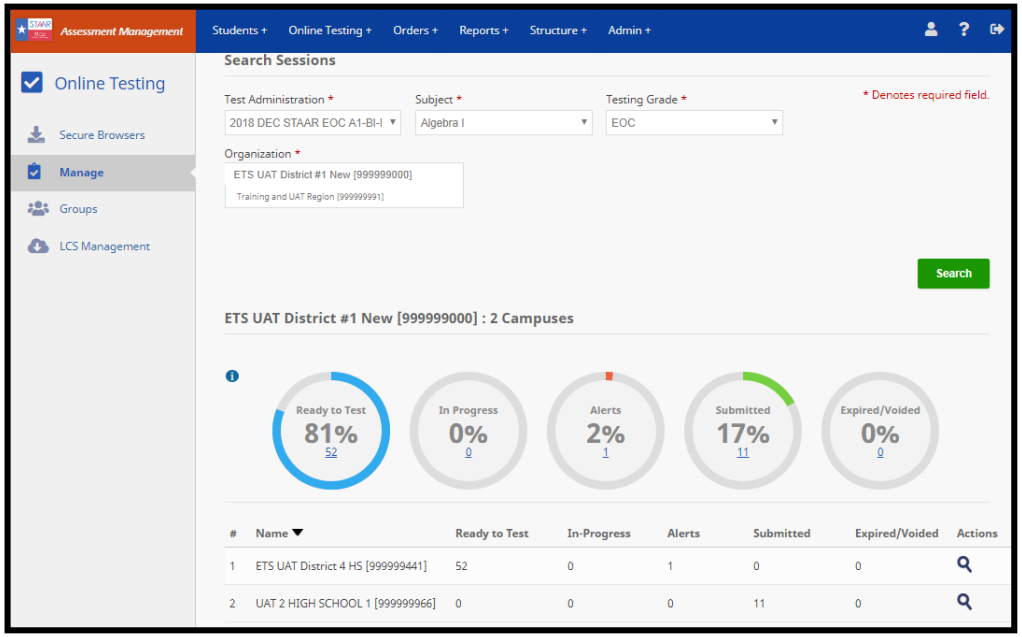


Key Functions

- View online test sessions and testing groups
- Download and print student test tickets
- Monitor online test sessions
- Set online test attributes and score codes

Session At A Glance – District Level

- Users can view online testing status for their district.
- Users can drill down on specific campuses to view test sessions and online testing groups.
- Online test sessions are automatically created at the campus level when one or more students are registered for an online test.
    - Sessions are created by grade and/or subject.



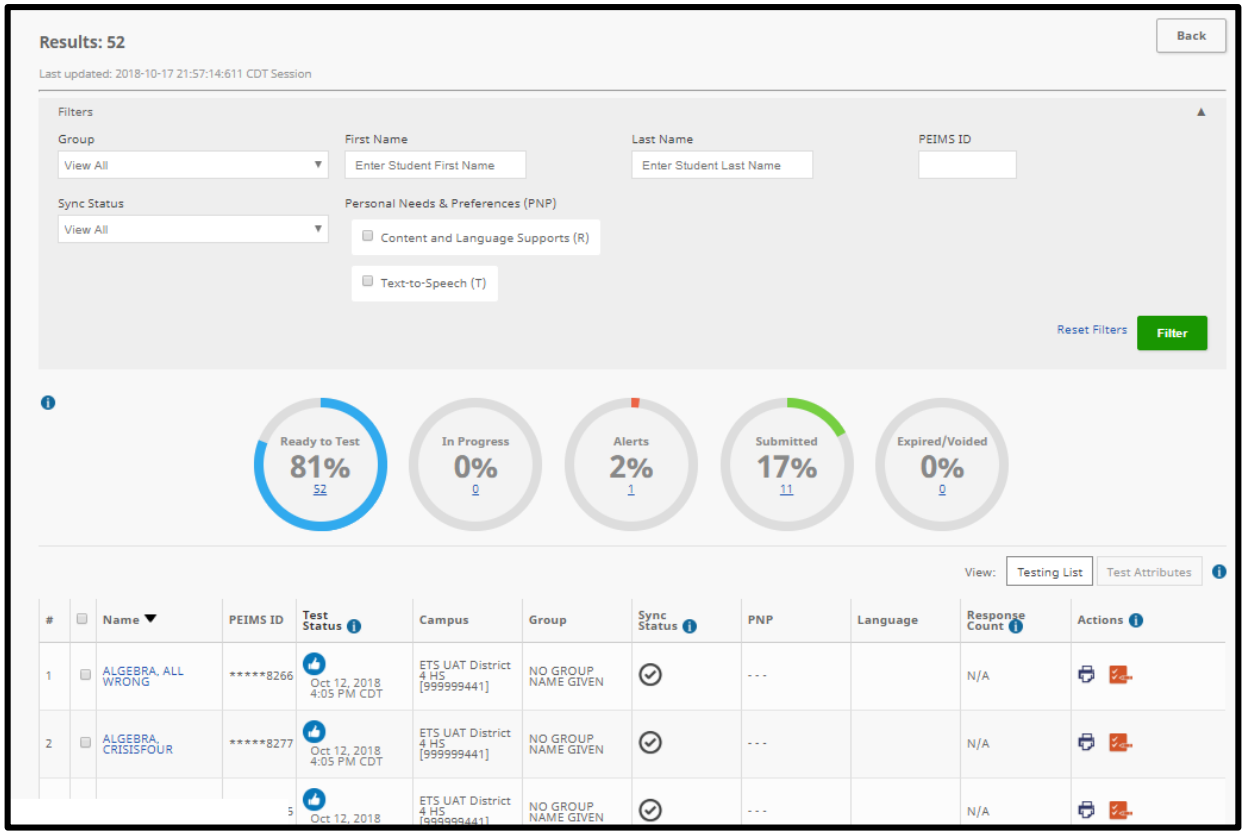
Session At A Glance – Campus Level

- Users can view online testing status for their campus.
- Users can drill down on specific campuses to view test sessions and online testing groups.
- The subject and testing grade can be switched to view information from a different test session.

Viewing Online Testing Session Information

Viewing Testing Groups

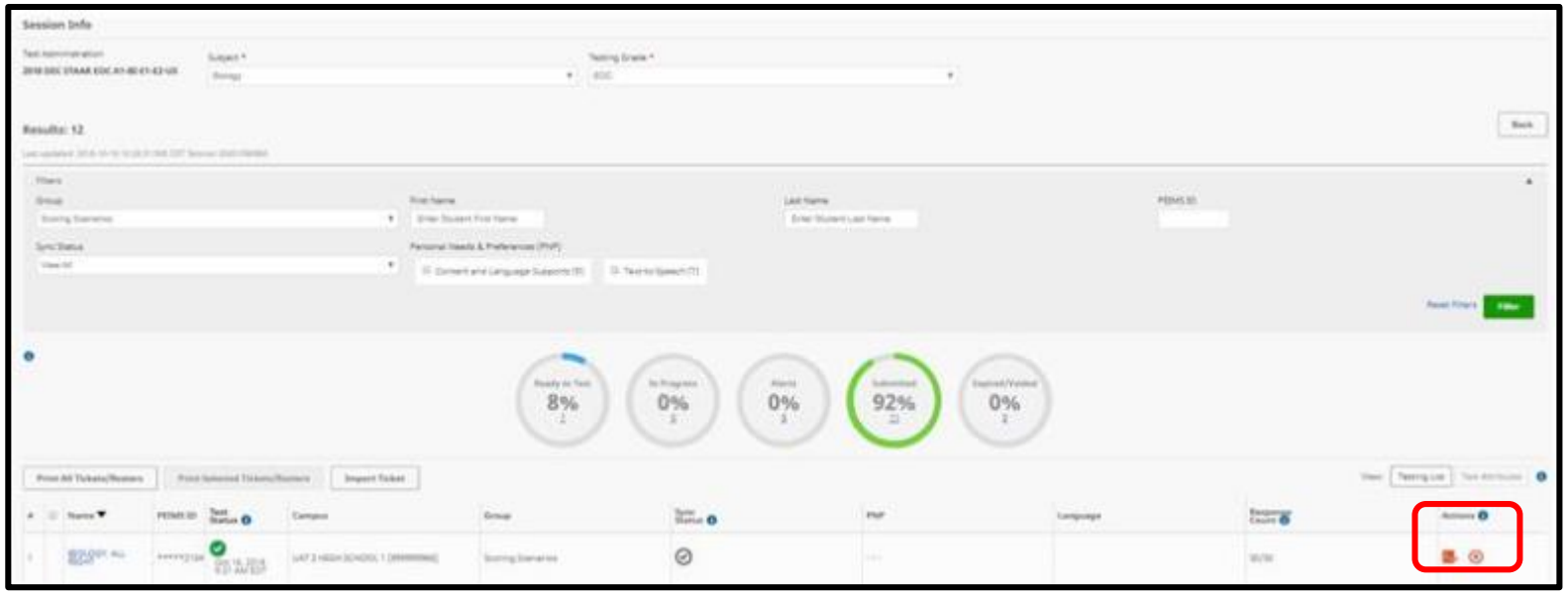
- Users can view online test status by student.
- Users can change values in dropdown menus to find a subset of students or view different groups.



