

Testing Coordinator Training



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Student Assessment Division
Texas Education Agency

JANUARY 18, 2017

A grayscale photograph of a computer lab with several students sitting at desks, focused on their work. The image is semi-transparent, allowing the red text to stand out. The students are in profile, looking towards the left side of the frame where computer monitors are located. The background shows rows of desks and computer equipment, creating a sense of a busy classroom environment.

Welcome and Introductions

Education Service Center Testing Coordinator Training for the 2017 Texas State Assessment Program

AGENDA

- Welcome and Introductions
- Policy and Procedure Highlights
- Test Administration
- Test Security
- Accessibility and Designated Supports
- STAAR Assessment Management System
- STAAR Alternate 2, TELPAS, and TAKS Assessment Management System
- Scoring and Reporting

This training does NOT take the place of reading the appropriate manuals.

A grayscale photograph of a computer lab with several students sitting at desks, focused on their work. The image is semi-transparent, allowing the text to be overlaid. The students are seen from the side, looking towards their computer monitors. The desks are equipped with multiple monitors, keyboards, and mice. The background shows rows of desks and computer equipment, creating a sense of a busy educational environment.

Policy and Procedure Highlights

- **Legislative Session**
- **Commissioner Rules**
- **Changes to English I and English II**

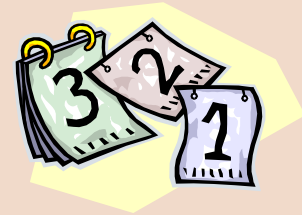
A grayscale photograph of students sitting at desks in a computer lab, looking at their monitors. The image is semi-transparent, allowing text to be overlaid.

Test Administration

- Calendar
- Resources

2016–2017 Testing Calendars

- TEA Student Assessment Calendar
- Calendar of Events



Test Administration

<http://tea.texas.gov/student.assessment/calendars/>

Revised September 9, 2016		2016–2017 STUDENT ASSESSMENT TESTING CALENDAR		DATES SUBJECT TO CHANGE	
Detailed information regarding the scheduling and administration of specific STAAR assessments can be found on the Coordinator Manual Resources webpage at http://tea.texas.gov/student.assessment/manuals/dccm/ .					
2016–2017 Training					
Jan 18 (Wed)		ESC training for the 2017 state assessment program			
Feb 3 (Fri)		Completion date for training of district testing coordinators by ESCs			
2016 Assessments					
Test Date(s)		TAKS		Report Date(s)	
Oct 17 (Mon)		<i>Exit Level ELA</i>		Reports Posted Online by November 15, 2016 Reports Due in District by December 2, 2016	
Oct 18 (Tues)		<i>Exit Level Mathematics</i>			
Oct 19 (Wed)		<i>Exit Level Science</i>			
Oct 20 (Thur)		<i>Exit Level Social Studies</i>			
STAAR					
Dec 5 (Mon)	English I			By January 13, 2017	
Dec 7 (Wed)	English II				
Dec 9 (Fri)	All make-up sessions for STAAR English assessments scheduled to be administered on Dec 5 and Dec 7, 2016, must be completed by the end of this day.				
STAAR					
Assessment Window Dec 5–Dec 9	Algebra I Biology U.S. History			By January 13, 2017	
2017 Assessments					
NAEP Assessments (selected sample)					
Assessment Window Late Jan–Early Mar	Reading (grades 4 and 8) Mathematics (grades 4 and 8) Writing (grades 4, 8, and 12)				

- Email notification about revisions sent to the district and ESC testing coordinators

<http://tea.texas.gov/student.assessment/manuals/dccm/>

Events	Test Administration/Grade Level													
	March TAKS Exit Level	March TELPAS Grades K-12	March STAAR Grades 4-8 Writing and Grades 5-8 Math & Reading	March STAAR End-of-Course (English I and English II)	April STAAR Alternate 2	May STAAR End-of-Course (Algebra I, Biology, and U.S. History)	May STAAR End-of-Course (Algebra II and English III)	May STAAR Grades 3-8	May STAAR Grades 5-8 Reading and Math Retest	June STAAR Grades 5-8 Reading and Math Retest	June STAAR End-of-Course (Algebra I, English I, English II, Biology, and U.S. History)	June TAKS Exit Level	October TAKS Exit Level	December STAAR End-of-Course (Algebra I, English II, Biology, and U.S. History)
Districts receive precode/registration file layout (online only)	9/9	9/9	9/9	9/9	9/9	9/9	9/9	9/9	9/9	9/9	9/9	9/9	—	8/25
District coordinators submit participation counts (paper and online testing)	—	—	10/10-11/4	10/10-11/4	11/7-12/9	12/12-1/20	12/12-1/20	12/12-1/20	—	—	—	—	—	8/14-9/1
District coordinators select data collection option	—	11/7-12/9	—	—	—	—	—	—	—	—	—	—	—	—
Availability of retester file	—	—	—	1/17	—	1/17	—	—	4/19	6/2	5/23	—	—	9/18
District coordinators upload precode files/send student data	—	—	1/9-2/3	1/17-2/3	—	1/17-3/3	1/17-3/3	1/9-3/10	—	—	—	—	—	9/18-10/6
Materials List posted online	—	—	2/27	2/27	2/24	4/3	4/3	4/10	4/19	6/5	6/5	—	—	11/6
Online Test Registration submission (online testing only)	1/17-3/10	1/17-4/7	1/9-3/31	1/17-3/31	1/17-4/25	1/17-5/5	1/17-5/12	1/9-5/12	4/19-5/12	6/2-6/23	5/23-6/23	5/2-6/23	8/29-10/20	9/18-12/8
Registration for out-of-school/district examinees (online only)	12/12-2/10	—	—	1/17-2/3	—	1/17-3/3	—	—	—	6/2-6/6	6/2-6/6	4/10-5/26	8/7-9/22	9/18-10/6
Districts receive test administrator manuals	—	1/3-1/6	2/13-2/17	2/13-2/17	—	2/13-2/17	2/13-2/17	2/13-2/17	2/13-2/17	2/13-2/17	2/13-2/17	—	—	2/13-2/17

- Located in *District and Campus Coordinator Manual* and on TEA website
- Posters delivered with *Coordinator Manuals*

Calendar Highlights

- Summer administrations of STAAR EOC and TAKS moved to June 19–23, 2017
 - Same week as the STAAR grades 5 and 8 mathematics and reading retests
 - Report dates have shifted



Calendar Highlights

- June STAAR grades 5 and 8 mathematics and reading retest
 - report date is July 7, 2017
- June STAAR EOC
 - report date is July 28, 2017
- June TAKS
 - report date is July 21, 2017

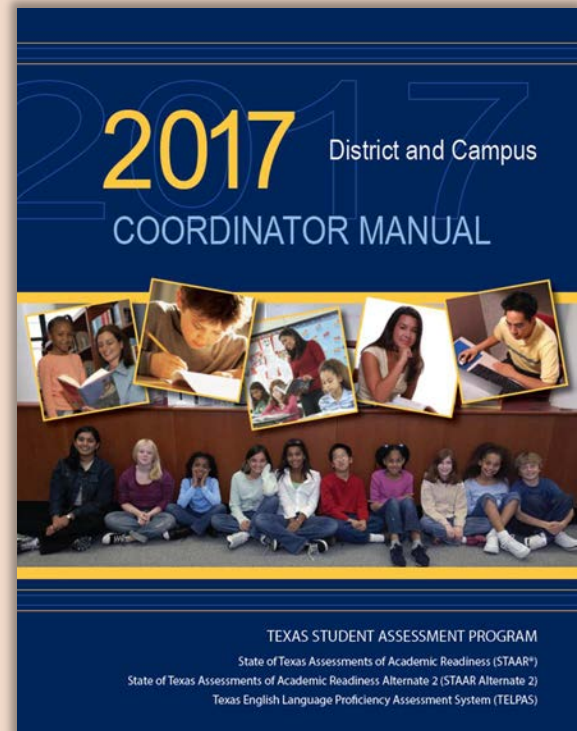
Revised September 9, 2016		2016–2017 STUDENT ASSESSMENT TESTING CALENDAR		DATES SUBJECT TO CHANGE
Detailed information regarding the scheduling and administration of specific STAAR assessments can be found on the Coordinator Manual Resources webpage at http://tea.texas.gov/student.assessment/manuals/dccm/ .				
Test Date(s)	STAAR	TAKS	Report Date(s)	
June 19 (Mon)	English I ✓	Exit Level ELA	By July 28, 2017 By July 21, 2017	→
June 20 (Tues)	Grade 5 Mathematics (retest) ✓ Grade 8 Mathematics (retest)	Exit Level Mathematics	By July 7, 2017 By July 28, 2017	→
June 21 (Wed)	English II ✓ Grade 5 Reading (retest) ✓ Grade 8 Reading (retest)	Exit Level Science Exit Level Social Studies	By July 7, 2017 By July 21, 2017 By July 21, 2017	→
June 22 (Thurs)	All make-up sessions for STAAR assessments scheduled to be administered from June 19–21, 2017, must be completed by the end of this day.			
June 23 (Fri)	STAAR			
Assessment Window June 19–June 23	Algebra I ✓ Biology U.S. History		By July 28, 2017	→

2017 Manuals

2017 District and Campus Coordinator Manual

- STAAR
- STAAR Alternate 2
- TELPAS

Keep for the entire year!



Highlights of the *2017 District and Campus Coordinator Manual*

- Covers test administration activities that run from January through December 2017
- Required to keep for the entire 2017 calendar year
- Return Oaths of Test Security and Confidentiality along with December 2017 scorable materials in envelope for district documents
- Revisions made to include changes to receipt and return of test materials for STAAR (changes implemented with December 2016 STAAR EOC administration)

Highlights of the *2017 District and Campus Coordinator Manual*

- Accommodations built into the STAAR Online Testing Platform for all STAAR tests
- Personal needs and preferences (PNPs) will activate appropriate accommodations in the online tests
- Three types of embedded accommodations assigned on an individual basis
 - Text-to-speech
 - Language and vocabulary supports
 - Content supports

2017 District and Campus Coordinator Manual

Resources Webpage

- Updated list of links to all online resources

Coordinator Manual Resources

The Coordinator Manual Resources webpage on the Student Assessment Division website is divided into two sections: the manual itself and the resources referenced in the manual. Related resources are also available on the Student Assessment Division website and at <http://www.TexasAssessment.com>.

The PDF version of the Coordinator Manual can be searched using keywords. It also includes links indicated with light blue text. A webpage or a page within the Coordinator Manual will open when the link is accessed.

Resources referenced in this manual include the following:

General Information Resources	URL
Accommodation Resources	http://tea.texas.gov/student-assessment/acc/accommodations/
Accessibility Features	http://tea.texas.gov/student-assessment/manuals/dcom/
Assessments for Students with Disabilities	http://tea.texas.gov/student-assessment/tpacial-ed/
Calendar of Events	http://tea.texas.gov/student-assessment/manuals/dcom/
ELL Resources	http://tea.texas.gov/student-assessment/ell/
Language Proficiency Assessment Committee Resources	http://tea.texas.gov/student-assessment/ell/tpaci/
Unified Minimum System Requirements	http://www.TexasAssessment.com/technology/
Orals	http://tea.texas.gov/student-assessment/security/orals/
Online Incident Report	http://tea.texas.gov/student-assessment/security/
Returning Out-of-School/Out-of-District Answer Documents	http://tea.texas.gov/student-assessment/manuals/dcom/
Problems and Solutions	http://tea.texas.gov/student-assessment/manuals/dcom/
Request for Paper Administrations	http://tea.texas.gov/student-assessment/manuals/dcom/
Seating Chart Samples	http://tea.texas.gov/student-assessment/security/
Student Assessment Test Security	http://tea.texas.gov/student-assessment/security/
Testing Procedures Questions and Answers	http://tea.texas.gov/student-assessment/manuals/dcom/
Texas Administrative Code	http://ttr.texas.gov/statutes/rules/rac/
Texas Assessment Management System	http://www.TexasAssessment.com

2017 TEXAS STUDENT ASSESSMENT PROGRAM COORDINATOR MANUAL

OVERVIEW

NOTES



Coordinator Manual Resources

2017 District and Campus Coordinator Manual

Information about Accommodations Updated

OVERVIEW

NOTES

Information About Accommodations

Accommodations, also known as designated supports, are changes to materials, procedures, or techniques that allow students to access instruction and assessment. Information regarding allowable accommodations for the STAAR program can be found on the Accommodation Resources webpage. Information regarding allowable accommodations for TELPAS can be found in the applicable test administration manuals.

Designated Supports

The following types of accommodations, or designated supports, are available to students taking STAAR. Refer to the Accommodation Resources webpage for detailed information.

- Designated supports approved locally — The decision to provide this type of accommodation to a student is made by the appropriate team of people at the campus level (e.g., language proficiency assessment committee [LPAC], admission, review, and dismissal [ARD] committee, ARD committee in conjunction with the LPAC, Section 504 placement committee, response to intervention [RTI] team, student assistance team) based on specific eligibility criteria. An Accommodation Request Form should NOT be submitted to TEA.
- Designated supports requiring TEA approval — For this type of accommodation, the appropriate team of people at the campus level (e.g., ARD committee, ARD committee in conjunction with the LPAC, Section 504 placement committee, RTI team, student assistance team) determines whether the student meets all of the specific eligibility criteria. If so, an Accommodation Request Form must be submitted to TEA for approval.

