

Test Administrator Manual



**STAAR
INTERIM**

2024–2025

Administration Directions for STAAR

These directions have been written with the assumption that students are familiar with the tools and features available in TDS from using the online practice tests and practice sets.

General Information

- Prior to reading the test directions below, test administrators must inform students about their campus’s testing consolidation plan by telling them when students who are still testing will be grouped together and students who have completed testing will join a regular or alternate class schedule.
- A student who takes a break during the test session should pause the assessment. Pausing an assessment logs the student out. To resume testing, the student must repeat the login process.
- For EB students who request assistance, test administrators are allowed to paraphrase, translate, repeat, or read aloud these directions and the directions that introduce particular test sections or question types, as long as the substance of the directions is not changed.
- For students receiving accommodations, the test administrator is permitted to modify the directions when needed.
- For students using TTS, the test administrator is allowed to remind students that a “DO NOT READ” icon next to passages or test questions indicates that the text may not be read aloud to the student.
- For students using TTS and content and language supports, the text within these supports will be read aloud unless there is a “DO NOT READ” icon.

Read Aloud Directions

The test administrator **MUST** read aloud **WORD FOR WORD** the **bold** text after the word “**SAY.**” Some directions use brackets within the read-aloud text to indicate where information should be verbally inserted. For example, in the statement “**Check that the test you select is the STAAR [GRADE and SUBJECT or COURSE] test,**” the test administrator should verbally fill in the name of the assessment, such as grade 8 science, as he or she is reading the directions to students. The directions may be repeated as many times as needed. The text in *italics* is information meant for the test administrator and should not be read aloud to students.

SAY Today you will take the State of Texas Assessments of Academic Readiness—STAAR Interim—[GRADE and SUBJECT or COURSE] test. It is important that you do your best.

Hoy van a tomar la prueba de [GRADE and SUBJECT or COURSE] de las Evaluaciones de Preparación Académica del Estado de Texas, STAAR Interim. Es importante que hagan su mejor esfuerzo.

SAY Do not spend too much time on any single question. If you are unsure of a response, provide the best response you can. If you would like to review that response, mark the question for review. You may go back to review your response at the end of the test. Are there any questions?

No dediquen demasiado tiempo a una sola pregunta. Si no están seguros de una respuesta, pongan la mejor respuesta que puedan. Si quieren revisar esa respuesta, marquen la respuesta para revisión. Al final de la prueba, pueden regresar a revisar las respuestas.
¿Tienen alguna pregunta?

Answer any questions before continuing.

SAY If you have questions about the instructions or the tools, please raise your hand so I may help you. You should remain seated and quiet so that you do not disturb others who are testing. Are there any questions?

Si tienen alguna pregunta sobre las instrucciones o las herramientas, por favor levanten la mano para ayudarles. Deben permanecer sentados y en silencio para no distraer a los demás que están tomando la prueba. ¿Tienen alguna pregunta?

Answer any questions before continuing. Distribute test tickets to students.

For Students Receiving Content and Language Supports, All Subject Areas

SAY This test has supports for you to use. You will see borders around words or small arrows next to questions and answer choices. Click these borders or arrows to see words or pictures that may help you.

Esta prueba tiene apoyos para su uso. Podrán ver palabras con bordes o pequeñas flechas cerca de las preguntas y opciones de respuesta. Hagan clic en los bordes o flechas para ver palabras o ilustraciones que podrían ayudarles.

SAY Now we will log in to the test. Does everyone have a student test ticket? If not, please let me know. You will use the information on your student test ticket to log in to the test.

Ahora vamos a iniciar la sesión de la prueba. ¿Todos tienen una ficha de la prueba? Si no, díganmelo por favor. Van a usar la información que está en la ficha de la prueba para iniciar la sesión de la prueba.

Make sure each student has a student test ticket. When students are ready, continue.