Viewing Online Testing Session Information

“Actions” Column Functions:

- Print student test tickets
- Set test attributes
- Do Not Report / Void



Monitoring Test Status

Test Status Indicator	Description
	Registered indicates that the student is registered for a test, but the online test is not yet available.
	Enrollment Hold indicates that the student's enrollment is not yet processed. Please contact the Texas Assessment Support Center. Refer to Section 1.2 Support for contact information.
*	**Enrolled** indicates that the student is enrolled in the online test, but the student cannot log in. This icon should only display briefly. If it persists, please contact the Texas Assessment Support Center. Refer to Section 1.2 Support for contact information.
*	**Ready to Test** appears before the initial login to an available test or after a submitted test has been reopened. The student can log in using the information on the student test ticket.
*	**In Progress** indicates that the student is logged in and actively testing or has paused the test.
*	**Inactive** indicates that the student has logged out of the test or has been logged out due to inactivity. The student can log back in to the test using the information on the student test ticket.
	Expired indicates that the student did not log in to a test and the online testing window has closed.
	Submitted indicates that the student has submitted the test. The student will no longer be able to log in to the test.
	Processing indicates that a request to reopen a submitted test is in process.
	Voided indicates that the district user has selected Do Not Report (DNR).

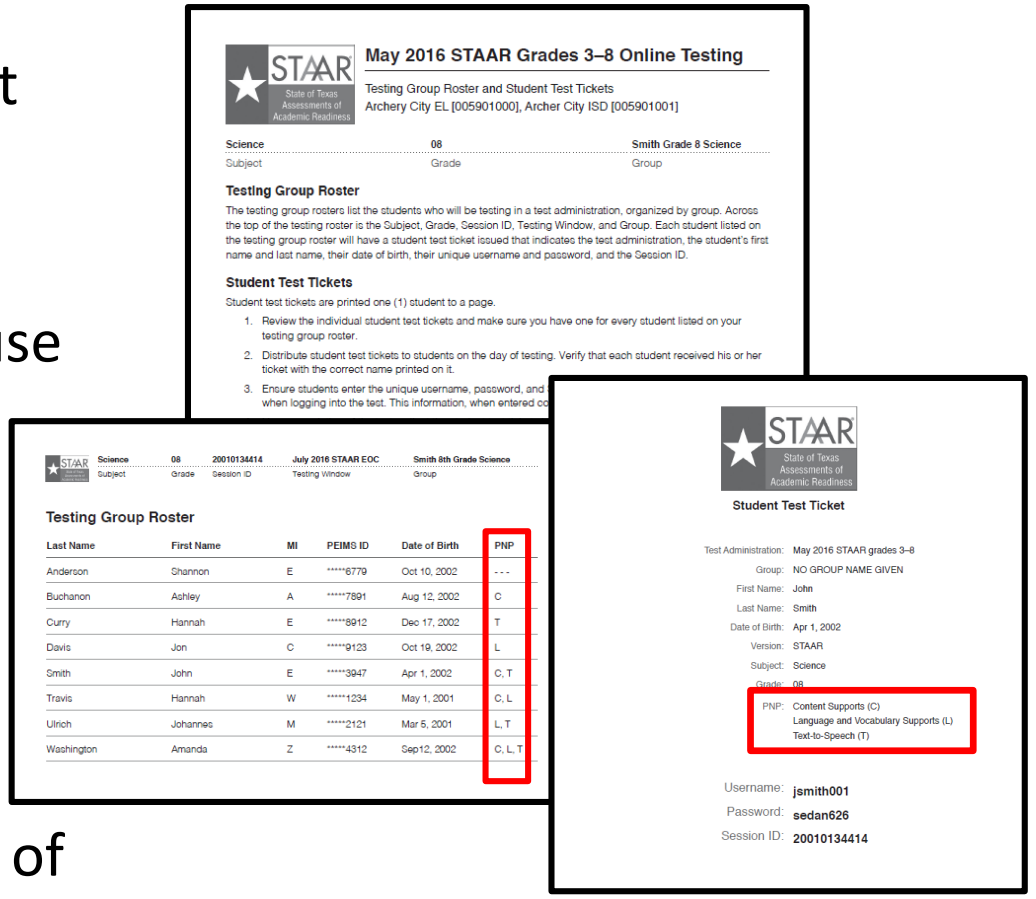
*Includes a checkbox next to student name that may be checked to print student ticket.

Printing Test Tickets and Rosters

- 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 received his or her ticket with the correct name printed on it.
3. Ensure students enter the unique username, password, and
when logging into the test. This information, when entered c

Science	08	20010134414	July 2016 STAAR EOC	Smith 8th Grade Science
Subject	Grade	Session ID	Testing Window	Group

Testing Group Roster

Last Name	First Name	MI	PEIMS ID	Date of Birth	PNP
Anderson	Shannon	E	*****6779	Oct 10, 2002	- - -
Buchanon	Ashley	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	Amanda	Z	*****4312	Sep12, 2002	C, L, T

STAAR State of Texas Assessments of Academic Readiness

Student Test Ticket

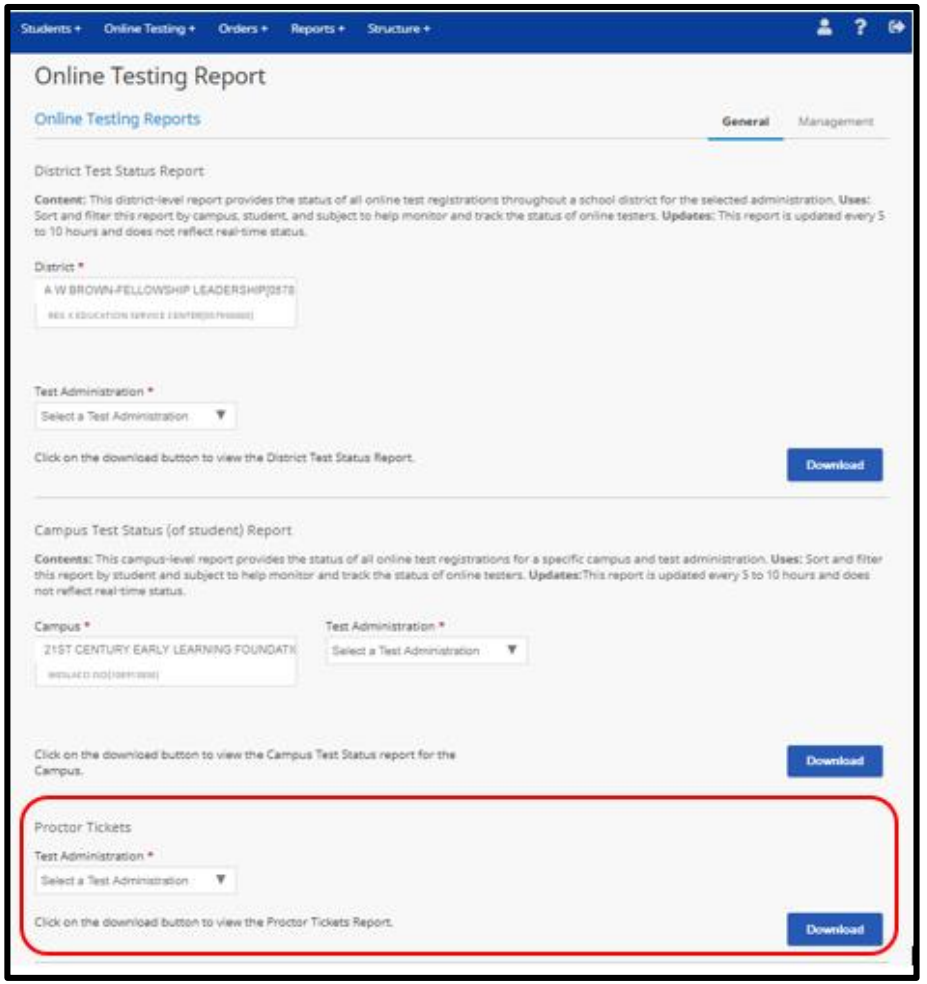
Test Administration: May 2016 STAAR grades 3–8
Group: NO GROUP NAME GIVEN
First Name: John
Last Name: Smith
Date of Birth: Apr 1, 2002
Version: STAAR
Subject: Science
Grade: 08
PNP: Content Supports (C)
Language and Vocabulary Supports (L)
Text-to-Speech (T)

Username: jsmith001
Password: sedan626
Session ID: 20010134414

#	Name	PEIMS ID	Test Status	Campus	Group	Sync Status	PNP	Language	Response Count	Actions
1	ALGEBRA ALL WRONG	*****8266	Oct 12, 2018 4:05 PM CDT	ETS UAT District 4 HS [999999441]	NO GROUP NAME GIVEN		- - -		N/A	
2	ALGEBRA CRISSFOUR	*****8277	Oct 12, 2018 4:05 PM CDT	ETS UAT District 4 HS [999999441]	NO GROUP NAME GIVEN		- - -		N/A	

Printing Proctor Tickets: *Reports > Online Testing*

- 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.



Updating PNPs

Steps for updating PNPs after online test has been started:

- Log out of the online test.
- Update PNP embedded supports (*Tests* tab).
- Return to online test group where the student's test ticket is located.
- Refresh browser to update the sync status. Wait until the updates are synced.
- Log in with the test ticket.
- Updates cannot sync while online test is in progress.