Accommodations in Unexpected or Emergency Situations


Unexpected or emergency situations that necessitate the use of a designated support may occur just prior to or on the day of the state assessment. For example, a student may have a broken arm and need his or her responses transcribed onto the answer document. When considering how to meet a student's needs in an unexpected or emergency situation, encouraging student independence should be a priority.

If the student's needs can be met with an accessibility feature or locally determined designated support, it should be made available to the student during testing. There is no need to contact TEA. If, however, a student needs a designated support that requires the approval of TEA, contact the TEA Accommodations Task Force for permission and additional instructions.

In unexpected and emergency situations, there is no expectation that the student would have routinely received the accessibility feature or designated support during classroom instruction and testing. After testing, if the student used a designated support, the

2017 TEXAS STUDENT ASSESSMENT PROGRAM COORDINATOR MANUAL

O-13


Accommodation Resources

2017 Manuals

2017 STAAR Test Administrator Manuals

Grades 3–5

Grades 6–8

EOC

- Will be posted online late January 2017
- Will arrive in districts February 2017
- Will only be shipped once



Keep for the entire year!

Highlights of the 2017 Test Administrator Manuals

- Instructions are limited to test administrator duties.
- Allowable Test Administration Procedures and Materials are included.
- Oaths of Security and Confidentiality that are applicable to all programs are included.
- Information about Accommodations updated to include embedded supports (text-to-speech, language and vocabulary supports, and content supports)

Highlights of the 2017 Test Administrator Manuals

- Number of test questions for STAAR grades 3–8 assessments reduced to meet HB 743 requirements
- TEA will collect data during the March and May 2017 STAAR grades 3–8 administrations (primary administrations only)
 - for students in grades 3–5 that take more than 2 hours to complete the test
 - for students in grades 6–8 that take more than 3 hours to complete the test

Highlights of the 2017 Test Administrator Manuals

Time-to-Test in Grades 3–8

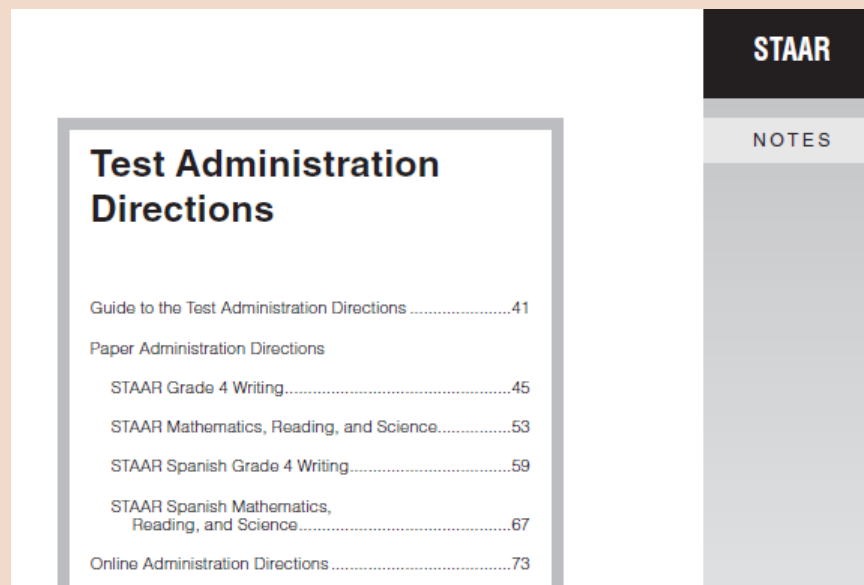
- Test Administrators will indicate in the Agency Use field
- Directions for marking time-to-test are located in test administrator manuals

AGENCY USE				
A	B	C	D	E
0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

Highlights of the 2017 Test Administrator Manuals

Test Administration Directions

- Internal Table of Contents at the beginning of the Test Administration Directions section



The image shows a screenshot of the STAAR Test Administration Directions Table of Contents. The document is titled "Test Administration Directions" and is part of the STAAR (Statewide Assessment of Academic Readiness) materials. The table of contents lists the following sections and their page numbers:

Test Administration Directions	
Guide to the Test Administration Directions	41
Paper Administration Directions	
STAAR Grade 4 Writing.....	45
STAAR Mathematics, Reading, and Science.....	53
STAAR Spanish Grade 4 Writing.....	59
STAAR Spanish Mathematics, Reading, and Science.....	67
Online Administration Directions	73

Highlights of the 2017 Test Administrator Manuals

Guide to the Test Administration Directions

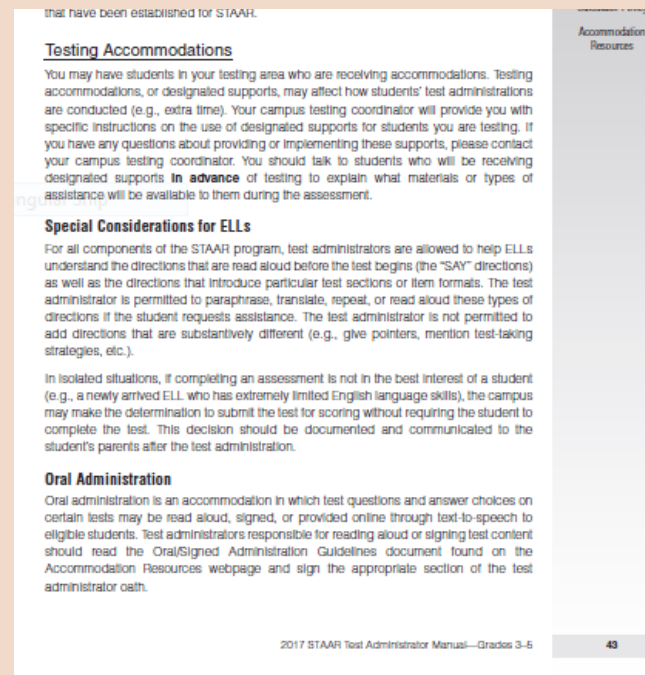
- Contains general information about using the scripts all test administrators must read

The screenshot shows a page from the STAAR Test Administration Directions manual. The page has a dark header with 'STAAR' in white. Below the header is a section titled 'Guide to the Test Administration Directions' with a horizontal line underneath. The text on the page includes: 'You **must** read this section before administering any state assessment.', 'This section contains the directions for STAAR and STAAR Spanish for grades 3-5.', 'Two sizes of call-out boxes are used in the test administration directions. The narrow call-out boxes contain procedural instructions that test administrators need to know but that do not have to be read aloud to students. These instructions may refer to individual subjects, multiple subjects, or program-wide information.', 'Here is an example of what might be found in a narrow call-out box:', and a call-out box containing the text: 'Test administrators are not allowed to answer any questions related to the content of the test itself. If a student asks a question that you are not permitted to answer, you may say, for example, "I can't answer that for you; just do the best you can."'. Below the call-out box, the text continues: 'The wide call-out boxes in the test administration directions contain subject- or program-specific instructions that should be read aloud to students, if applicable. Directions for students taking specified administrations are presented in these kinds of call-out boxes (such as those instructing the proper use of reference materials).', and 'The text at the beginning of the wide boxes indicates for which administrations the test administrator should read the directions. If the directions in these call-out boxes do not pertain to the test you are administering, do not read this material aloud to students.'

Highlights of the 2017 Test Administrator Manuals

Guide to the Test Administration Directions

- Describes special considerations for English language learners
- Includes specific information about accommodations and oral administration that must be read by the test administrator prior to the administration of the test



Highlights of the 2017 Test Administrator Manuals

- Use of tutorials is expected for students testing online
- Online scripts combined and condensed
- Revised to include directions for students receiving text-to-speech, content supports, and/or language and vocabulary supports

Online Administration Directions for STAAR

You must read the **Guide to the Test Administration Directions** on pages 41–44 of this manual before administering any state assessment.

NOTE: Test administration directions for online administrations have been written with the assumption that students have completed the available online tutorial prior to the test administration. This tutorial allows students to become familiar with the tools available in the STAAR Online Testing Platform. If a student needs assistance with the functionality of the online tools prior to or during the test, refer to Appendix C.

For ELLs, test administrators are allowed to translate, simplify, or repeat oral instructions as long as the substance of the directions is not changed.

For students receiving accommodations, or designated supports, the test administrator is permitted to modify the directions when needed to make sure the student is aware of the accommodations available to him or her.

The following statement should be provided to students who are receiving an extended time or additional day accommodation. The test administrator should say, for example, **"You will have [until the end of the school day; two days] to complete this test..."**

The following statement is only for students who are receiving basic transcribing. The test administrator should say, for example, **"All of your answers and your composition must be recorded [per student's method of response] before the end of the four-hour time period."**

For students receiving text-to-speech, the test administrator is allowed to remind students that a "DO NOT READ" icon next to selections or test questions will indicate that all text on the page cannot be read aloud to the student. This includes text in pop-ups and rollovers, if applicable.

For students receiving text-to-speech as well as content supports, and/or language and vocabulary supports, the text within these supports will be read aloud.

If a student arrives in your testing room and you do not have a student test ticket for that student, immediately contact the campus testing coordinator.

STAAR
ONLINE

NOTES

Additional Manuals and Resources for the Student Assessment Program

<http://tea.texas.gov/student.assessment/>

Popular Applications: AskTED ECOS For Educators Grant Opportunities TEA Secure Applications TEAL Login TEASE Login TSDS

TEA
Texas Education Agency

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Student Assessment Division

The Student Assessment Division manages and oversees the development, administration, scoring, and analysis of the Texas assessment program, which includes the following assessments:

- [STAAR](#)
- [STAAR Spanish](#)
- [STAAR Alternate 2](#)
- [TELPAS](#)
- [TAKS](#)

Student Assessment Resources

Each link below opens a webpage with useful Student Assessment resources:

- [A-Z Directory](#)
- [Out-of-School Examinee Resources](#)
- [Parent Resources](#)
- [Teacher Resources](#)
- [Contact Information](#)
- [Student Resources](#)
- [Test Administrator Resources](#)

Testing

[Student Assessment Overview](#)

- [Accommodation Resources](#)
- [Contact Information](#)
- [Correspondence with Districts](#)
- [PDF Help](#)
- [Reports and Studies](#)
- [Resources for Out-of-District and Out-of-School Examinees](#)
- [Resources for Students and Parents](#)
- [Resources for Teachers and Administrators](#)
- [Student Assessment A-to-Z Directory](#)
- [Student Success Initiative](#)

Popular Applications: AskTED ECOS For Educators Grant Opportunities TEA Secure Applications TEAL Login TEASE Login TSDS

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STAAR Resources

[General Resources](#) | [Specific Resources](#) | [Assessed Curriculum](#) | [Districts](#) | [Released Tests](#)

The State of Texas Assessments of Academic Readiness (STAAR) program, which was implemented in spring 2012, includes annual English I and Algebra I tests for

- reading and mathematics, grades 3-8
- writing at grades 4 and 7
- science at grades 5 and 8
- social studies at grade 8
- end-of-course (EOC) assessments for English I, English II, Algebra I, biology, and U.S. history.

Beginning in spring 2016, STAAR English III and Algebra II will be available for districts to administer as optional assessments.

The resources on this website provide information to familiarize Texas educators and the public with the design and format of the STAAR program. The information should help educators understand how the STAAR program measures the Texas Essential Knowledge and Skills (TEKS) curriculum standards. These resources should support, not narrow or replace, the teaching of the state-mandated curriculum, the TEKS.