SAY Please make sure that your first and last name and your birth date, or DOB, are correct on the test ticket. If this

Por favor, asegúrense de que su nombre y fecha de nacimiento estén correctos en su ficha de la prueba. Si


information is wrong or missing, please let me know.

falta esta información o está equivocada, díganmelo por favor.

DemoFirst,DemoLast

Grade: 05
DOB: 02/26/2011

 DemoFirst
First Name

 DM86753091
TSDS ID

District DEMO DISTRICT 1 (999001)
Campus DEMO CAMPUS 1 (999001001)

Student Access Card

Assist students as needed, then continue. For a student whose test ticket information is incorrect, contact the campus coordinator after other students have begun testing.

SAY On the *Sign In* page, type your first name and the TSDS ID into the correct fields exactly as they are written on your student test ticket. You should see a blue box that says "*This is the Operational Test Site. If you want to go to the Practice Test Site, click the button below.*" If you see a green box that says "*Practice Test Site,*" raise your hand so I can help you.

En la página de *Ingresar* [Sign In], escriban su nombre y su clave de identificación TSDS en los campos correctos exactamente como aparecen en su ficha de la prueba. Deben ver un recuadro azul que dice "*Este es el sitio de la prueba operativa. Si quieres ir al sitio de la prueba de práctica, haz clic en el botón de abajo.*" Si ven un recuadro verde que dice "*Sitio de la prueba de práctica,*" levanten la mano para ayudarles.

Assist students as needed. Provide the Session ID to students in whatever way is appropriate for the students and the room.

SAY I have provided you with the Session ID. Type the Session ID in the *Session ID* field exactly as I have provided it. Now click the *Sign In* button.

Les di su Número de identificación de la sesión [Session ID]. Escriban ese número en el campo *Número de identificación de la sesión* exactamente como se los he dado. Ahora hagan clic en el botón de *Ingresar* [Sign In].

Check to see if everyone has successfully logged in to TDS.

SAY Now you should carefully read the instructions on each screen. Check that the test you select is the STAAR Interim [GRADE and SUBJECT or COURSE] test and not a practice test or an interim assessment. Are there any questions?

Ahora deben leer cuidadosamente las instrucciones en cada pantalla. Revisen que la prueba que seleccionaron es la prueba STAAR Interim de [GRADE and SUBJECT or COURSE] y no una prueba de

práctica o una prueba de referencia.
¿Tienen alguna pregunta?

Answer any questions before continuing.

For Students Receiving a TTS Accommodation, All Subject Areas

SAY You should see a *Read Page* button at the top of your screen. Use this button if you need to listen to the test instructions and information before beginning your test.

Deben ver el botón *Leer la página* [Read Page] en la parte superior de la pantalla. Usen este botón si necesitan escuchar las instrucciones y la información de la prueba antes de comenzar la prueba.

SAY When you are ready to start your test, select “Begin Test Now” on the *Test Information* screen. When you have completed your test, raise your hand so I can help you close the test and collect any testing materials. Do not click the *Submit Test* button until you are sure you are done. If there are no additional questions, you may begin.

Cuando estén listos para comenzar la prueba, seleccionen “Comenzar la prueba ahora” [Begin Test Now] en la pantalla. Cuando hayan terminado la prueba, levanten la mano para ayudarles a cerrar la prueba y recoger los materiales de la prueba. No hagan clic en el botón *Enviar prueba* [Submit Test] hasta que estén seguros de que ya terminaron. Si no hay ninguna otra pregunta, pueden comenzar.

Assist students with directions as needed.

Additional Information

- Any students using TTS or STT should be told to put on their headphones or headsets. If a student’s volume is not working, troubleshoot basic steps such as ensuring that the headphones are fully plugged in, *Mute* is not inadvertently selected, and the volume setting is turned up. If the student is still experiencing issues, contact the campus coordinator.
- Record the start time for the test session on the seating chart.
- During the test session, the test administrator may assist students if they have trouble with the secure browser or the functionality of the tools, features, or accommodations. Refer to Appendix A for information in English about the online tools or to Appendix B for the same information in Spanish.
- Test administrators are not allowed to answer any questions related to the content of the assessment itself. If a student asks a question that a test administrator is not permitted to answer, the test administrator may respond, for example, “**I can’t answer**

that for you; just do the best you can” or “No te puedo responder esa pregunta; sólo contesta lo mejor que puedas.”