Score Code Default Rules for Online Testers

Important Notes – Score Codes:

- **Ready to test status** - tests that were 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** - tests that 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.

When and How to Void Online Tests

Contact Assessment Department who will report DNR to TEA.

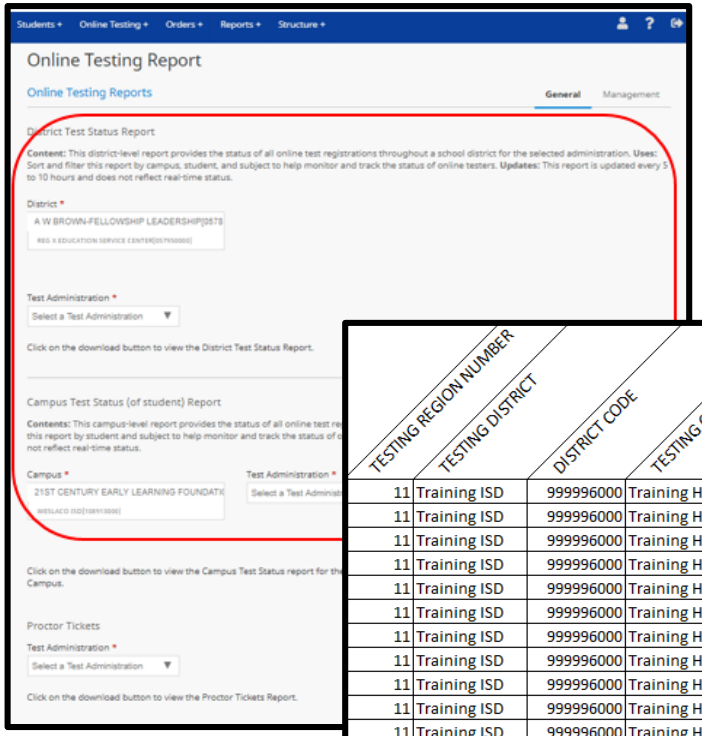
Do Not Report (DNR)

- 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).

Online Testing Status Reports: *Reports > Online Testing*

- Download the district or campus level Online Test Status Reports to view and verify online test registrations.
- Reports are updated five times throughout the day.



TESTING REGION NUMBER	TESTING DISTRICT	DISTRICT CODE	TESTING CAMPUS	TESTING CAMPUS CODE	TEST ADMIN	TESTING SUBJECT	TESTING GRADE	PEIMS	FIRST NAME	LAST NAME	DOB	STATUS
11	Training ISD	999996000	Training H S	999996009	DEC 2017 STAAR EOC	BI	EOC	100010001	STDNT FOUR	WORK ONE	60107	READY_TO_TEST
11	Training ISD	999996000	Training H S	999996009	DEC 2017 STAAR EOC	A1	EOC	100010003	STDNT SIX	WORK ONE	80107	READY_TO_TEST
11	Training ISD	999996000	Training H S	999996009	DEC 2017 STAAR EOC	BI	EOC	100010003	STDNT SIX	WORK ONE	80107	READY_TO_TEST
11	Training ISD	999996000	Training H S	999996009	DEC 2017 STAAR EOC	US	EOC	100010004	STDNT TWO	WORK ONE	40107	READY_TO_TEST
11	Training ISD	999996000	Training H S	999996009	DEC 2017 STAAR EOC	BI	EOC	100010005	STDNT THRE	WORK ONE	112371	READY_TO_TEST
11	Training ISD	999996000	Training H S	999996009	DEC 2017 STAAR EOC	BI	EOC	100010006	STDNT ONE	WORK ONE	102371	READY_TO_TEST
11	Training ISD	999996000	Training H S	999996009	DEC 2017 STAAR EOC	E1	EOC	100010006	STDNT ONE	WORK ONE	102371	READY_TO_TEST
11	Training ISD	999996000	Training H S	999996009	DEC 2017 STAAR EOC	A1	EOC	100100002	STDNT FIVE	WORK ONE	70107	READY_TO_TEST
11	Training ISD	999996000	Training H S	999996009	DEC 2017 STAAR EOC	BI	EOC	345671890	ADSFLSDF	AOIEURQWOEIRU	80351	READY_TO_TEST
11	Training ISD	999996000	Training H S	999996009	DEC 2017 STAAR EOC	BI	EOC	800001001	STDNT FOUR	WORK EIGHT	60107	READY_TO_TEST
11	Training ISD	999996000	Training H S	999996009	DEC 2017 STAAR EOC	BI	EOC	800001006	STDNT ONE	WORK EIGHT	102371	READY_TO_TEST
11	Training ISD	999996000	Training H S	999996009	DEC 2017 STAAR EOC	A1	EOC	800010002	STDNT FIVE	WORK EIGHT	70107	READY_TO_TEST
11	Training ISD	999996000	Training H S	999996009	DEC 2017 STAAR EOC	US	EOC	800010002	STDNT FIVE	WORK EIGHT	70107	READY_TO_TEST

Technology Readiness

for H. Rodriguez

STAAR Online Testing Platform Requirements

- Online testing requires stable, high-speed Internet connection(s) (wired or wireless) and appropriate bandwidth.
- For a complete list of requirements please see the Unified Minimum System Requirements.
- Components of the online platform include online readiness tools, a capacity calculator, system check test, and the Secure Browser.
- The Secure Browser prevents students from accessing other computer or Internet applications or copying test information.

Unified Minimum System Requirements

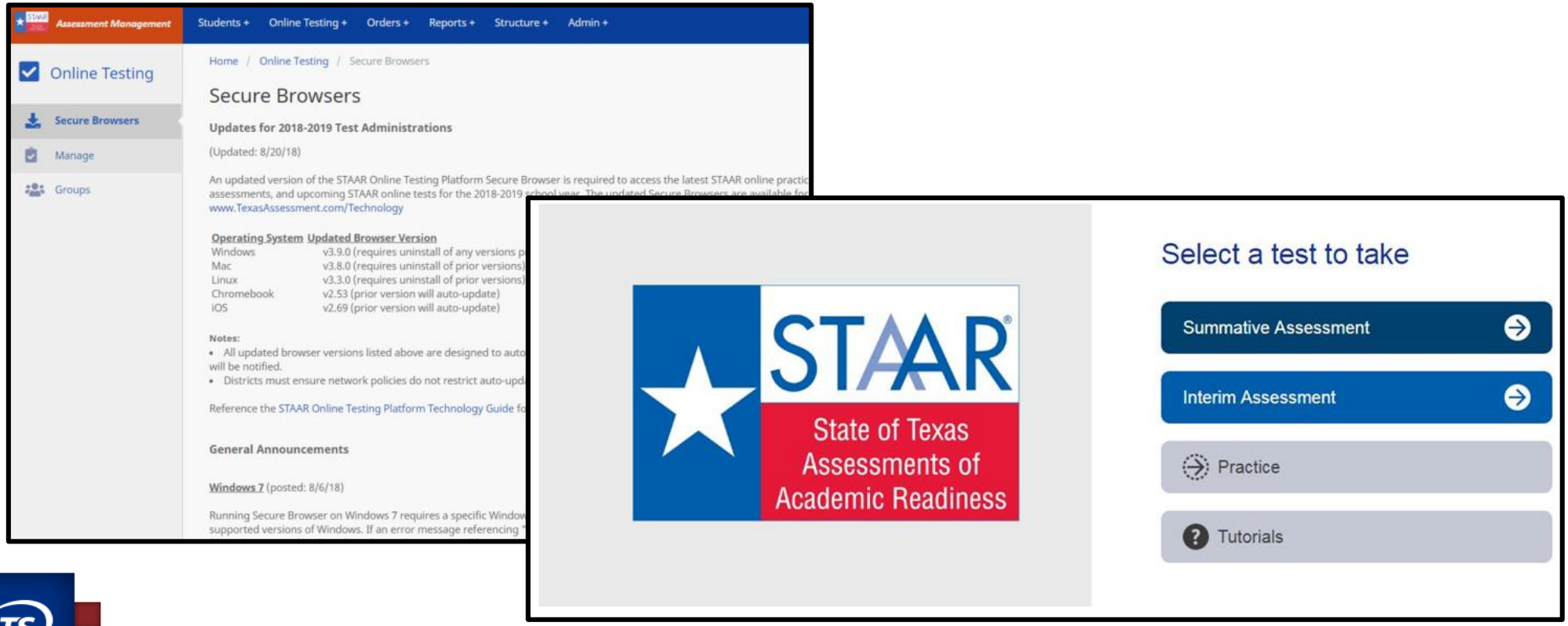
- https://www.texasassessment.com/adminstrators/technology

The following specifications apply to all Texas student assessment program online assessments administered in the 2018-2019 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 – 5th Generation (Air) and higher, Windows tablets except Windows RT
Operating Systems	Windows: 7*, 8.1, 10 (Windows 10 S is not supported at this time) Chrome OS: (Release Channel only, current or near-current release) Mac OSX: 10.11, 10.12, 10.13, 10.14 iOS: 11.x, 12 Fedora: 24 Ubuntu: 16.04
Processors	Windows: Intel x86 (32 or 64 bit) Chrome OS: Any Mac OSX: Intel-based models iOS: Any Fedora: Intel Architecture - 64 bit only 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 NOTE: 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 Browsers Information & Technology Announcements

- Information available via *Online Testing > Secure Browsers*
- Information also available in the STAAR Online Testing Platform Technology Guide available at https://www.texasassessment.com/administrators/technology