Contact Information

For additional information, contact

Student Assessment Division
1701 North Congress Avenue
Room 3-122A
Austin, Texas 78701
(512) 463-9536
student_assessment@tea.texas.gov

[Facebook](#) [Twitter](#) [YouTube](#) [LinkedIn](#) [Instagram](#)

Additional Manuals and Resources for the Student Assessment Program

<http://tea.texas.gov/student.assessment/>

Coordinator Manual Online Resources (updated for 2017)

To access online resources noted in the "Notes" column of the DGM, click on the following links:

General Resources

- [Administrations in Alternative Education Settings \(PDF\)](#)
- [Assessment Management System Resources \(external link\)](#)
- [Assessment Management System Users Guides \(external link\)](#)
- [Calendar of Events \(PDF\)](#)
- [Questions and Answers \(PDF\)](#)
- [Problems and Solutions \(PDF\)](#)
- [Seating Charts](#)
- [Test Security Supplement \(PDF\) \(Coming Soon\)](#)
- [Testing Procedures, Questions and Answers \(PDF\)](#)
- [Texas Administrative Code \(external link\)](#)
- [Unified Minimum System Requirements \(external link\)](#)

STAAR Alternate 2 Resources

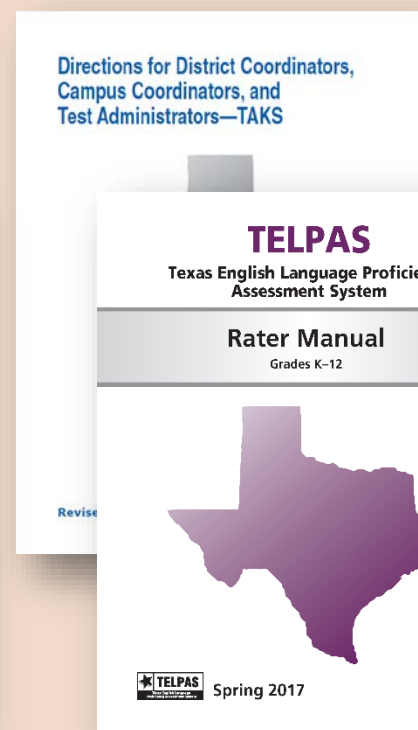
- [Checklist for STAAR Alternate 2 Administrators \(PDF\)](#)
- [Educator Guide to STAAR Alternate 2 \(PDF\)](#)
- [Training for STAAR Alternate 2 Campus Coordinator Training \(PDF\)](#)
- [STAAR Alternate 2 Materials Control Form \(PDF\)](#)
- [STAAR Alternate 2 Resources](#)
- [STAAR Alternate 2 Test Administrator Manual \(PDF\)](#)
- [Quick Guide to Online Testing for STAAR Alternate 2](#)

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TELPAS Resources

- [Checklist for TELPAS Administrators-District Coordinator, Campus Coordinator, Principal, and Test Administrator \(PDF\)](#)
- [TELPAS Manuals](#)
- [TELPAS Reports and Services \(PDF\) \(external link\)](#)
- [TELPAS Problems and Solutions \(PDF\)](#)
- [Itemfly 8 Online Support \(external link\)](#)
- [Quick Guide to Online Testing for TELPAS](#)
- [TELPAS Student Moves Document \(Coming Soon\)](#)



Receiving and Returning Test Materials

Receiving and Returning Test Materials

- Changes implemented during the December 2016 STAAR EOC administration
- Most significant change included having districts return scorable materials in district-level boxes rather than boxing and shipping scorable return materials by individual campus
 - White boxes for scorable return materials included in district overage, pre-labeled with the test administration
 - District-specific ADPLs included in the coordinator packet
 - ADPL used to confirm discrepancies in answer document quantities by ETS

Receiving Test Materials

- Refer to the *Calendar of Events* for shipment dates
- Shipments will include both nonsecure and secure materials
- Precoded answer documents and the Precode Verification Rosters will arrive in a separate shipment
 - Class ID Sheets, Campus and Group ID Sheets, Voided Answer Document ID Sheets, and blank answer documents will also be included in the precode shipment
 - Overage of blank answer documents included in both the campus boxes and the district overage

Returning Test Materials

- Refer to the *Calendar of Events* for scorable and nonscorable shipment dates
- Shipping labels are district and administration specific and are used to track material returns
- ETS uses the tracking information on the labels sent to districts for returning materials to determine what is in transit
- Districts may receive a call from the Support Center if they do not return by a given date or if they do not use the expected labels
- This process takes place after boxes have been opened and processed, but before the reconciliation of exact ADPL/student/document counts

A grayscale photograph of a computer lab with several students sitting at desks, focused on their work. The text 'Test Security' is overlaid in the center in a bold blue font.

Test Security

2017 Test Security Supplement

- The *Test Security Supplement*, adopted into Commissioner's rules, is designed to help districts implement the requirements for the administration of state assessments and to promote a secure testing program.

2017 Test Security Supplement

Proposed Amendment to 19 TAC §101.3031

The proposed amendment would adopt the *2017 Test Security Supplement* as part of the Texas Administrative Code.

- **Public Comment Period**

- December 30, 2016–January 30, 2017

- **Proposed Effective Date**

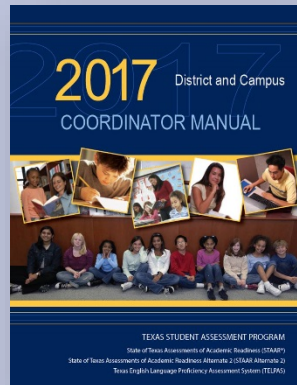
- March 2017

- The *2016 Test Security Supplement* will remain in effect until replaced.

Test Administration Materials

Procedures for maintaining the security and confidentiality of assessments are specified in the following guides:

- *Test Security Supplement*
- *District and Campus Coordinator Manual*
- Test administrator manuals



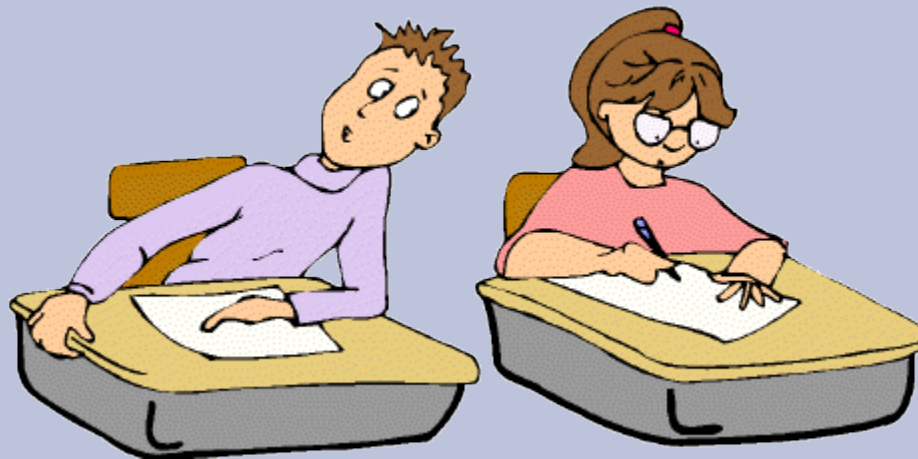
Highlights from the *2017 Test Security Supplement*

- References to STAAR L and STAAR A removed
- References to the names of shipping documents updated
- Examples added to clarify information about removing or covering instructional displays
 - Prior to the administration, walk through each testing location to verify that the environment is appropriate for testing and no instructional displays are visible (e.g., process and cycle diagrams, definitions or examples of literary terms, test-taking strategies, how to write an essay, anchor charts, maps, word walls, timelines, posters identifying historical figures, etc.)

drafted language

Testing Irregularities

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities. Testing irregularities are viewed by TEA as falling into one of two categories—**serious** or **procedural**.



Testing Irregularities

Serious Irregularities

- Constitute severe violations of test security or confidentiality
- Must be investigated by the district coordinator
- Must be reported to TEA as soon as the district coordinator is made aware of the situation
- Can result in the individual(s) responsible being referred to the TEA Educator Certification and Standards Division for consideration of disciplinary action

Penalties for Violation of Security and Confidentiality of Assessments

A person who engages in conduct prohibited by the *Test Security Supplement* and in other test administration materials may be subject to the following penalties:

- placement of **restrictions** on the issuance, renewal, or holding of a Texas teacher certificate;
- issuance of an inscribed or non-inscribed **reprimand**;
- **suspension** of a Texas teacher certificate for a set term;
or
- **revocation** or cancellation of a Texas teacher certificate.

Testing Irregularities

Serious Irregularities

Conduct that constitutes a serious testing irregularity may include, but is not limited to, the following:

- directly OR indirectly assisting students with responses to test questions
 - providing, suggesting, or indicating a test question response;
 - aiding or assisting an examinee with a response or an answer to a secure test question;
 - identifying incorrect responses for examinees;

Testing Irregularities

Serious Irregularities (cont.)

- tampering with student responses
 - changing or altering an examinee's response or answer to a secure test item
- falsifying TELPAS holistic ratings or STAAR Alternate 2 student responses
- viewing secure test content before, during, or after an assessment unless specifically authorized to do so
- discussing or disclosing secure test content or student responses

Testing Irregularities

Serious Irregularities (cont.)

- scoring student tests, either formally or informally
- duplicating, recording, or electronically capturing confidential test content unless specifically authorized to do so
- fraudulently exempting or preventing a student from participating in the administration of a required state assessment
- receiving or providing unallowable assistance during the TELPAS calibration activities

Testing Irregularities

Serious Irregularities (cont.)

- encouraging or assisting an individual to engage in the conduct described above or in any serious violation of test security and confidentiality
- failing to report to an appropriate authority that an individual engaged in any of the events listed above or in any other serious violation of security and confidentiality

Testing Irregularities

Procedural Irregularities

- reflect minor errors or deviations in testing procedures
- do not represent severe breaches in security or confidentiality
- do not require a call to TEA unless guidance is needed by the district
- do not require supporting documentation

Reminders

Reporting Serious Testing Irregularities

- Investigate and report serious testing irregularities to TEA as soon as the district coordinator is made aware of the situation
- Conduct a prompt investigation
- Submit an Online Incident Report
- Submit any other required information to Student Assessment within 10 working days

Reporting Testing Irregularities

Accessing the Online Incident Report Form

Popular Applications: AskTED ECOS For Educators Grant Opportunities TEA Secure Applications TEAL Login TEASE Login TSDS

Search []

A - Z Index Contact Sign Up for Updates TEA Correspondence

TEA Texas Education Agency

About TEA Curriculum & Instructional Materials Finance & Grants Reports & Data Student Testing & Accountability Texas Educators Texas Schools

Home / Student Testing and Accountability / Testing / Student Assessment Overview

Student Assessment Division

The Student Assessment Division manages and oversees the development, administration, scoring, and analysis of the Texas assessment program, which includes the following assessments:

- [STAAR](#)
- [STAAR Spanish](#)
- [STAAR Alternate 2](#)
- [TELPAS](#)
- [TAKS](#)

Student Assessment Resources

Each link below opens a webpage with useful Student Assessment resources:

- [A-Z Directory](#)
- [Out-of-School Examinee Resources](#)
- [Parent Resources](#)
- [Student Resources](#)
- [Teacher Resources](#)
- [Test Administrator Resources](#)

Subscribe to the [Student Assessment mailing list](#) to get e-mail notifications about webpage updates.

What's New in Student Assessment

Use the links below to navigate to webpages with recently updated information and documents:

Testing

- Student Assessment Overview
- Accommodation Resources
- Contact Information
- Correspondence with Districts
- PDF Help
- Reports and Studies
- Resources for Out-of-District and Out-of-School Examinees
- Resources for Students and Parents
- Resources for Teachers and Administrators
- Student Assessment A-to-Z Directory
- Student Success Initiative
- Test Administration Manuals and Materials
- Test Security**
- Testing Calendars
- Texas Assessment Management System

Popular Applications: AskTED ECOS For Educators Grant Opportunities TEA Secure Applications TEAL Login TEASE Login TSDS

Search []

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TEA Texas Education Agency

About TEA Curriculum & Instructional Materials Finance & Grants Reports & Data Student Testing & Accountability Texas Educators Texas Schools

Home / Student Testing and Accountability / Testing / Student Assessment Overview

Test Security

Student Assessment Home | Assessment A-Z Directory | Contact Student Assessment

Maintaining the security and confidentiality of the Texas student assessment program is critical for ensuring valid test scores and providing standard and equal testing opportunities for all students.

Please forward concerns to Communications@tea.texas.gov to file a complaint pertaining to test security.

For additional information, contact:

Maintaining Test Security and Confidentiality

Violation of security or confidentiality Chapter 39, Subchapter B, is prohibited for state assessments. Conduct any departure from the test administration and other test administration materials. Conduct any departure from the test administration and other test administration materials.

Reporting Testing Irregularities

TEA considers any incident that results in a deviation from documented testing procedures to be a testing irregularity. Irregularities fall into one of two categories – serious and procedural. Serious irregularities constitute severe violations of test security or confidentiality and can result in the individual responsible being referred to the TEA Educator Standards and Certification Legal Division for consideration of disciplinary action (including suspension or revocation of educator certification credentials). Procedural irregularities are less severe, more common, and are typically the result of minor deviations from testing procedures.

Each person who participates in the Texas student assessment program is responsible for reporting any violation or suspected violation of test security or confidentiality. Campus staff should notify their campus or district testing coordinator if they witness an irregularity or suspect that one has occurred, and district testing coordinators should notify TEA. The district testing coordinator must contact the TEA Student Assessment Division immediately to report incidents involving alleged or suspected serious irregularities as soon as the district testing coordinator is made aware of the situation. Testing personnel should contact TEA if they are unsure about whether an irregularity has occurred or if they are unclear regarding what constitutes a serious violation.

Access specific directions for reporting testing irregularities and disciplinary action at [Incident Reporting Process](#).

Access the Online Incident Report form at [Online Incident Report Form](#).

<http://tea.texas.gov/student.assessment/>

A photograph of a student sitting at a desk in a classroom, using a computer. The student is wearing a dark jacket and is looking at the screen. The background shows other students and computer monitors, slightly out of focus. The text is overlaid on this image.

Accessibility and Designated Supports within the STAAR Program

- Accessibility and Designated Supports for Students with Disabilities

Overview of Major Changes

- STAAR offered on paper and online in all grades and subjects.
- Addition of 2 new online-only accommodations
 - Content Supports
 - Language and Vocabulary Supports
- New organization of accommodation policy
 - Accessibility Features
 - Designated Supports
 - Designated Supports Requiring TEA Approval
- Broader eligibility for many accommodations

STAAR Online or Paper versus STAAR Online with Embedded Supports

- These tests have the same:
 - selections and test questions (including field test questions)
 - passing standards
 - assessed curriculum
 - test blueprints
 - progress measures
 - time limits
 - accessibility features

Accessibility Features

- Previously referred to as “Allowable Test Administration Procedures and Materials” and can be found in the District and Campus Coordinator Manual and the Accommodations Resources webpage
- Available to any student who regularly benefits from the use of these procedures or materials during instruction
- Include things that may be provided to students based on their needs
 - Added this year bilingual dictionary (word-to-word translations; no definitions or examples) for mathematics, science, and social studies assessments
- A student may need to complete the test in a separate setting in order to eliminate distractions to other students and to ensure that the security and confidentiality of the test is maintained.