- Periodically remind students that they should not click the *Submit Test* button until they have finished the assessment. Once an assessment is submitted it cannot be restarted by the test administrator.
- If a student for whom the test administrator does not have a student test ticket arrives in the testing room, contact the campus coordinator.
- If any issues arise or assistance is needed, contact the campus coordinator.
- For all breaks, instruct students to pause the assessment.
- As students complete the assessment, collect student test tickets and any scratch paper, graph paper, or reference materials that students have written on. These materials should be returned to the campus coordinator.
- Once a student has completed and submitted the assessment, the test administrator should allow the student to leave the testing area according to the campus consolidation plan.
- Record the stop time for the test session on the seating chart.













TEST ADMINISTRATORS SHOULD NOT VIEW, COPY, OR DISCUSS THE TEST CONTENT AT ANY TIME UNLESS SPECIFICALLY GIVEN AUTHORIZATION TO DO SO.



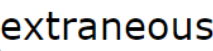


Appendix A

Online Tools (English)

Use the chart below when a student has a question about one or more of the tools in the online system. If a student is having trouble locating a tool, point to the proper icon in the ICON column below. If a student asks how a tool or button functions, the test administrator may read aloud the information in the TEXT column. The information in this column may be read verbatim, paraphrased, or clarified as needed. Test administrators may also point to the “Help” icon below to remind students of the **Help** button located in the top right of the screen.

ICON	NAME	TEXT
 Next	Next	You can use Next to move forward through the test.
 Back	Back	You can use Back to move backward through the test.
	Mark for Review	You can use Mark for Review to flag a question to review later. When you mark a question for review, a flag will appear on the question number.
	Help	You can use Help to remind you how to use the tools.
	System Settings	You can use System Settings to change some of the features of your test, such as the color of the screen.
	Pause	You can use Pause to stop your test for short breaks. The system saves your work and returns you to the same spot when you come back.
	Context Menu	You can use Context Menu to see additional tools, such as Sticky Notes, that are available for the question.
	Highlight Selection or Reset Highlighting	You can use Highlight Selection to mark important words or numbers. You can erase highlights by selecting Reset Highlighting .
	Strikethrough	You can use Strikethrough to cross out answer choices that you think are not correct.

ICON	NAME	TEXT
 Notepad	Notepad	You can use Notepad to take notes on each question.
	Writing Tools	You can use Writing Tools in the Notepad or Sticky Notes to format the text you entered.
	American Sign Language	You can use American Sign Language to play a signed video of the text in questions and answer choices.
 Dictionary	Dictionary	You can use Dictionary to look up the definitions of words.
 Line Reader	Line Reader	You can use Line Reader to help you keep your place while reading.
	Sticky Notes	You can use Sticky Notes to post reminders on the screen.
  Zoom Out Zoom In	Zoom	You can use Zoom to make everything on your screen larger or smaller.
 Calculator	Calculator	You can use a basic, scientific, or graphing Calculator , depending on the test.
 Ruler	Ruler	You can use a Ruler to measure images on the screen.
 Graph/Draw	Graph/Draw	You can use Graph/Draw to plot points and draw lines or freeform shapes with multiple colors during the test.
 References	References	You can use References to show information such as conversions, formulas, Punnett squares, a periodic table, and a writing checklist, depending on the test.













ICON	NAME	TEXT
	Speak	You can use Speak to listen to text in questions, answer choices, pop-ups, notepad, and rollovers being read aloud.
	Microphone	You can use Microphone to activate speech-to-text.
	Pop-up	You can click a word or phrase that has a border around it (Pop-up) and helpful information will pop up.
	Rollover	You can use Rollover to see a different version of the sentences in the test question.
 Save	Save	All responses are saved automatically. You can also manually Save your responses to questions.