Secure Browser Installers and Versions

For Windows, Mac, and Linux:

- **Must** uninstall the previous version (2.59.0 or earlier) of the Secure Browser and install the latest version.
    - Current version 3.9.0 (Windows)
    - Current version 3.8.0 (MacOS)
    - Current version 3.3.0 (Linux)
- Available for download at https://www.texasassessment.com/technology
- Updated Secure Browser is designed to auto-update
    - Will be informed of any need to uninstall/reinstall future updates
    - Ensure network policies do not restrict auto-updates

Secure Browser Installers and Versions

For iOS and Chrome:

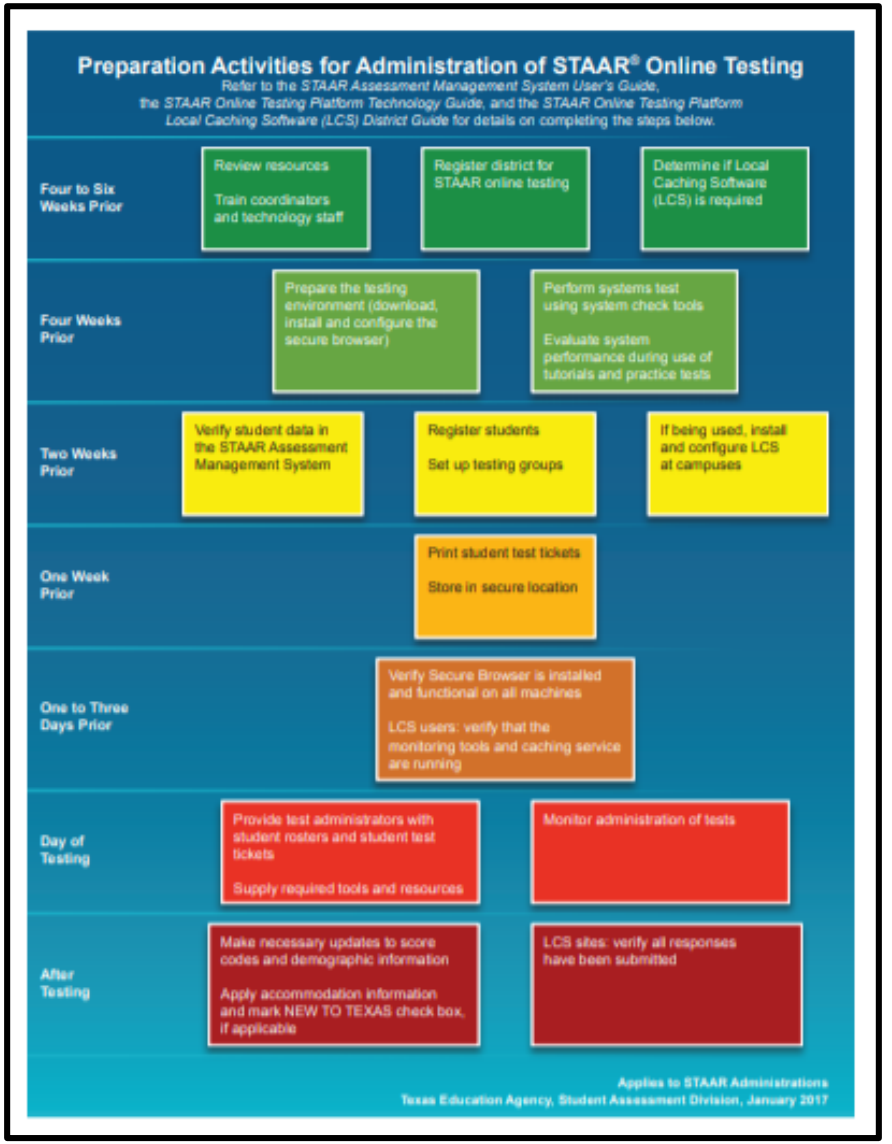
- If automatic updates are enabled, Secure Browsers will automatically update as necessary on iOS and Chromebooks.
    - Current iOS version is 2.69
    - Current Chrome version is 2.53
- Available for download at https://www.texasassessment.com/technology
- Enable automatic updates for mobile Secure Browsers

Secure Browser Installers and Versions

- Testing devices must have latest version to access the STAAR online practice tests and 2018–2019 interim and STAAR summative assessments.
- **Tip:** Try launching the practice test on devices prior to testing to ensure you have the appropriate version of the Secure Browser!

Setting Up and Checking Devices

- Work with your technology team and begin preparations early.
- Familiarize yourself with the technical documents available on the Technology Systems and Support page at TexasAssessment.com.
- Ensure devices are set up and working prior to testing.



Online Testing Preparation

- Review updated documentation.

Activities to Support Test Delivery	Resource
Verify that the district's network meets requirements and is properly configured for testing.	*STAAR Online Testing Platform Technology Guide*
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.	*STAAR Online Testing Platform Local Caching Software (LCS) District Guide*
Verify that all devices used for online testing meet the minimum hardware and software requirements.	*Unified Minimum System Requirements*
Install the appropriate STAAR Online Testing Platform Secure Browser on all testing devices.	*STAAR Online Testing Platform Technology Guide*
Confirm successful installation and operation of Secure Browsers.	*STAAR Online Testing Platform Technology Guide*
Test the compatibility of computers and gauge technology infrastructure readiness.	STAAR Online Testing Platform student tutorials
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.	*Quick Guide to Online Testing*

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.

Guidance for Technology Staff

WiFi

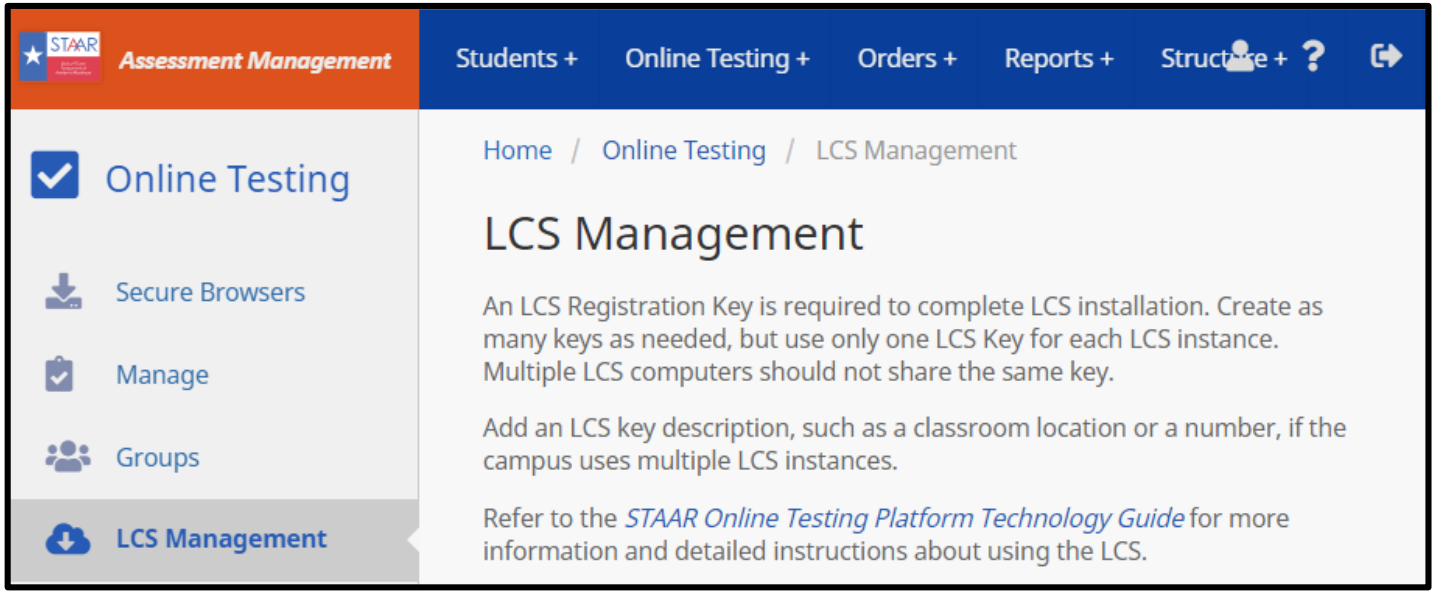
- Tune up WiFi for more Chromebooks and laptops.
- Increase the number of Wireless Access Points.
- Check for WiFi channel conflicts.
- Update firmware for WAPs and all network equipment.

Chromebooks

- Chromebooks with Intel CPUs are recommended over those using ARM CPUs.
- Powerwash Chromebooks and, if possible, disable ChromeOS auto-updates the week prior to the administration.

LCS Management

- 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* available online.
- LCS registration is required.



Troubleshooting

- Student inadvertently kicked out of a test session
  - Student will be automatically logged out
  - Restart secure browser
  - Log back in and re-launch test using existing ticket
- Student accidentally submitted
  - Requires reopen
    - Within two hours – call Texas Assessment Support Center
    - After two hours – call TEA's Student Assessment Division

Important for CTC to notify Assessment department immediately in order for us to assist before the 2 hours expire.