Locally-Approved Designated Supports

- Previously referred to as “Type 1 accommodations” or “linguistic accommodations”
- These include supports that may be made available to students who meet eligibility criteria.
- Eligibility decisions are made by the appropriate team of people at the campus level based on the eligibility criteria and are document in the appropriate paperwork.
- Each designated support policy document located on the Accommodations Resources webpage contains an Eligibility Criteria section and an Authority for Decision and Required Documentation section.

Locally-Approved Designated Supports

*Dictionary	*Braille	Large Print	*Extra Time
Amplification Devices	*Manipulating Test Materials	*Oral/Signed Administration	Calculation Aids
*Basic Transcribing	Spelling Assistance	*Content Supports	*Mathematics Manipulatives
Projection Devices	Individualized Structured Reminders	*Language and Vocabulary Supports	*Supplemental Aids

* Eligibility has changed from last school year.

Oral Administration

Paper Tests	Online Tests
<p>STAAR and STAAR Spanish math, science, social studies</p> <ul style="list-style-type: none">✓ Questions, reference materials, and accommodations may be read aloud by test administrator	<p>STAAR math, science, social studies</p> <ul style="list-style-type: none">✓ Questions and embedded supports can be read aloud by text-to-speech (TTS)✓ Reference materials and accommodations may be read aloud by test administrator
<p>STAAR and STAAR Spanish reading and English I-III reading section</p> <ul style="list-style-type: none">✓ Questions, reference materials, and accommodations may be read aloud by test administrator	<p>STAAR reading and English I-III reading section</p> <ul style="list-style-type: none">✓ Questions and embedded supports can be read aloud by TTS✓ Reference materials and accommodations may be read aloud by test administrator
<p>STAAR and STAAR Spanish writing and English I-III writing section</p> <ul style="list-style-type: none">✓ Required reference materials and accommodations may be read aloud by test administrator	<p>STAAR writing and English I-III writing section</p> <ul style="list-style-type: none">✓ Revising passages, revising questions, and embedded supports can be read aloud by TTS✓ Required reference materials and accommodations may be read aloud by test administrator

Content Supports Accommodation Guidelines

Pop-ups

- isolate specific information in a question that corresponds to each answer choice
- isolate specific text or information in a selection that is referenced in the question or answer choices
- isolate specific information in a graphic or list that is referenced in the question
- define literary terms
- apply an allowable supplemental aid (e.g., graphic organizer, place-value chart, t-chart, graphic of scientific concept, timeline, map) to specific questions or answer choices
- include the formula from the grade-specific Reference Materials when the question specifies the measure or conversion to be performed

Content Supports Accommodation Guidelines

Pop-ups continued

- direct student attention to parts of the grade-specific Reference Materials
- provide clarifying information for a graphic organizer, political cartoon, or map
- provide a visual representation in the selection, question, answer choices, or in the writing prompt by adding graphics, photographs, or animations

Rollovers

- bullet or separate steps in a process (e.g., multi-step problem, sequence of events)

Supplementary Materials

- blank Punnett squares (biology only)
- writing checklists (writing , English I, and English II only)

Content Supports Examples

This pop-up isolates information that corresponds to each answer choice.

Practice STAAR A Grade 4 Writing Question 8 of 19

Tools: Guideline, Eliminator, Writing Checklist

Read the selection and choose the best answer to each question.

Roxanne has wanted a dog for a very long time. She thinks owning a dog will help her grow up, encourage her to exercise, and give her a best friend. Roxanne has written this paper for school, but she hopes persuade her parents to let her have a dog.

Read Roxanne's paper and think about how she needs to correct it. Then answer the questions that follow.

8. What change should be made in sentence 2?

(2) Mom and Dad have always said, "Dogs are to much trouble!

Ⓒ Change *too much* to *to much*

Ⓓ Insert quotation marks at the end of the sentence

A student measures the masses of four cubes of the same size. One of the cubes is made of iron, one of wood, one of plastic, and one of glass. The student's results are shown in the table below.

Cube Masses

Cube	Mass (g)
1	31.3
2	40.6
3	130.8
4	12.1

Which cube is most likely made of iron?

- Ⓒ **Cube 3**
- Ⓓ Cube 4

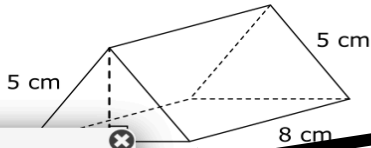
This is another example of a pop-up that isolates information that corresponds to each answer choice.

Cube Masses

Cube	Mass (g)
1	31.3
2	40.6
3	130.8
4	12.1

Content Supports Examples

A triangular prism and its dimensions are shown in the diagram.



$$S = Ph$$

What is the lateral surface area of this triangular prism in square centimeters?

- (A) 192 cm²
- (B) 128 cm²
- (C) 152 cm²
- (D) 144 cm²

This pop-up provides a formula from the reference material.

This pop-up provides a supplemental aid (i.e., map).

Language and Vocabulary Supports Accommodation Guidelines

Pop-ups:

define or clarify construct-irrelevant words, phrases, and sentences using plain language, synonyms, definitions, examples, and consistent language
provide a visual representation in the selection, question, answer choices, or in the writing prompt by adding graphics, photographs, or animations

Rollovers:

reword complex questions or answer choices to condense text
reorganize and simplify historical excerpts, respecting the TEKS based academic vocabulary

Pre-reads:

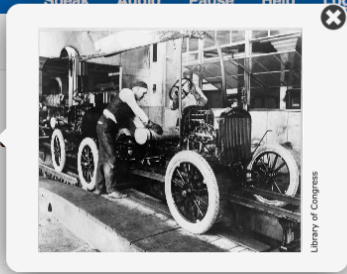
offer text prior to the selection (only for reading 3-8, writing 4 & 7, English I, and English II)

Language and Vocabulary Supports Examples

Question 39 of 68

The adoption of the **assembly-line method of production** by —

- (A) increasing government regulation of the workplace
- (B) reducing labor costs and minimizing the need for skilled labor
- (C) leading to a decline in demand for products made by machines
- (D) decreasing overhead costs and reducing the demand for technology




24. Use “The Cholla Cactus” to answer the following question.

What do the subheadings in the article help the reader understand?


- (A) There are many types of cholla cacti that knows a lot
- (B) The author **is knowledgeable** about desert animals.
- (C) The cholla can be used for different purposes.
- (D) Many animals live in severe environments.

These pop-ups clarify vocabulary by providing a visual representation (i.e., photograph) or simplified text.

Language and Vocabulary Supports Examples

The development of cities has destroyed the habitats of many animals. Some animals have adjusted well to their new city habitats, but others have not. Which of these characteristics would be most useful to a wild animal living in a city? 

- (A) Being active at night
- (B) Eating only one type of food
- (C) Needing a large amount of space to live
- (D) Producing a very small number of offspring

When people build cities, they destroy the habitats of many animals. Some animals learn to live in a new habitat in the city. Other animals do not learn to live in a city habitat. Which of these best helps a wild animal living in a city? 

- (A) Being active at night
- (B) Eating only one type of food
- (C) Needing a large amount of space to live
- (D) Producing a very small number of offspring

This rollover clarifies text using simpler and consistent language.

Basic Transcribing: Grade 4 Written Composition

- For any grade 4 student who is taking the STAAR writing test online, the test administrator may transcribe (i.e., type) the student's response to the written composition into the online test. The student does **not** have to be eligible for Basic Transcribing to receive this assistance and it does not need to be documented in the Assessment Management System.
 - Note: This is not a requirement of the administration and decisions regarding this provision must be based on individual student need.
- The test administrator transcribing the student's response must do so in accordance with guidelines for Basic Transcribing found on TEA's Accommodations Resources webpage.
- Students in all other grades and subjects must meet the eligibility requirements for Basic Transcribing if this accommodation is needed.

Special Note Regarding Technology

- Desktop and laptop computers may be used as a means for eligible students to access allowable assistive technology during state assessments.
- Internet capabilities must be physically blocked by such means as
 - removing wireless cards
 - removing Ethernet cables
 - temporarily disabling building Wi-Fi infrastructure
 - disabling Internet access at server level by shutting down access to individual IP addresses for specific machines on network
- Students are NOT permitted Internet access during testing. Also, electronic devices with Internet or photographic capabilities are not allowable.
 - Therefore tablets, smart phones, or other similar devices may not be used during an administration.

Special Note Regarding Technology - **EXCEPTIONS**

- Refer to the STAAR Calculator Policy. Please note that the guidelines set forth in this policy about the use of a calculator application apply to the use of a calculator as a designated support.
- New for the 2017 administration, an eligible student may use a speech-to-text application on a tablet as an allowable type of Basic Transcribing or Spelling Assistance if he or she is routinely using this assistance in class. However, in order to maintain test security the device must be set to kiosk mode and an individual administration is encouraged. A test administrator may be responsible for monitoring at one time no more than 5 students each using a speech-to-text application. A test administrator must be able to monitor a student's use of the device at all times.

Designated Supports Requiring TEA Approval

- Previously referred to as “Type 2 accommodations”
- These include supports that may be made available to students who have a TEA-approved accommodation request form.
- First, eligibility decisions are made by the appropriate team of people at the campus level based on the eligibility criteria and then a request is sent to TEA for determination.
- Each designated support policy document located on the Accommodations Resources webpage contains an Eligibility Criteria section and an Authority for Decision and Required Documentation section.

Designated Supports Requiring TEA Approval

Extra Day	Photocopy
Complex Transcribing	Other
Math Scribe	

The Accommodation Request Process

- The online accommodation request form will open by the end of January.
- A training PowerPoint will be posted to the Accommodations Resources webpage.
- Accommodation Request Forms must be received by TEA at least one week prior to testing. Late requests will NOT be processed unless circumstances involving the student change after the deadline.



The Accommodation Request Process

- ONE request should be submitted for ONE student and include ALL of the designated supports needed for every test he or she is taking.
- Accommodation requests must be approved by TEA before a student can use the accommodation on a state assessment. Documentation in the appropriate paperwork should state “pending TEA approval.”
- Do NOT include confidential student information (request will be deleted and you will be asked to resubmit)
 - Example: student’s first and last name, Social Security numbers, pages from an IEP, medical documents
- DO include the request ID from previous years.
- The expiration date for all approved requests is December 31st of the year the request is approved.

Recording Accommodations on the Answer Document

- *District and Campus Coordinator Manual*
- Campus personnel must be trained in accurately recording accommodations on each student's answer document or in the Assessment Management System for online administrations.
- Record the accommodation that is documented and made available to a student, even if the student did not use the accommodation during testing.

Recording Accommodations on the Answer Document

- The following accommodation bubbles may be available, depending on the test and/or the mode of testing.
 - GA = general accommodation
 - LP = large print
 - XD = extra day
 - BR = braille
 - CS = content support
 - LV = language and vocabulary support

Accommodations in Unexpected or Emergency Situations

When an unexpected or emergency situation (e.g., broken arm, lost eyeglasses) occurs just prior to or on the day of the state assessment, it may or may not be necessary to contact TEA. After testing, document the accommodation used on the answer document or in the Assessment Management System.

- **Step 1: No need to contact TEA**
 - Make available Accessibility Features which are allowed for any student.
- **Step 2: No need to contact TEA**
 - Make available locally-approved Designated Supports. Consideration should be given to accommodations that the student can independently use.
- **Step 3: Contact TEA**
 - If the student's needs cannot be met with Step 1 or 2, contact a member of the Accommodations Task Force. The district testing coordinator may need to submit an Accommodation Request Form.

Special Paper Request Process

- Because Language and Vocabulary Supports and Content Supports are embedded accommodations presented in an online format, replicating these features in a paper version is not always possible.
- Technology-based accommodations enable most students to test online; however, in instances in which the use of an accommodation is not feasible or appropriate, or if the administration of an online test is inappropriate due to a student's particular disability, a special request may be made to TEA for approval to administer a paper test booklet.
- The paper administration request document will be updated soon and will be posted on the TEA's District and Campus Coordinator Manual Resources webpage. We will begin accepting requests early in 2017.

Special Paper Request Process

- For students taking a braille test who are eligible for Language and Vocabulary Supports or Content Supports, contact TEA's Student Assessment Division at 512-463-9536 to discuss student options. It is possible to order a paper version of the assessment for this particular situation; however, special instructions may apply.

Proctor Codes for Signed Online Administrations

- For students who are deaf or hard-of-hearing who are eligible for
 - Oral/Signed Administration, **AND**
 - Language and Vocabulary Supports and/or Content Supports
- Students will take the STAAR online but are not able to access text-to-speech.
- A signed administration is allowed for those parts of the test that can be read aloud. Test administrators should be trained using the Oral/Signed Administration Guidelines and also read the specific guidelines for signing test content included in the General Instructions for Administering State Assessments to Students Who are Deaf or Hard of Hearing document.
- Similar to the December 2016 administration, proctor codes will be available to district testing coordinators and assistants in the Texas Assessment Management System to download and distribute to test administrators providing a signed administration of an online STAAR test.