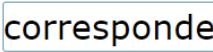


Appendix B

Online Tools (Spanish)

Use the chart below when a student has a question about one or more of the tools in the online system. If a student is having trouble locating a tool, point to the proper icon in the ICON column below. If a student asks how a tool or button functions, the test administrator may read aloud the information in the TEXT column. The information in this column may be read verbatim, paraphrased, or clarified as needed. Test administrators may also point to the “Ayuda” icon below to remind students of the **Ayuda** button located in the top right of the screen.

ICON	NAME	TEXT
 Siguiente	Siguiente	Puedes usar Siguiente para avanzar en la prueba.
 Volver	Volver	Puedes usar Volver para regresar en la prueba.
	Marcar para revisar	Puedes usar Marcar para revisar para señalar una pregunta para revisarla después. Cuando marques una pregunta para revisarla, aparecerá una bandera junto al número de la pregunta.
	Ayuda	Puedes usar Ayuda para recordar cómo usar las herramientas.
	Configuración del sistema	Puedes usar Configuración del sistema para cambiar algunas de las características de la prueba, como el color de la pantalla.
	Pausa	Puedes usar Pausa para detener tu prueba y tomar un descanso breve. El sistema guardará tu trabajo y te permitirá regresar al mismo lugar cuando regreses.
	Menú contextual	Puedes usar Menú contextual para ver herramientas adicionales, como Bloc de notas, que están disponibles para la pregunta.
	Resaltar selección o Restablecer resaltado	Puedes usar Resaltar selección para marcar palabras o números importantes. Puedes quitar lo que hayas resaltado seleccionando Restablecer resaltado .

ICON	NAME	TEXT
	Tachado	Puedes usar Tachado para tachar opciones de respuestas que creas que no son correctas.
 Notas	Notas	Puedes usar Notas para escribir notas en cada pregunta.
	Cortar, Copiar, Pegar	Puedes usar las herramientas Cortar, Copiar y Pegar en las Notas o en el Bloc de notas para editar el texto que escribas.
 Diccionario	Diccionario	Puedes usar Diccionario para buscar definiciones de palabras.
 Lector de línea	Lector de línea	Puedes usar Lector de línea para ayudarte a no perder de vista el renglón donde estás leyendo.
	Bloc de notas	Puedes usar Bloc de notas para poner recordatorios en la pantalla.
 Alejar	Alejar o Acercar	Puedes usar Alejar o Acercar para reducir o ampliar todo lo que aparece en tu pantalla.
 Acercar		
 Calculadora	Calculadora	Puedes usar Calculadora básica, científica o gráfica, dependiendo de la prueba.
 Regla	Regla	Puedes usar Regla para medir imágenes en la pantalla.
 Graficar/Dibujar	Graficar/Dibujar	Puede usar Graficar/Dibujar para trazar puntos y dibujar líneas o formas libres con varios colores durante la prueba.
 Fórmula	Materiales de referencia	Puedes usar Materiales de referencia para mostrar información como, por ejemplo, conversiones, fórmulas, cuadros de Punnett, una

ICON	NAME	TEXT
		tabla periódica y una lista de control de escritura, dependiendo de la prueba.
	Habla	Puedes usar Habla para escuchar las preguntas, las opciones de respuesta, las ventanas de apoyo, notas y textos de apoyo.
	Micrófono	Puedes usar Micrófono para activar la conversión de voz a texto.
	Ventana de apoyo	Puedes hacer clic en una palabra o una frase que tiene un borde a su alrededor y aparecerá información útil en una Ventana de apoyo .
	Texto de apoyo	Puedes usar Texto de apoyo para ver una versión diferente de las oraciones en una pregunta.
 Guardar	Guardar	Todas las respuestas se guardan automáticamente. También puedes Guardar manualmente tus respuestas a las preguntas.