Troubleshooting

- Computer freezes during testing
  - Shut down and reboot affected computer
  - Re-launch test using existing ticket
- Persisting technical issue that reboot does not correct
  - Move the student to another device
  - Login with existing ticket and continue testing

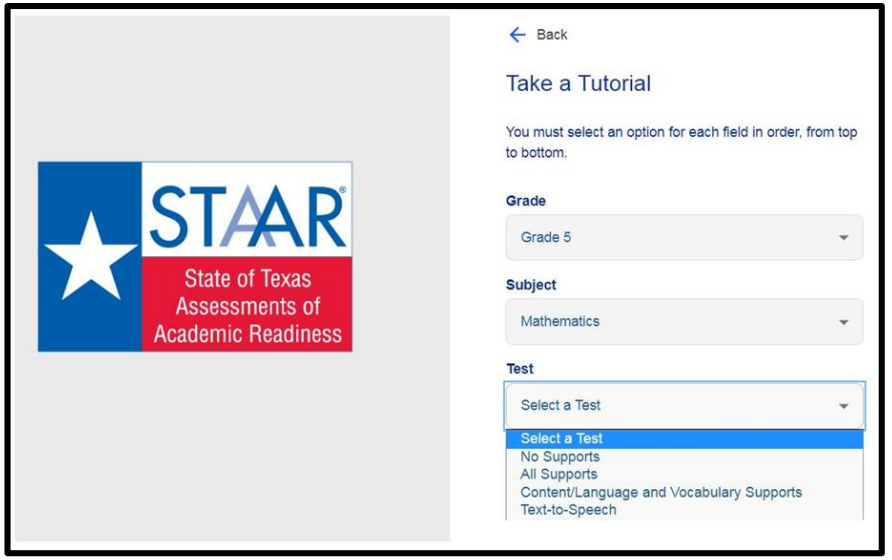
STAAR Online Testing Platform

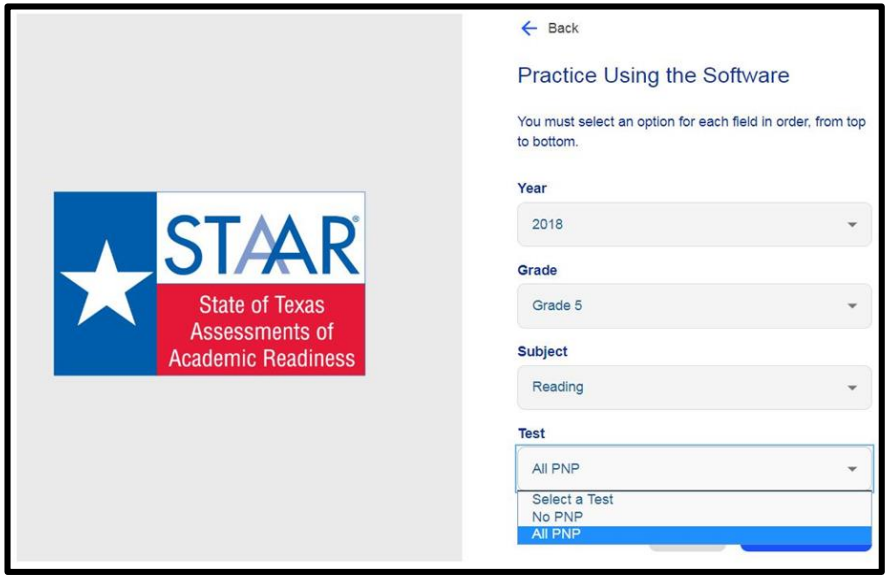
Administer Tutorials and Practice Tests

- Practice tests and tutorials are available in the STAAR Online Testing Platform throughout the year.
- They familiarize students and administrators with the online testing environment and available online tools.
- They confirm readiness of devices for online testing.
- Mini-practice tests will be available in mid-December to highlight new tools and PNP available for spring 2019.

STAAR Tutorials and Practice Tests

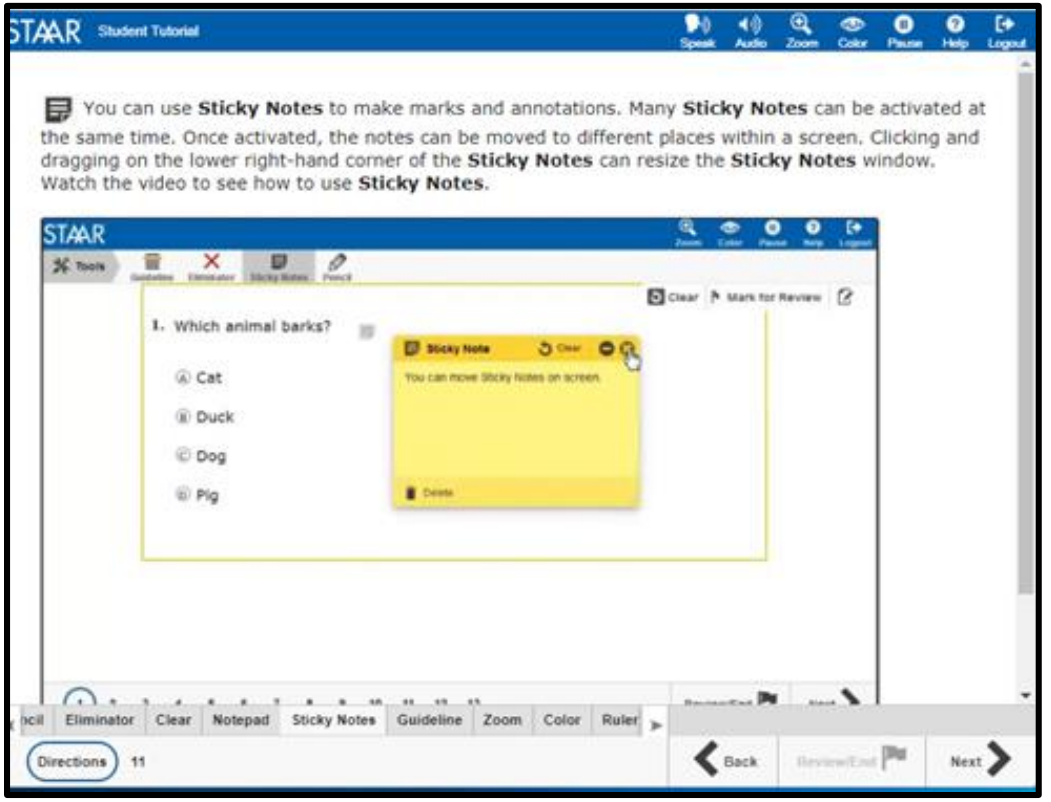
- Once the STAAR Online Testing Platform (SOTP) open, there will be a menu of options including “Practice” and “Tutorials.”
- After selecting “Practice” or “Tutorials,” there are several drop-down menus.
- Choose the grade, subject, and test (i.e., available supports).





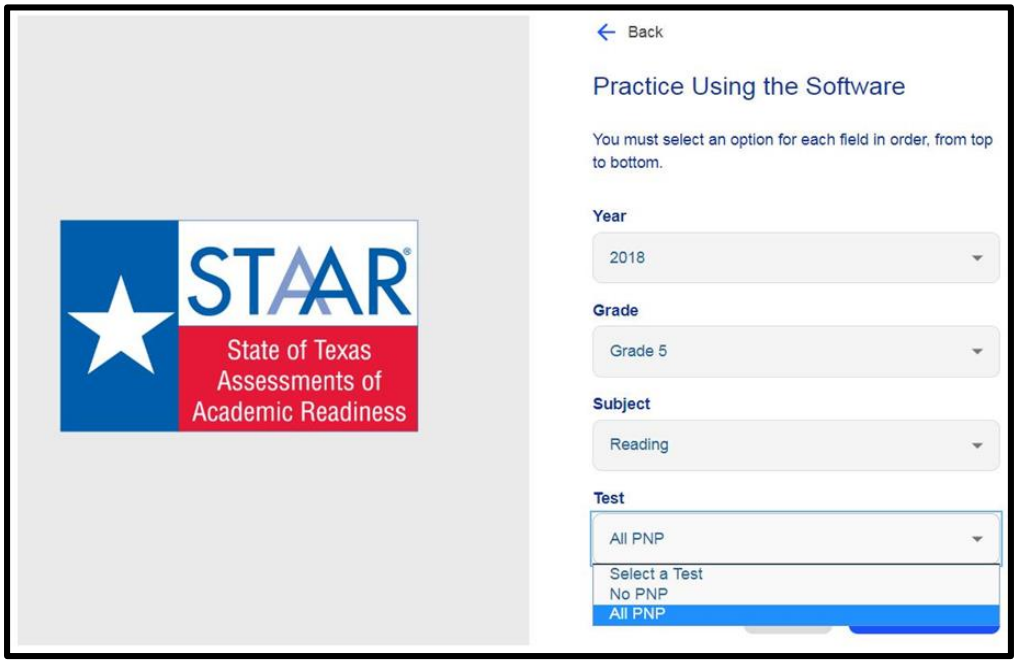
STAAR Tutorials

- 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.