Accommodations for STAAR Alternate 2, TELPAS, and TAKS

- Information about accommodations for students taking the following assessments can be found in the applicable manuals.
 - **STAAR Alternate 2:** *Educator Guide for STAAR Alternate 2* and the test administration manual
 - **Texas English Language Proficiency Assessment System (TELPAS):** test administration manual
 - **Texas Assessments of Knowledge and Skills (TAKS):** *Directions for District Coordinators, Campus Coordinators and Test Administrators* on the TAKS Resources webpage

Accessibility Resources

- Resources that are currently available.
 - Released tests
 - Teachers and students should become familiar with the online test prior to testing. Test administrator directions have been written with the assumption that all students taking an online STAAR test have accessed the tutorials and practice questions and are familiar with the online system.
 - STAAR Accommodations Update PowerPoint
 - Accommodation Policy Documents
 - Supplemental Aids PowerPoint

Accessibility Resources

- Resources that will be posted to the Accommodation Resources webpage soon.
 - Educator Guide to Accessibility within the STAAR Program
 - Updated Oral Administration Guidelines
 - General Instructions for Administering Large-Print State Assessments
 - General Instructions for Administering State Assessments to Students Who are Deaf or Hard of Hearing
 - General Instructions for Administering Braille State Assessments
 - Font and Point Sizes Matrices for STAAR, STAAR Spanish, TELPAS, and TAKS
 - Transcribing Griddable Questions Training Document and Student Documents

A grayscale photograph of students in a computer lab, viewed from the side. They are sitting at desks with multiple computer monitors and keyboards. The focus is on a young man in the foreground, with other students visible in the background. The image is overlaid with a blue gradient at the top and bottom.

STAAR Assessment Management System

Accessing the STAAR Assessment Management System

<http://www.TexasAssessment.com/>

The screenshot shows the homepage of the Texas Assessment Management System. At the top left is the logo and the text "Texas Assessment Management System". At the top right is a "Contact Us" link. Below the header is a blue bar with the text "Welcome to the Texas Assessment Management System". The main content area is divided into several sections: "The Texas Student Assessment Program consists of the following:" with a list of assessments; "The Texas Assessment Management System provides test administrators, educators, and families with the information and resources needed to prepare for and administer these assessments and to access assessment results and reports."; "STAAR Assessments" with a link to "For Administrators"; "STAAR Alternate 2, TELPAS, and TAKS Assessments" with links for administrators, educators, and families; "Texas Assessment Data Portal" with links for student, teacher, and analytic portals; "Summary Reports" with a link for district and campus reports; "Technology, Systems and Supports for Administrators" with a link to access technical guides; "Log In for Administrators" with a link to the STAAR Assessment Management System (highlighted with a red box); "Resources for All Assessment Programs" with various links; and "Out-of-District (OOD) and Out-of-School (OOS) Registration" with links to registration forms and directories.



<http://www.TexasAssessment.com/STAAR/>

The screenshot shows the sign-in page of the STAAR Assessment Management System. At the top left is the logo and the text "Texas Assessment Management System". At the top right is a "Help" link. Below the header is a blue bar with the text "Sign In". The main content area contains a sign-in form with fields for "Username:" and "Password:" and a "Sign In" button. Below the form are links for "Administrators" and "Administrators and Educators". At the bottom of the page are logos for TEA and ETS, and a copyright notice.



The screenshot shows the dashboard of the STAAR Assessment Management System. It features a blue header with a clock icon and the text "Dashboard: Welcome, Ray Gross".

Participation Counts

- Updated counts **MUST** be submitted separately for each administration.
- Updated counts should include total counts, not additions to default counts.
- Accommodations are embedded in online STAAR assessments. STAAR A and STAAR L are no longer applicable.
- Oral administration counts are included only for primary administrations with multiple test forms for each assessment.
- Algebra II and English III administration is optional for districts - all default counts are set to zero. Districts planning on participating must provide participation counts for students testing on paper.

Assessment Management System

Dashboard Profile TAMS Help Logout

Program

Organizations

Users

Students

Test Admins

Online Testing

Orders

View & Track

Participation Counts

Additional Materials

Ancillary Services

Reports

Participation Counts

Orders > Manage Participation Counts

Manage Participation Counts is used for viewing or entering student counts by test. Participation counts refer to the number of students who will be taking a test. Participation counts are used to determine test material quantities for paper-based test materials for the initial distribution. The participation counts can also be used for capacity planning for online testing. Participation counts can be updated within a specified participation collection window.

NOTE: Timestamps display in Eastern Time.

Viewing counts for
ETS UATHS I
MAY 2017 STAAR EOC (A1, BI, US)

DOWNLOAD CSV

The number in parenthesis is a count from the previous administration(s). Update your counts to include all eligible testers. Enter the updated counts in each field.

Subject	STAAR Paper	STAAR Oral Admin	STAAR Large Print	STAAR Online
Algebra I	(0) <input type="text" value="0"/>	(0) <input type="text" value="0"/>	(0) <input type="text" value="0"/>	(0) <input type="text" value="0"/>
Biology	(0) <input type="text" value="0"/>	(0) <input type="text" value="0"/>	(0) <input type="text" value="0"/>	(0) <input type="text" value="0"/>
U.S. History	(0) <input type="text" value="0"/>	(0) <input type="text" value="0"/>	(0) <input type="text" value="0"/>	(0) <input type="text" value="0"/>

CANCEL SUBMIT COUNTS

PEIMS vs. Local Data File Upload

- Selection must be made for each grades 3–8 primary administration:
 - March grades 4&7 writing
 - March grades 5&8 mathematics and reading
 - May grades 3–8
- March administration source PEIMS file = December snapshot
- May administration source PEIMS file = December snapshot or February PEIMS submission (if available)

Students > Upload

The screenshot shows the STAAR administration interface. On the left, a navigation menu has 'Students' and 'Upload' highlighted with red boxes. A blue arrow points from the 'Upload' option to a red alert box. The main content area shows the 'Students > Upload' page with the following details:

- Upload Type:** Regular
- Test Admin:** MAR 2017 Grades 4&7 WR
- District:** ETS UAT District I [999999998]
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

PEIMS vs. Local Data File Upload - Rules

- If a district uploads a local file containing a student who was previously registered in another district, the student registration will be transferred (“pulled in”) to the new district through the local file upload by including M in the ACTION-INDICATOR column.
- However, if a district selects a PEIMS source file data load containing a student who was previously registered by another district, the student registration will **NOT** automatically be transferred to the new district.
- If no selection is made by the precode deadline, the PEIMS source file will be automatically loaded.
- Districts that select to upload a local data file and fail to do so by the end of the paper registration (precode) window will **NOT** receive precoded materials.

Separate March and May Administrations

Student/Test Registration

- Registrations for March and May STAAR administrations are separate activities in the Assessment Management System.
- Districts must register students/upload student data for each administration separately to ensure students receive precoded answer documents or have access to online tests for all the grade level/subject tests required:
 - March grades 4 and 7 writing
 - March grades 5 and 8 mathematics and reading
 - March English I and English II
 - May grades 3–8
 - May Algebra I, biology, U.S. history
 - May Algebra II and English III

Separate March and May Administrations

Student/Test Registration (cont.)

- Student registration information for the March and May administrations will remain synced in the Assessment Management System – updates applied to student information for one administration will automatically be applied to the other. Districts **DO NOT NEED TO UPDATE** each administration separately.

NOTE: Does not apply to apply to March grades 5 and 8 mathematics and reading administration.

- Updates made to student demographic information for May test registrations after the March precode window has closed will **NOT** be included in the precode materials districts receive for the March administration.
- Districts that make changes to a student's *First Name*, *Last Name*, or *Date of Birth* after the precode window has closed **MUST** void the incorrect precoded answer document and hand-grid a blank answer document with the corrected student information.

Separate March and May Administrations

Reporting

- If a student transfers to a new district for the May administration after testing in a different district for the March administration, all scores will be reported to the district where the student tested in May.
- March grades 4 and 7 writing will be reported with May tests on one CSR.
- March grades 5 and 8 mathematics and reading are reported prior to the May administration and will be reported to the district where the student tested in March.
- March grades 5 and 8 mathematics and reading will also be reported on the CSR to the district the student tested in May if different from the testing district in March.

Student Data File Uploads - Reminders

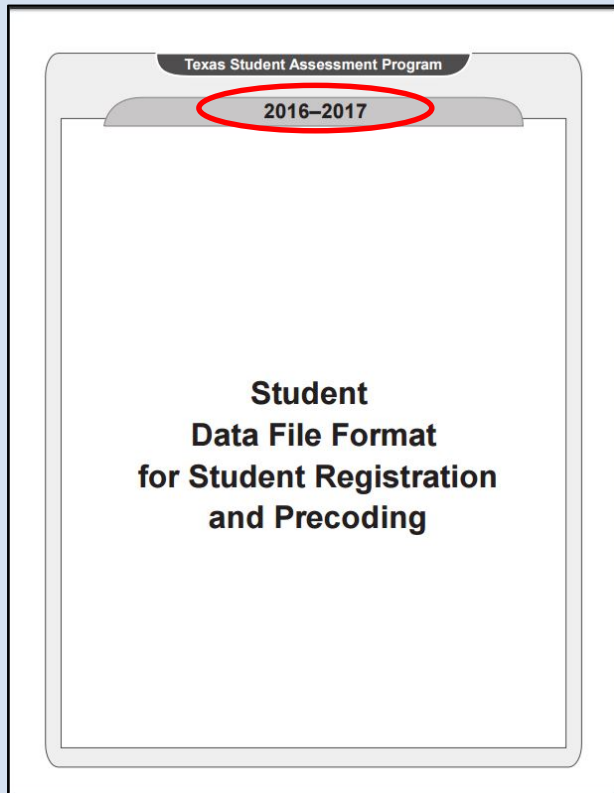
- The last uploaded student data file will override any existing registration information where differences exist.
- Fields left blank will override any existing student registration data with a null value.
- A student's Braille Indicator will revert to "No Braille" if the student's test registration is included in an upload file. Districts should remove the student from the uploaded file(s) if the Braille Indicator has already been manually set for the student's test registration.
- All records in the file that do not contain any errors or conflicts will upload successfully – any records containing errors or conflicts **MUST** be corrected and re-uploaded into the system successfully in order to establish or update a student registration.

Student Uploads – Points of Interest

- *2016–2017 Student Data File Format for Student Registration and Precoding* for upload file specifications and requirements
 - Personal Needs and Preferences (PNP) indicators can be uploaded via *Test Version* fields.
 - Separate online testing groups by subject may be established for grades 3–8 via subject-specific *ONLINE TEST GROUP NAME* fields. If no group name is provided, “NO GROUP NAME GIVEN” will be used.
 - Bulk delete functionality is enabled via the *Action-Indicator* field with a “D” code.
 - Bulk transfers “in” are allowed via the *Action-Indicator* field with an “M” code to move student registrations from campus to campus within a district or between districts.

2016–2017 Student Data File Format

- Available at <http://www.TexasAssessment.com/Technology/> or in the *Help* section of the Assessment Management System



Key Changes to the Student Data File Format for Student Registration and Precoding

The following changes have been made to the Student Data File Format for Student Registration and Precoding for 2016–2017.

An addendum has been added, starting on page 27, listing all fields in CSV column order. The addendum may be found in the *Help* section of the Assessment Management System.

Changes to STAAR Grades 3–8

- Test Code is required for all students.
- Sex Code is required for all students.
- Beginning Version Code, Winter Code, and Spring Code are required for all students.
- By entering online, with accommodations, or by entering online, with accommodations, the same online name in column 10 of the NAME CSV file.
- Action-Indicator is required for all students.

Changes to STAAR End-of-Course

- Sex Code is required for all students.
- The Group Paper as Version Code is required for all students.
- Beginning Version Code, PHIP action code, Action-Indicator, and May Indicator are required for all students.

Student Data File Format Cross-Reference STAAR Grades 3–8

DISTRICT INFORMATION	FIELD LENGTH	CSV FILE COLUMN
Campus-ID-of-Enrollment	9	B
District-Name	15	C
Campus-Name	15	D

Student Data File Format Cross-Reference STAAR End-of-Course

DISTRICT INFORMATION	FIELD LENGTH	CSV FILE COLUMN
Campus-ID-of-Enrollment	9	B
District-Name	15	C
Campus-Name	15	D

STUDENT INFORMATION		
Grade-Level-Code	2	A
Last-Name	15	F
First-Name	10	G
Middle-Initial	1	H
PEIMS-ID	9	I
Sex-Code	1	J
Date-of-Birth	6	K
Hispanic-Latino-Code	1	L
American-Indian-Alaska-Native-Code	1	M
Asian-Code	1	N
Black-African-American-Code	1	O
Native-Hawaiian-Pacific-Islander-Code	1	P
White-Code	1	Q
Local-Student-ID (assigned by district)	9	AZ

PRECODING INFORMATION		
Economic-Disadvantage-Code	1	S
Title-I-Part-A-Indicator-Code	1	S
Migrant-Indicator-Code	1	T
LEP-Indicator-Code	1	U
Bilingual-Program-Type-Code	1	V
ESL-Program-Type-Code	1	W
Special-Ed-Indicator-Code	1	X
Gifted-Talented-Indicator-Code	1	Y
At-Risk-Indicator-Code	1	Z
Career-And-Technical-Ed-Code	1	AA

TEST ADMINISTRATION INFORMATION		
Local Use	1	AB-AC
End of Course Code	2	AD
STAAR EOC Test Version Code	3	AE
Group-Name	20	AF
Test Format - EOC	1	AG
Home County/District/Campus Code	9	BH
Action-Indicator	1	AI

13 | 2016–2017 Student Data File Format for Student Registration and Precoding

2016–2017 Student Data File Format (Cont.)

Noted Key Changes:

Changes to STAAR Grades 3–8

- *Sex Code* will be required for all registrations.
- Beginning with the 2017 March and May 3–8 test administrations, the *Reading Test Version Code*, *Writing Test Version Code*, *Mathematics Test Version Code*, *Science Test Version Code*, and *Social Studies Test Version Code* fields will be used to register a student for the online administration using one or more of the new Personal Needs and Preferences (PNP) accommodation codes.
- By entering O in the *Test Version Code*, a STAAR test for grades 3–8 can now be delivered online, with no accommodations.
- For each subject being delivered as an online test, districts can now specify an *Online Test Group Name* (column BJ-BN). All students in the group for that subject will be listed in the same online test group. If a student has no online test group specified for a subject, the *Group Name* in column E will be used. If *Group Name* is not provided, then the group "NO GROUP NAME GIVEN" will be used for the online group.
- *Action-Indicator* will be used for STAAR grades 3–8 registrations beginning with the 2017 March and May test administrations.

Changes to STAAR End-of-Course (EOC)

- *Sex Code* will be required for all registrations.
- The *Group Name* field can now be used to specify a Group Name for tests being delivered on paper as well as online.
- Beginning with the 2017 March and May EOC test administration, the *STAAR EOC Test Version Code* will be repurposed and used to register a student for online testing using the PNP accommodation codes.
- *Action-Indicator* will be used for STAAR EOC registrations beginning with the 2017 March and May test administrations.

Personal Needs and Preferences (PNP)

Indicate embedded supports via:

- Upload file
- Registering a new student
- Manually editing an existing student registration

NOTE: Student test registrations with PNP accommodation codes will default to an online *Test Mode*.

PNP (Embedded Support) Codes:

- Content support = C
- Language and vocabulary supports = L
- Text-to-speech (TTS) = T

C L T

Personal Needs and Preferences (Cont.)

Upload File:

PEIMS Data Element ID and Code	Field Description and Answer Document Codes (PEIMS data element names are used where available)	ANS Doc Column Headings (And Codes)	CSV File Column	Field Length
	ELA SCORE CODE[†] NOTE: The following codes apply only to TAKS exit level. X = ARD Decision, do not score P = Student previously met passing standard in English language arts	(ELA)	AJ	1
	MATHEMATICS SCORE CODE[†] NOTE: The following codes apply only to TAKS exit level. X = ARD Decision, do not score P = Student previously met passing standard in mathematics	(M)	AK	1
E0023	LOCAL-STUDENT-ID Optional, assigned by the school district.	(LOCAL-STUDENT-ID)	AF	9
	END-OF-COURSE CODE[†] NOTE: The following codes are applicable for STAAR EOC and STAAR Alternate 2. A1 = Algebra I A2 = Algebra II (not applicable to STAAR Alternate 2) BI = Biology E1 = English I E2 = English II E3 = English III (Not applicable to STAAR Alternate 2) US = U.S. History		AI	2
	STAAR EOC TEST VERSION CODE[†] NOTE: The following field applies only to the STAAR EOC assessments. The following codes apply only to the Fall EOC administration. S = STAAR L = STAAR L A = STAAR A Effective 1/1/17 this column will denote the accommodations for a student, by EOC subject. Enter online testing accommodations needed for this subject: T = Text-to-Speech (includes click word) (delivered online) L = Language and Vocabulary Supports (delivered online) C = Content Supports (delivered online) Leave blank for no accommodations. NOTE: They may be entered in any order. No punctuation. Example: LT in this column is for a student that requires Text-to-Speech and Language and Vocabulary Supports. The test will be delivered online.	AVV	3	3
	NUMBER OF YEARS ENROLLED NOTE: Applicable for TELLPAC grades 1-12; not applicable for kindergarten.	SCHOOLS (YRS on "Register Students" screen)		
	1 = First enrolled in U.S. schools during part or all of the current school year 2 = Has been enrolled in U.S. schools for all or part(s) of 2 school years 3 = Has been enrolled in U.S. schools for all or part(s) of 3 school years 4 = Has been enrolled in U.S. schools for all or part(s) of 4 school years 5 = Has been enrolled in U.S. schools for all or part(s) of 5 school years 6 = Has been enrolled in U.S. schools for all or part(s) of 6 or more school years	(Y 1) (Y 2) (Y 3) (Y 4) (Y 5) (Y 6 or more)		

[†]This element is not part of the PEIMS data collection system.

23 | 2016-2017 Student Data File Format for Student Registration and Precoding

STAAR EOC TEST VERSION CODE[†]

NOTE: The following field applies only to the STAAR EOC assessments. The following codes apply only to the Fall EOC administration.

S = STAAR
L = STAAR L
A = STAAR A

Effective 1/1/17 this EOC subject

Enter online testing accommodations needed for this subject:

T = Text-to-Speech (includes click word) (delivered online)
L = Language and Vocabulary Supports (delivered online)
C = Content Supports (delivered online)
Leave blank for no accommodations.

NOTE: They may be entered in any order. No punctuation. Example: LT in this column is for a student that requires Text-to-Speech and Language and Vocabulary Supports. The test will be delivered online.

STAAR GRADES 3-8 TEST VERSION CODES

5. Beginning with the 2017 March and May 3-8 test administrations, the Reading Test Version Code, Writing Test Version Code, Mathematics Test Version Code, Science Test Version Code, and Social Studies Test Version Code fields will be used to register a student for the online administration using the new PNP accommodation codes.

The following accommodations are available for STAAR grades 3-8:

T = Text-to-Speech (includes click word) (delivered online)
L = Language and Vocabulary Supports (delivered online)
C = Content Supports (delivered online)
O = Deliver online with no accommodations
Blank = Deliver via paper

NOTES:

- Not all accommodations may be available for all tests.
- Each field may contain up to three of the T, L, C codes, in any order, with no punctuation. For example: LT in this column is for a student who requires Text-to-Speech and Language and Vocabulary Supports. The test will be delivered online.
- For online testing with no accommodations, O must be entered by itself with no other codes.
- To modify an existing registration, enter all the accommodations to be given to the student. The old accommodations will be replaced by the new set.

6. The Above Grade Code field is used if a student is testing above grade level for a specific subject. If a student is indicated as needing an above grade level assessment, you will receive both the enrolled grade answer document and the above grade answer document in your precode materials.

7. The Test Format field should be left blank. The system will default this to P for paper administrations. If a student has any PNP accommodations indicated in the test version code, (i.e. T, L, C, or O) the system will default to O for online administrations.

PNP Codes



Personal Needs and Preferences (Cont.)

Registering a New Student:

- PNP accommodation codes added during Step 2 of the register process (*Students>Register*)
- Established separately for each test
- Any combination of accommodations/embedded supports may be selected

NOTE: Text-To-Speech is the only PNP selection available for Algebra II and English III tests.

Assessment Management System

Dashboard Profile TAMS Help Logout

Program Register A Student Step: 1 2

Organizations Students Register A Student

Users

Students

View & Edit

Register

Upload

Resolution

Transfer

Test Admins

Online Testing

Orders

Reports

Step 2 is for entering test information. To save the registration, click submit. The information will NOT be saved unless both steps are completed and submitted.

Step 2: Add Test(s)

Test Administration: MAR 2017 STAAR EOC Student Grade: 12

Home Campus: Training HS [999999001] Home District Code: 999999000 Home District Name: Training ISD

Subject	Testing Grade	Test Info	Actions
Select	EOC	Version Mode: Online Registration Type: Regular Testing Campus (Not Used in EOC): Lawrence - Training HS[999999001] Online Testing Group: NO GROUP NAME GIVEN	

Personal Needs and Preferences (PNP)

Content Supports (C)

Language and Vocabulary Supports (L)

Text-to-Speech (T)

ADD ANOTHER TEST

CANCEL BACK SUBMIT

Personal Needs and Preferences (Cont.)

Edit existing student registrations:

- PNP accommodation codes may be manually added or removed from existing registrations via the Student Profile Tests tab (*Students > View & Edit*)

Assessment Management System

Dashboard Profile TAMS Help Logout

Program

Organizations

Users

Students

View & Edit

Register

Upload

Resolution

Transfer

Test Admins

Online Testing

Orders

Reports

Student Profile

Back to Results

Students > Edit A Student

Add or update the student's information. Required fields are marked with a red asterisk*.

RAY GROSS

Profile Tests Scores

Test Administration: MAR 2017 STAAR EOC Student Grade: 12

Home Campus: Training HS [999999001] Home District Code: 999999000 Home District Name: Training ISD

Add Tests

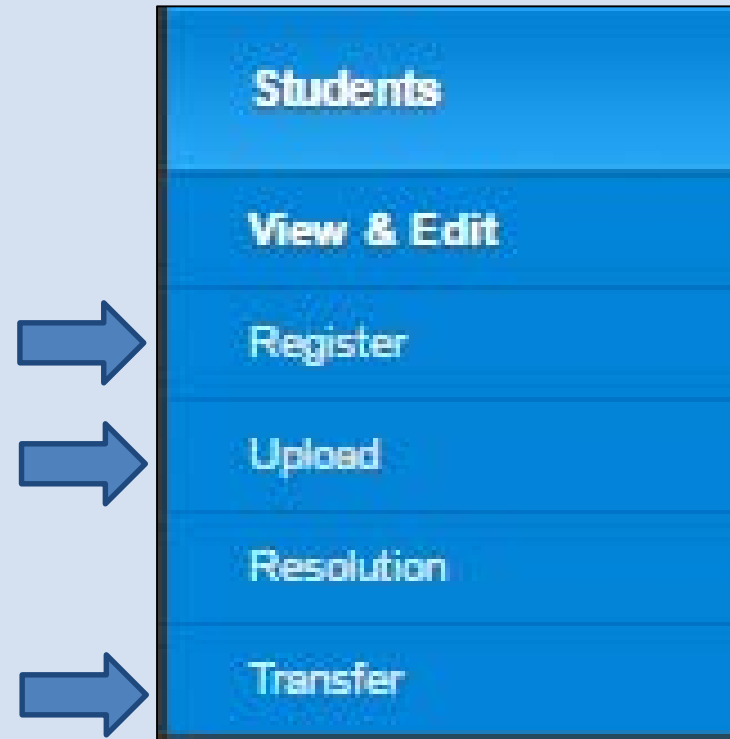
Subject	Testing Grade	Test Info	Actions
English I	EOC	<p>Version: STAAR</p> <p>Mode: Online</p> <p>Registration type: Regular</p> <p>Testing Campus (test times are local): Lawrence - Training HS[999999001]</p> <p>Online Testing Group: NO GROUP NAME GIVEN</p> <p>Personal Needs and Preferences (PNP): <input checked="" type="checkbox"/> Content Supports (C) <input type="checkbox"/> Language and Vocabulary Supports (L) <input checked="" type="checkbox"/> Text-to-Speech (T)</p>	

ADD ANOTHER TEST

DELETE STUDENT UPDATE

Student Transfers

- Students transferring to a new district may be “pulled in” by the new district, without the previous district transferring out or deleting the student.
- Students may be “pulled in” via:
 - Registration
 - Upload
 - Transfer In (PEIMS ID and **two** (PEIMS+2) of the three primary student identifiers [*First Name, Last Name, Date of Birth*] must match student’s registration data)
- Districts should check their transfer notifications or run a transfer report to monitor for students that have been transferred in by another district.



Student Registration - Reminders

- Districts may add or edit existing student registrations, including switching between paper and online tests, through the end of the testing window.
- Changes made to student registrations after the precode window closes (paper registration period) will not be reflected in precoded materials received.
- Student registrations associated with a precode cannot be deleted after the precode window closes.

NOTE: Changes to student registrations will not be allowed for up to three days after the precode window closes while precode files are being processed – all related system functionality will be disabled during this time.

Precode Verification Report

Download CSV is available prior to the close of the precode window.

- Lists all paper test registrations and corresponding precode data
- Can be used to verify precodes, allowing districts to make corrections prior to the close of precode window, as needed
- Updated nightly

Download PDF is available after the close of the precode window.

- Official list of all precodes district is scheduled to receive (including OOD/OOS)



Precode Verification Report (PDF)

- Lists all paper-based test registrations at the close of the precode window - one record for each precoded answer document that the district is scheduled to receive (serves as official record) – available at the campus level
- Organized by campus, subject, student (alpha order)

Run Date: 10/27/16		STAAR EOC: Dec 2016 CAMPUS PRECODE STUDENT LIST															PAGE 1									
DISTRICT = 999999000 Training ISD										CAMPUS = 999999001 Training HS																
----- FOR SCHOOL USE ONLY -----																										
LAST NAME	FIRST NAME	MI	DOB	PEIMS ID	GR	SEX	ETH	I	A	B	P	W	E	D	T	A	MS	L	B	ESL	SE	GT	AR	CT	LOCAL STUDENT ID	LOCAL USE
LEED	ANDREW		20001022	456490004	09																				456490004	
GROSS	RAY		19720914	456490001	11		1					1	0	0	0	0	0	0	0	0	0	1	1		456490001	
LEED	ANDREW		20001022	909090909	09																				909090909	
TOTAL STUDENTS LISTED = 3																										

NOTE: The CSV version of the *Precode Verification Report* is not available for download after the precode window closes. Districts wishing to have a CSV version of their precode report must save a copy prior to the precode deadline.