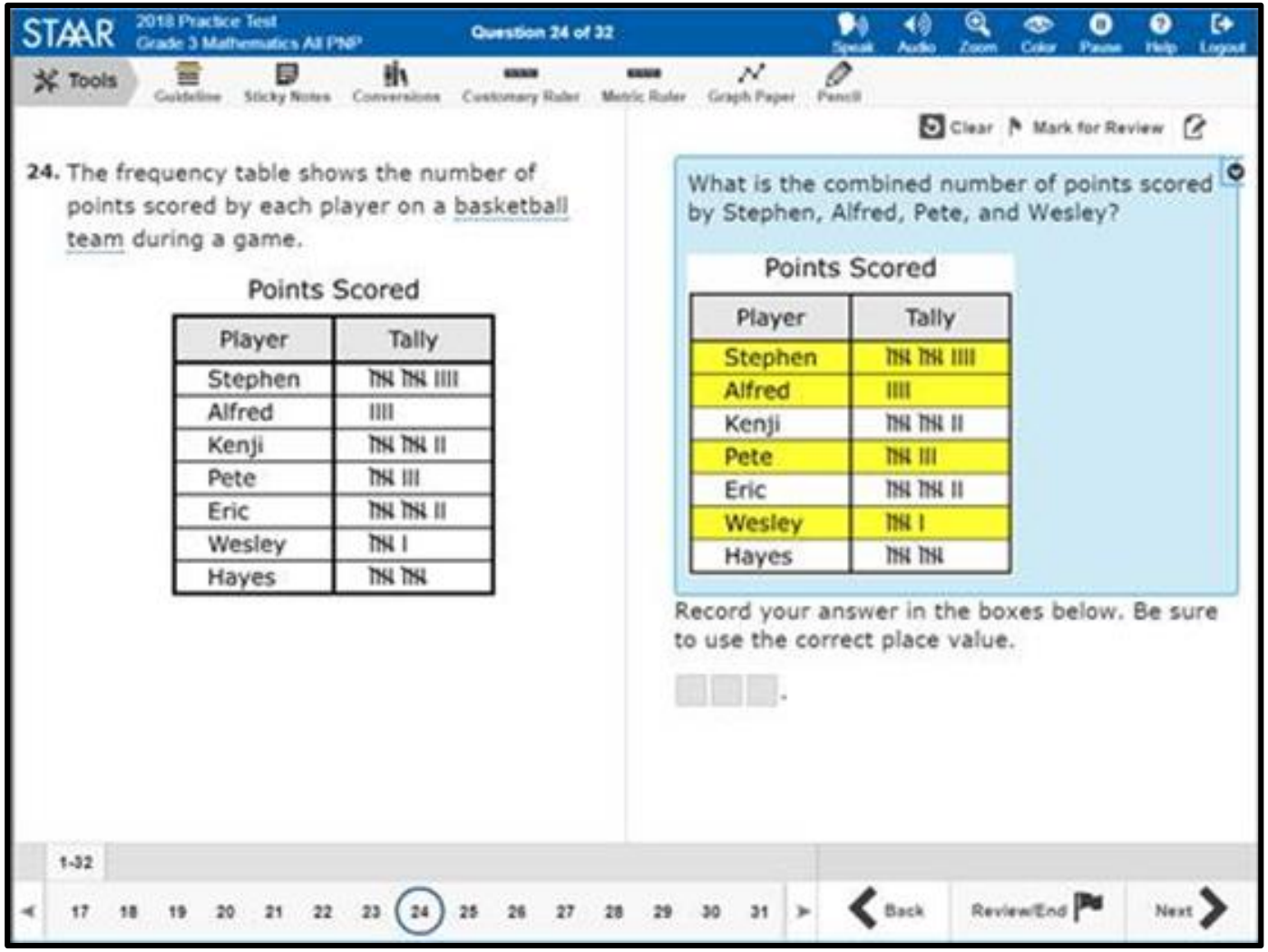
STAAR Practice Tests

- 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



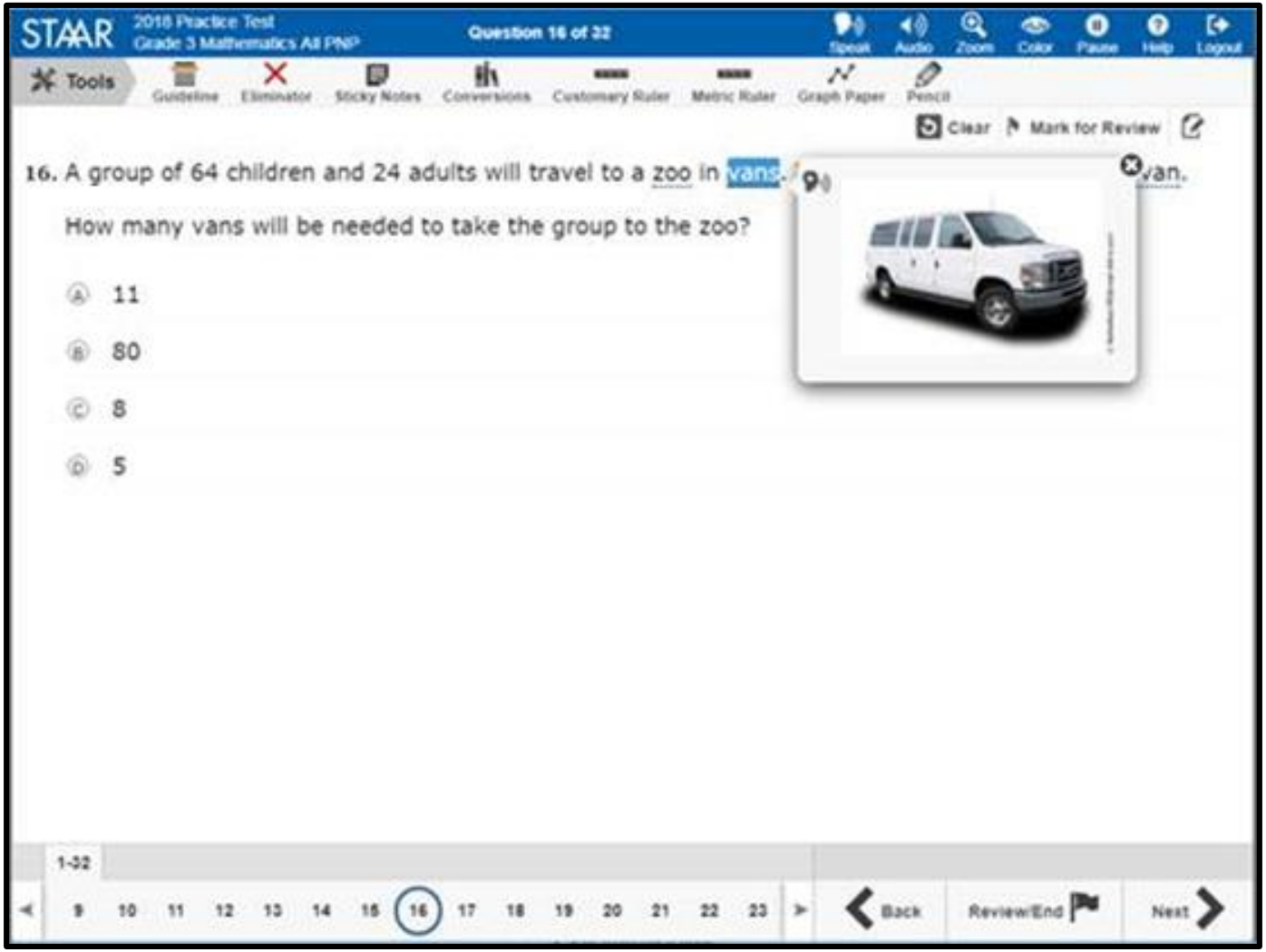
STAAR Online Features/Tools

- Rollover



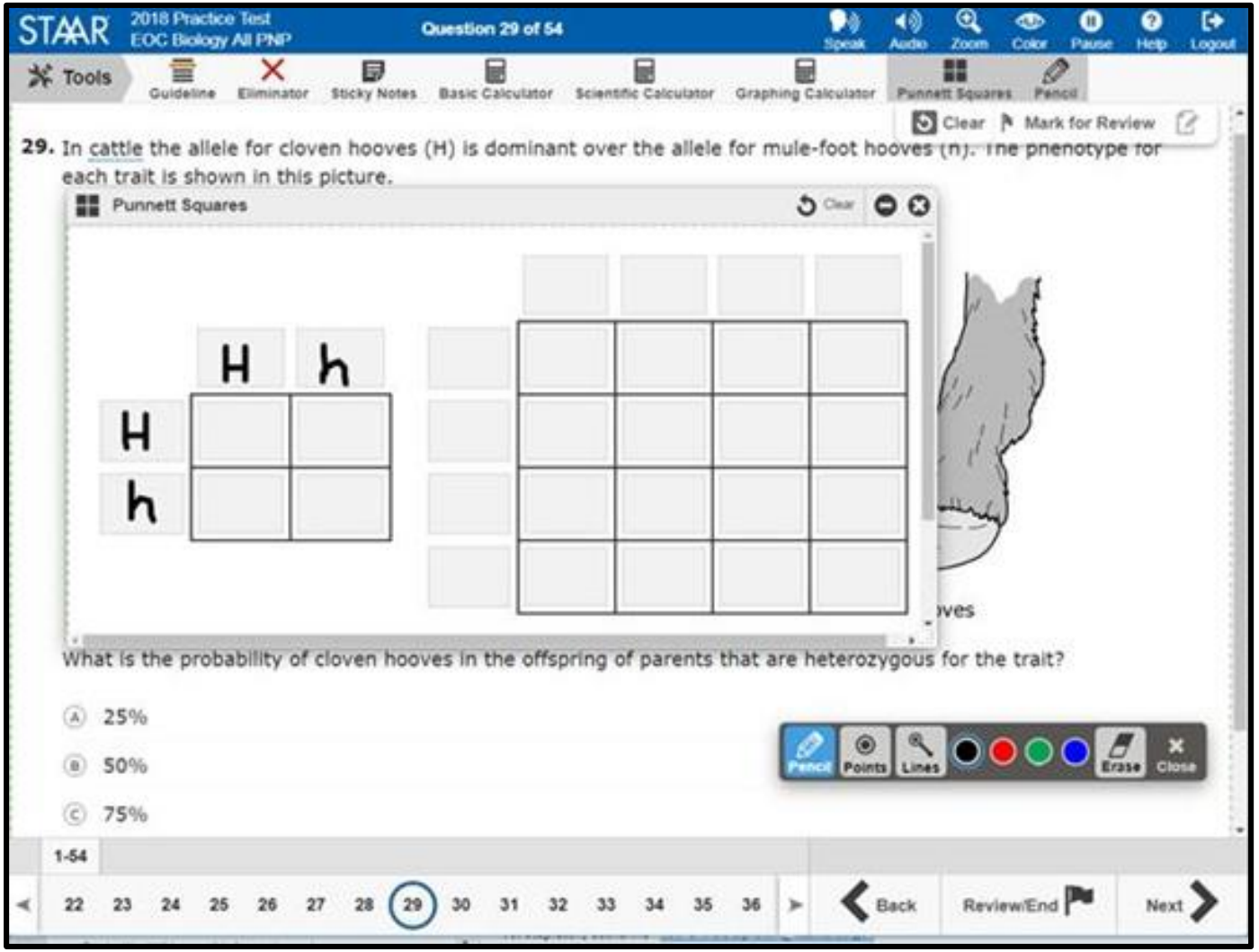
STAAR Online Features/Tools

- Pop-ups



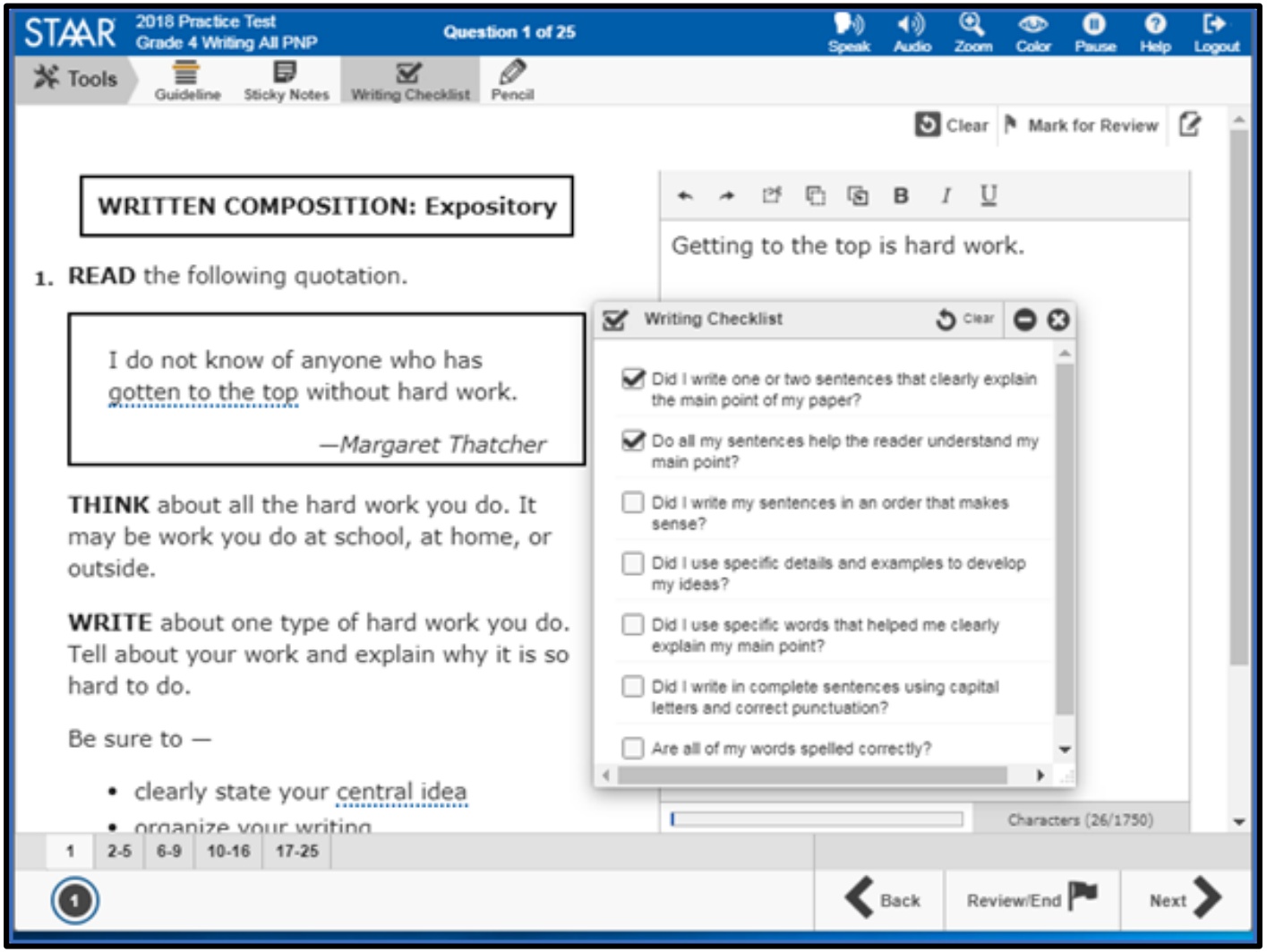
STAAR Online Features/Tools

- Punnett Squares



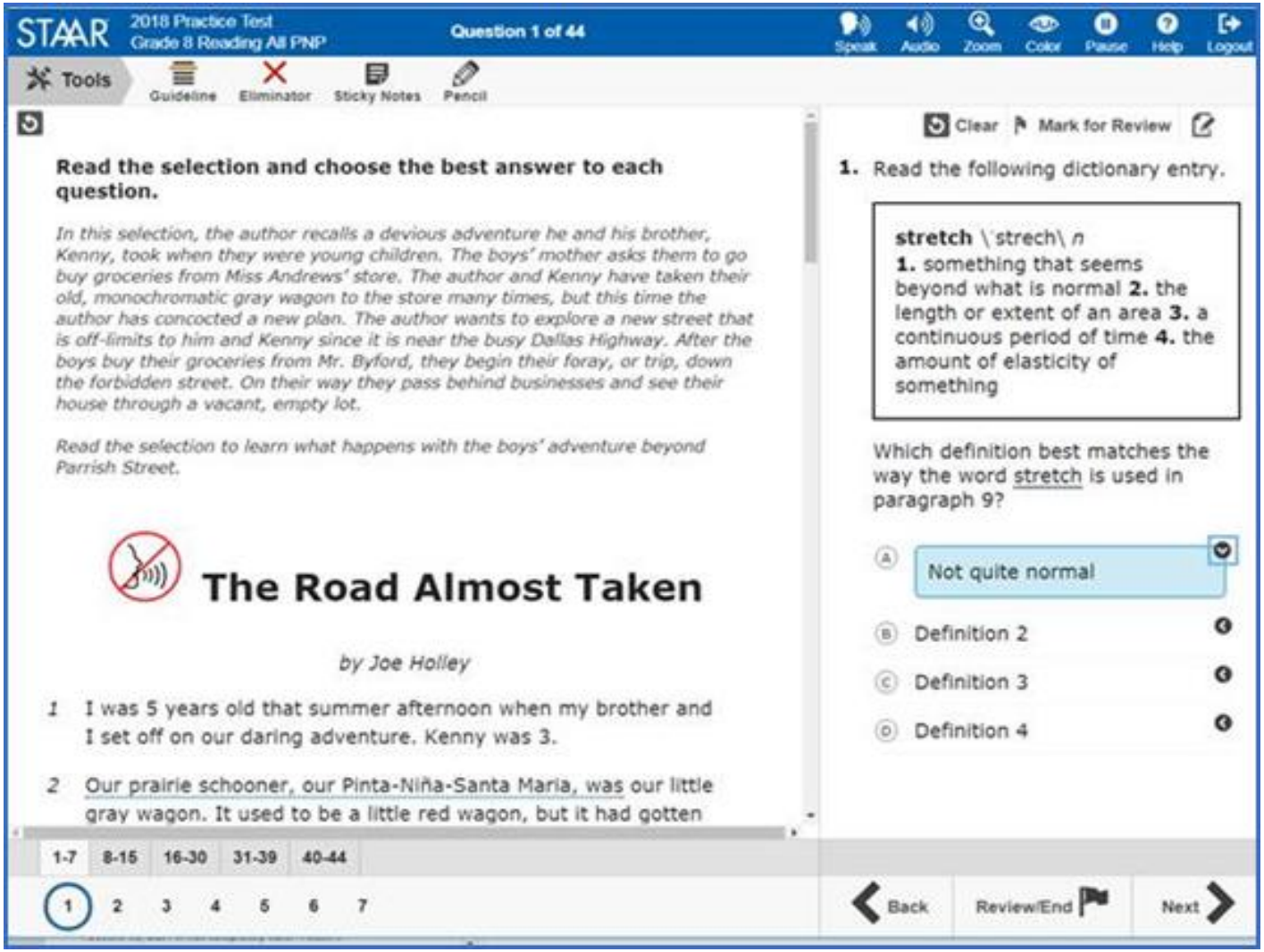
STAAR Online Features/Tools

- Writing Checklist



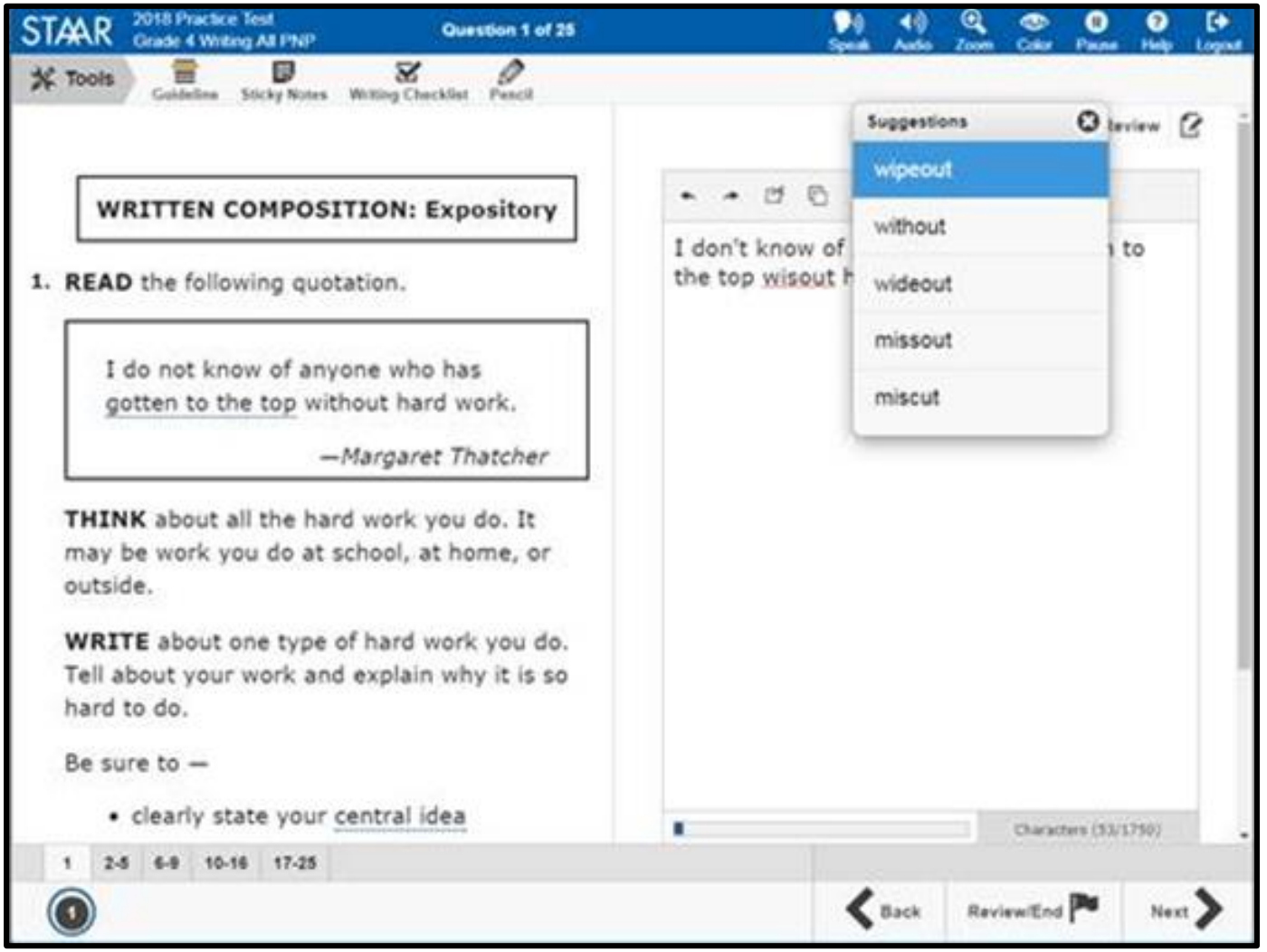
STAAR Online Features/Tools

- Prereading Text