View and Track Orders

By Order Type:

- Additional
- Ancillary
- Initial

By Material Type:

- *Material Type* dropdown menu appears when Additional is selected.
- All braille materials are tracked as additional orders.

NOTE: Precode shipments can be tracked beginning with the May 2017 administrations.

The screenshot shows the 'View & Track' interface in the STAAR Assessment Management System. The 'Order Type' dropdown menu is highlighted with a red box, showing options: Select an Order Type, Additional, Ancillary Services, and Initial. The page includes a search bar, a sidebar with navigation options, and a 'SEARCH' button.

Order Type *
Additional
Select an Order Type
Additional
Ancillary Services
Initial



Material Type *
Regular
Regular
Braille

View and Track Orders (Cont.)

New Functionality

- Detailed tracking, down to the box level
- Print report functionality added
- Downloadable order details
- Near real time order status



Shipping Details

UPS tracking number links directly to shipper website for current shipping information.

View & Track

To search for an order, search using the criteria below, and then click the search button. The matching order(s) will display in the table below. To view an order, click the view order icon under the action's column. To download order detail, click the download icon under the actions column. To track an order, click the track icon under the actions column.

NOTE: Initial order includes testing materials shipped to districts based on submitted participation counts. To view quantities by campus, download the order details.

Search for Order

Order Type * Initial Test Administration * DEC 2016 STAAR EOC

District *

Results: 6

#	Order Number	Type	Order Date	Status
1	TE56316913	Initial	Sep 26, 2016	Delivered
2	TE56316912	Initial	Sep 26, 2016	Delivered
3	TE56316911	Initial	Sep 26, 2016	Delivered
4	TE56316910	Initial	Sep 26, 2016	Delivered
5	TE56316909	Initial	Sep 26, 2016	Delivered
6	TE56316908	Initial	Sep 26, 2016	Delivered

View Order Detail

View details of this order:

Order Number: TE56316913 Order Type: Initial

Organization: Test Administration: EOC122016R

Parent Organization: EOC122016R

Order Content Name: Email: Shipping Address: Attention: *

Order Status

1 Placed 09/28/16 2 Processing Complete 3 Shipping Begun 10/24/16 4 Delivered 10/25/16

Shipment Information

Total Number of Shipments: 4

Shipment 1

Tracking Number	Box Number	Carrier	Estimated Delivery	Shipping Status
1Z2E3R760312901808		UPS	2016/10/25	Delivered

Shipment 2

Tracking Number	Box Number	Carrier	Estimated Delivery	Shipping Status
1Z2E3R760312901791		UPS	2016/10/25	Delivered

Shipment 3

Tracking Number	Box Number	Carrier	Estimated Delivery	Shipping Status
1Z2E3R760312902496		UPS	2016/10/25	Delivered

Shipment 4

Tracking Number	Box Number	Carrier	Estimated Delivery	Shipping Status
9372121		UPS	2016/10/25	Delivered

Material ID Material Name Quantity

Material ID	Material Name	Quantity
763029	TXSTAAR EOC ITB ALG I DEC16	20
763027	TXSTAAR EOC ITB ENG I DEC16	60
763029	TXSTAAR EOC ITB ENG II DEC16	40

Ordering Braille Materials

- Initial orders of braille materials are placed during the precode file submission window.
- Braille test versions are not rolled over from one administration to the next. Districts **MUST** indicate braille test version (contracted or uncontracted) for all students requiring a braille test for each administration during the precode window in order to receive precoded documents and braille materials.
- Districts needing to order additional braille materials (after the precode window closes) **MUST** contact the Texas Assessment Support Center.

STAAR Assessment Management System

Dashboard Profile TAMS Help Logout

Program Student Profile Back to Results

Organizations Students Edit A Student

Add or update the student's information. Required fields are marked with a red asterisk.*

RAY GROSS Profile Tests Scores

Test Administration MAR 2017 STAAR EOC Student Grade 12

Home Campus Training HS [999999001] Home District Code 999999000 Home District Name Training ISD

Add Tests

Subject	Testing Grade	Test Info	Actions												
English I	EOC	<table border="1"><tr><td>Version</td><td>STAAR</td></tr><tr><td>Mode</td><td>Paper</td></tr><tr><td>Registration Type</td><td>Regular</td></tr><tr><td>Testing Campus (Test sites are local)</td><td>Lawrence - Training HS[999999001]</td></tr><tr><td>Paper Group</td><td>NO GROUP NAME GIVEN</td></tr><tr><td>Braille Indicator</td><td>No Braille</td></tr></table>	Version	STAAR	Mode	Paper	Registration Type	Regular	Testing Campus (Test sites are local)	Lawrence - Training HS[999999001]	Paper Group	NO GROUP NAME GIVEN	Braille Indicator	No Braille	
Version	STAAR														
Mode	Paper														
Registration Type	Regular														
Testing Campus (Test sites are local)	Lawrence - Training HS[999999001]														
Paper Group	NO GROUP NAME GIVEN														
Braille Indicator	No Braille														

DELETE STUDENT UPDATE

Ordering Braille Materials – Alert!

- A student's Braille Indicator will revert to *No Braille* if the student's test registration is included in an upload file after having already been manually set to *Contracted* or *Uncontracted*.
- Districts should either
 - set a student's Braille Indicator after the last student data file has been uploaded and no updates are foreseen.
 - **OR** remove the braille student from the student data upload file if the Braille Indicator has already been manually applied to the student's test registration.
- Districts may continue to make manual edits to students registration information (as needed) without impacting the Braille Indicator.

Online Testing – Updates and Reminders

- Manage online testing groups
- Test tickets/Rosters with PNP indicators
- Downloadable proctor tickets
- Importing test tickets
- Online test attributes



The screenshot displays the STAAR Assessment Management System interface. The main page is titled "Manage Online Testing" and includes a sidebar with navigation options: Program, Organizations, Users, Students, Online Testing (selected), Manage Online Testing, LCS Management, Orders, and Reports. The main content area shows search filters for Test Administration (DEC 2016 STAAR EOC), Subject (Algebra I), and Testing Grade (EOC). A "Session At A Glance" section indicates "Ready to Test 197" and "Total Groups: 11". A table lists groups 1 through 5. A "Search For Student" modal window is open, providing instructions for adding students from other campuses. It includes fields for Subject (A1), Testing Grade (EOC), Group (Group 01), PEIMS # (456490004), First Name (ANDREW), Last Name (LEED), and Date of Birth (mm/dd/yyyy). A "SEARCH" button is present. Below the search results, a table shows one student: ANDREW LEED, PEIMS ID *****0004, Grade EOC, Date of Birth Oct 22, 2000 12:00:00 AM, and an "IMPORT TICKET" button. A "CANCEL" button is also visible.

Manage Online Testing Groups

- Edit existing online testing groups
- Create online testing groups

NOTE: Grades 3–8 students can be assigned to different testing groups by subject starting with the March 2017 administrations.

The screenshot shows the STAAR Assessment Management System interface. The left sidebar contains a navigation menu with the following items: Program, Organizations, Users, Students, Test Admins, Online Testing (highlighted in red), Manage Online Testing, LCS Management, Groups (highlighted in red), Orders, and Reports. The main content area is titled 'Groups' and includes a breadcrumb trail: Online Testing > Online Testing Groups > View & Edit Groups. Below the breadcrumb, there are two buttons: 'View & Edit Groups' and 'Create Group', both highlighted in red. The page displays a table with one group: 'NO GROUP NAME GIVEN' with 1 online student. The table has columns for '#', 'Group Name', '# Online Students', and 'Actions'. A 'Download Groups' button is located at the bottom of the table.

#	Group Name	# Online Students	Actions
1	NO GROUP NAME GIVEN	1	 

Edit Existing Online Testing Groups

- Edit/Manage student groups via the *Online Testing > Groups > View & Edit Groups* tab

Assessment Management System

Program

Organizations

Users

Students

Test Admins

Online Testing

Manage Online Testing

LCS Management

Groups

Orders

Reports

Groups

Online Testing Groups

View & Edit Groups

Create Group

Test Administration * MAR 2017 STAAR EOC

Campus * Training HS [9999999001]

Training ISO [0000000000]

Group Name

Search Group Name

VIEW GROUPS

Results: 6

#	Group Name	# Online Students	Actions
1	NO GROUP NAME GIVEN	1	[Edit] [Delete] [Add]
2	Test Group 2	1	[Edit] [Delete] [Add]
3	Test Group 3	1	[Edit] [Delete] [Add]
4	Test Group 4	1	[Edit] [Delete] [Add]
5	Test Group 5	1	[Edit] [Delete] [Add]
6	Test Group 6	1	[Edit] [Delete] [Add]

Download Groups

Click the *Edit* icon to move students between groups



Online Testing

Manage Online Testing

LCS Management

Groups

Orders

Reports

Group Properties

Group Name: Test Group 2

Campus: Training HS

Test Administration: MAR 2017 STAAR EOC

Select Students to add to the group

Use the following filters to search for students to add to the group.

Subject * English I

Testing Grade * EOC

Group All Groups

Personal Needs & Preferences (PNP)

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

Results from selected criteria: 2 students

Student	Group
RAY GROSS PEIMS ID: ****0000	NO GROUP NAME GIVEN PNP: C, T
RAY GROSS-THREE PEIMS ID: ****0003	Test Group 3 PNP: C, T

Students Enrolled in Test Group 2

Student	Subject	Testing Grade
RAY GROSS-TWO PEIMS ID: ****0002	English I	EOC

ADD TO

REMOVE

CANCEL

SAVE GROUP

Create New Online Testing Groups

- New groups can be created via *Online Testing > Groups > Create Group* tab.

The screenshot shows the 'Create Group' page in the STAAR Assessment Management System. The left sidebar contains navigation options: Program, Organizations, Users, Students, Test Admins, Online Testing (highlighted), Manage Online Testing, LCS Management, Groups, Orders, and Reports. The main content area is titled 'Groups' and includes a 'Create Group' button highlighted with a red box. Below this is the 'Enter New Group Properties' section with fields for 'Test Administration' (MAR 2017 STAAR EOC), 'Campus' (Training HS [999999001]), and 'Group Name' (Test Group 7). A 'CONTINUE' button is located at the bottom right of this section.

Click **CONTINUE** to
Create new Group
and add students



The screenshot shows the 'Add Students' page in the STAAR Assessment Management System. The page title is 'Online Testing Groups'. It includes a 'View & Edit Groups' button and a 'Create Group' button. Below this is the 'Enter New Group Properties' section with fields for 'Test Administration' (MAR 2017 STAAR EOC), 'Campus' (Training HS [999999001]), and 'Group Name' (Test Group 7). The 'Select Students to add to the group' section includes filters for 'Subject' (English I), 'Testing Grade' (EOC), and 'Group' (All Groups). There are checkboxes for 'Personal Needs & Preferences (PNP)' such as 'Content Supports (C)', 'Language and Vocabulary Supports (L)', and 'Text-to-Speech (T)'. The 'Results from selected criteria: 3 students' section shows a table with columns for 'Student' and 'Group'. The table contains three rows of student data. To the right of the table is a 'Students Enrolled in Test Group 7' section with a table for 'Student', 'Subject', and 'Testing Grade'. There are 'ADD TO' and 'REMOVE' buttons between the two tables. A 'CANCEL' button is at the bottom left and a 'SAVE GROUP' button is at the bottom right.

Test Tickets/Rosters with PNP Indicators

- 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.

STAAR State of Texas Assessments of Academic Readiness
May 2016 STAAR Grades 3–8 Online Testing
Testing Group Roster and Student Test Tickets
Archer 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 student test ticket with the correct name printed on it.
3. Ensure students enter the unique username, password, and Session ID info 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. Student test tickets are secure materials and need to be returned to the campus coordinator.

Personal Needs and Preferences

STAAR Science 08 20010134414 July 2016 STAAR EOC Smith Grade 8 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	- - -
Buchanan	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	Sep 12, 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: **jamith001**
Password: **sedan626**
Session ID: **20010134414**

Downloadable Proctor Tickets

- District-specific proctor tickets are available for download via *Online Testing > Manage Online Testing* (DTCs only).
- Available for test administrators who are signing test content to students in need of reading support who are unable to access text-to-speech.

NOTE: Proctor tickets are secure materials and should be treated as such.

The screenshot displays the STAAR Assessment Management System interface. The main heading is "Manage Online Testing". Below this, there is a search section for sessions with dropdown menus for "Test Administration" (DEC 2016 STAAR EOC), "Subject" (Algebra I), and "Testing Grade" (EOC). There are also input fields for "Campus" (Training HS [999999001]) and "Training ID" ([999999000]). A "SEARCH" button is located to the right of these fields.

Below the search section is a "Session At A Glance" section with four circular indicators:

- Ready to Test: 197
- In Progress: 0
- Alerts: 3
- Submitted: 0

Below this is a "Total Groups: 11" section with a table of test groups:

#	Group Name	Ready to Test	In-Progress	Alerts	Submitted	Actions
1	Group 01	15	0	3	0	🔍
2	Group 02	19	0	0	0	🔍
3	Group 03	21	0	0	0	🔍
4	Group 04	20	0	0	0	🔍
5	Group 05	20	0	0	0	🔍

Importing Test Tickets

- PEIMS ID and **two** (PEIMS+2) of the three other primary student identifiers (*First Name, Last Name, Date of Birth*) are required.
- Student must be registered for an online test in the subject of the ticket being imported.
- Student registration is transferred to new district – test ticket is immediately available.