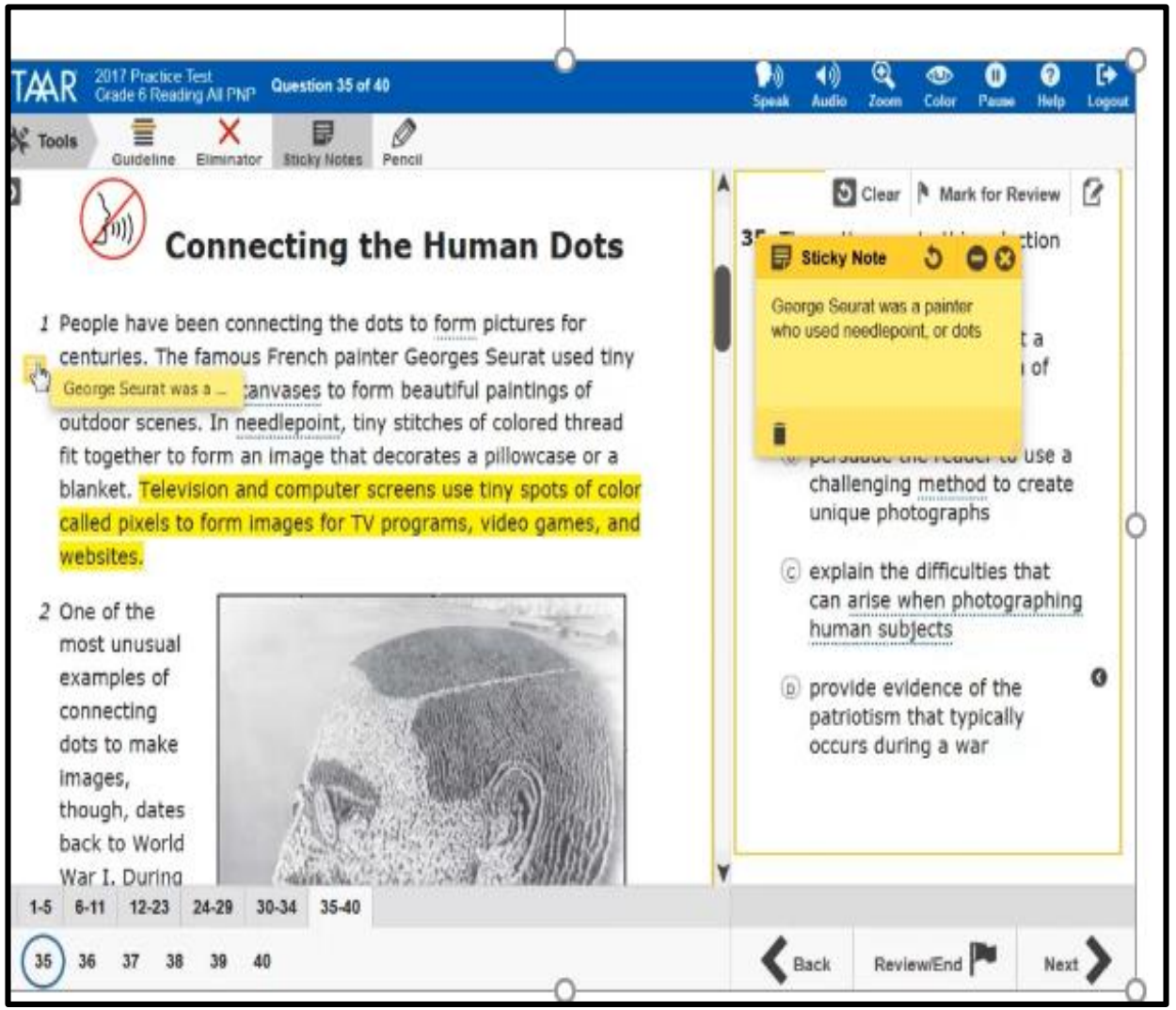
STAAR Online Features/Tools

- Spelling Assistance



STAAR Online Features/Tools

- Sticky Notes



STAAR Online Features/Tools

- Text-to-Speech (TTS)
  - Verify TTS is working properly upon initial login and adjust volume and reading speed rates as necessary.
  - If unable to hear sound, log out of test and adjust volume setting.
  - If still unable to hear sound and all other related hardware has been checked, move the student to a new machine.
  - The online testing platform shows passages or sections of the test not eligible for TTS.

STAAR Online Features/Tools

- Highlighter
  - Unlimited use
  - Will not highlight text that is part of a picture
- Pencil
  - Use is limited; a pop-up message will appear when the limit has been reached.
  - Can be used on pictures
  - Has the ability to make points and lines.

- Tools displayed in windows, such as the Writing Checklist, can be resized.

Questions

Customer Support

- Texas Assessment Support Center
- Monday–Friday
- 8:00 a.m.–5:00 p.m. (CT)
- 855-333-7770
- STAAREOC@ets.org or STAAR3-8@ets.org
- Click the chat link in the *Help Documentation* tab in TOMS.