NOTE: Registered OOD students will have their test ticket made available only to the testing districts. The student's test registration remains at the home campus – testing districts do not need to transfer registered OOD students back to their home CDC after testing.

Search For Student

In order to add an online-testing student from another campus to your roster, you must correctly match the PEIMS ID, First Name, Last Name, and Date of Birth from their registration. Importing the ticket will update the student's testing campus, session and group and will only impact their registration for this specific test enrollment.


Subject	Testing Grade	Group
A1	EOC	Group 01

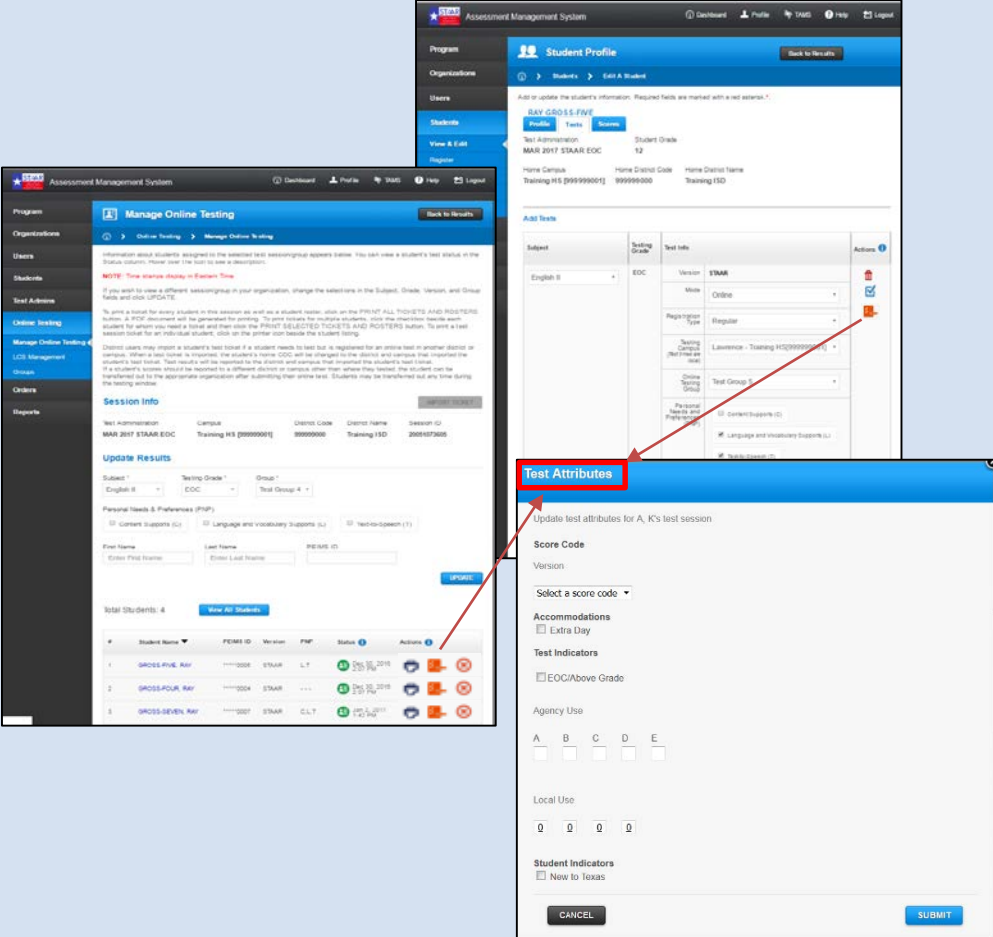
PEIMS # First Name Last Name

Date of Birth  

#	Name	PEIMS ID	Grade	Date of Birth	Actions
1	ANDREW,LEED	*****0004	EOC	Oct 22, 2000 12:00:00 AM	<input type="button" value="IMPORT TICKET"/>

Online Test Attributes

-  used to update score codes and accommodations through the close of the testing window
- Accessed via a student's profile page (*Students > View & Edit > Tests* tab) or the online testing group search results page (*Online Testing > Manage Online Testing*)
- Inactive tests, tests that have been started and not submitted, and all submitted tests default to "Scored" at close of testing window.
- Expired tests default to "DNR" (Void) at close of testing window.



The screenshot displays the STAAR Assessment Management System interface. The main window shows the 'Manage Online Testing' page with a table of test results. A red arrow points from the 'Test Attributes' column in the table to a modal window titled 'Test Attributes'. The modal window contains the following fields:

- Update test attributes for A, K's test session**
- Score Code**
 - Version
 - Select a score code
- Accommodations**
 - Extra Day
- Test Indicators**
 - EOCA/Above Grade
- Agency Use**
 - A B C D E
- Local Use**
 - Q Q Q Q
- Student Indicators**
 - New to Texas
- CANCEL** and **SUBMIT** buttons.

Student Resolution

Multi-step resolution process:

- **Step 1** - match records
- **Step 2** - correct records and submit



Unresolved held record – click *edit* icon to resolve



Resolved held record – click *view* icon to see resolved held record details



Flagged – click *edit* icon if updated information is available to resolve the record

#	Status	Subject	PEIMS	First Name	MI	Last Name	Reason	Actions
1	!	Biology	089993429	ONEOO	---	ONEOO	Missing Student Data	
2	!	Biology	089993430	ONEPP	---	ONEPP	Missing Student Data	
3	!	Algebra I	010000001	BBBBBBBBB	B	---	Missing Student Data	
4	✓	Algebra I	089999523	ONEII	---	ONEII	Missing Student Data	
5	✓	English I	010000001	BBBBBBBBB	B	---	Missing Student Data	

Student Resolution

Held Records – Reasons

Hand-gridded answer document contains:

- Conflicting student data (with directory)
- Missing student data
- Missing PEIMS ID
- Potential mismatch (with directory)

Reason Key

Conflicting Student Data

The Answer Document and the Registration/Student Directory data (based on matching PEIMS IDs) are conflicting in two of the following fields: First Name, Last Name, Date of Birth.

Missing Student Data

The Answer Document had two or more of the following fields left blank: First Name, Last Name, Date of Birth.

Missing PEIMS ID

There was no PEIMS ID provided on the Answer Document. You must find a new match.

Potential Mismatch

The Answer Document and the Registration/Student Directory data (based on matching PEIMS IDs) are conflicting in all three of the following fields: First Name, Last Name, Date of Birth. In this case, these records often represent different students, and you will need to find a new match.

Student Resolution

Match Records – Step 1

1. Review Answer Sheet
2. Review System Record

NOTE: A potential match will be provided if the PEIMS indicated on the answer document matches a system record.

3. Select Option

- Find New Match
- Flag for Review
- Continue with Match

Organizations > Students > Student Resolution > Resolve Hold

Users

Students

View & Edit

Register

Upload

Resolution

Transfer

Online Testing

Orders

Reports

The answer document data in the table below did not match the student registration data or is missing. If the answer document data has a missing or incorrect PEIMS ID, use the pencil icon in the Potential Match column to search for the correct PEIMS ID and then match the other fields as needed.

Once the record is submitted, you will not be able to make further updates at this time.

Answer Document Data

Local ID: 1 Test Admin: FALL 2015 EOC Test Version: STAAR
Subject: Algebra I Grade: EOC Testing Campus: (258999001) ZEBRA H S

Data Resolution

Step 1: Match Records Step 2: Correct Record

Compare answer sheet and system record and select next step below. NOTE: Home district and campus are provided for reference only. No changes to organizations can be made in the resolution windows.

Answer Sheet

PEIMS ID	910000001
First Name	BBBBBBBBB
Middle Initial	B
Last Name	--
Date of Birth	--
Sex	M
Home Campus	ZEBRA H S [258999001]
Home District	ZZ CRUSE ISD [258999000]

System Record

Matched based on PEIMS ID

No Match Found

PEIMS ID	--
First Name	--
Middle Initial	--
Last Name	--
Date of Birth	--
Sex	--
Home Campus	--
Home District	--

Answer document does not match the system -OR- Answer Document PEIMS ID is incorrect.

System record PEIMS is wrong -OR- Not enough information to resolve.

Answer sheet and system record belong to the same student.

Student Resolution

Potential Mismatch

- If there is a PEIMS match, but the *First Name*, *Last Name*, and *Date of Birth* all conflict, the Issue Type shown is *Potential Mismatch*.
- Suspect fields will display in red.
- Click ***Find New Match*** to resolve the record.
- Click ***Flag for Review*** if there is not enough information to find a new match.

PEIMS ID	456123456
First Name	Nickolas
Middle Initial	L
Last Name	Morquecho
Date of Birth	09/27/2001
Sex	Male
Home Campus	ARCHER CITY EL [005901000]
Home District	ARCHER CITY ISD [005900000]

Student Resolution

Find New Match – No Match Found

- Enter *PEIMS ID* **OR** any two of the following: *First Name*, *Last Name*, or *Date of Birth* to search.
- If a potential match is not found in the system records or student directory, a user may create a new registration.

The screenshot shows a web interface titled "Find Alternate Match". It contains a section for "Answer Sheet Data" with fields for PEIMS ID (910000001), First Name (BBBBBBBBBB), MI (B), Last Name (--), Date of Birth (--), and Sex (M). Below this is a "Search System Records" section with a search description and input fields for PEIMS ID (456490001), First Name (Ray), Last Name (Gross), and Date of Birth (Select Date of Birth). A "SEARCH" button is present. The "Search Results" section shows "No matches found. Refine your search terms to continue searching." Below this is an "Add New Registration" section with a message explaining that the PEIMS ID does not exist and a blue "ADD NEW REGISTRATION" button. A "CANCEL" button is at the bottom. Two red boxes highlight the "ADD NEW REGISTRATION" button and the "Search Results" message. Red arrows point from the text in the left column to these two elements.

Student Resolution

Find New Match – One Match Found

- If a single potential match is found in the system records, the user may click the **USE THIS RECORD** button.
- Users should only click **USE THIS RECORD** if they are confident and have verified that the match found is for the correct student.

Find Alternate Match

Answer Sheet Data

PEIMS ID: 515406113 First Name: DAVIE MI: L Last Name: DAAG
Date of Birth: May 5, 2000 Sex: F

Search System Records

Search student registration and PEIMS data to find another record for the student. The system will only provide result if the PEIMS ID or the First Name, Last Name and Date of Birth match exactly with the data you provided.

PEIMS ID *

-OR-

First Name * Last Name * Date of Birth *
Davie Daag May 5, 2000

RESET **SEARCH**

Search Results

Match found. Click the Use this Record button to select the record as the new System Record match.

#	Student	Action												
1	<table border="1"><thead><tr><th>PEIMS ID</th><th>First Name</th><th>Middle Initial</th><th>Last Name</th><th>Date of Birth</th><th>Sex</th></tr></thead><tbody><tr><td>111222333</td><td>DAVIE</td><td>X</td><td>DAAG</td><td>May 5, 2000</td><td>M</td></tr></tbody></table> <p>Home Campus Home District Source</p> <p>ADAMS MIDDLE [125901043] ALICE ISD [125901000] Student Registration</p>	PEIMS ID	First Name	Middle Initial	Last Name	Date of Birth	Sex	111222333	DAVIE	X	DAAG	May 5, 2000	M	USE THIS RECORD
PEIMS ID	First Name	Middle Initial	Last Name	Date of Birth	Sex									
111222333	DAVIE	X	DAAG	May 5, 2000	M									

CANCEL

Student Resolution

Find New Match – Multiple Matches Found

- Depending on the search criteria entered, more than one potential match may be returned.
- If one or more matches appear, verify which if any is the correct match and click ***USE THIS RECORD*** next to the correct match.

The screenshot shows a web interface titled "Find Alternate Match". It contains a section for "Answer Sheet Data" with the following information: PEIMS ID: 515406113, First Name: DAVIE, MI: L, Last Name: DAAG, Date of Birth: May 5, 2000, Sex: F. Below this is a "Search System Records" section with a search criteria form. The form has fields for PEIMS ID, First Name (containing "Davie"), Last Name (containing "Daag"), and Date of Birth (containing "May 5, 2000"). There are "RESET" and "SEARCH" buttons. The "Search Results" section shows a message: "Match found. Click the Use this Record button to select the record as the new System Record match." Below this is a table with two rows of results. Each row has a "Student" section and an "Action" section with a "USE THIS RECORD" button. Red arrows point from the text in the list to these buttons.

#	Student	Action																								
1	<table border="1"><thead><tr><th>PEIMS ID</th><th>First Name</th><th>Middle Initial</th><th>Last Name</th><th>Date of Birth</th><th>Sex</th></tr></thead><tbody><tr><td>222333444</td><td>DAVIE</td><td>Z</td><td>DAAG</td><td>May 5, 2000</td><td>M</td></tr><tr><td colspan="2">Home Campus</td><td colspan="2">Home District</td><td colspan="2">Source</td></tr><tr><td colspan="2">ADMIN SERVICES [101903199]</td><td colspan="2">ALIEF ISD [101903000]</td><td colspan="2">Student Registration</td></tr></tbody></table>	PEIMS ID	First Name	Middle Initial	Last Name	Date of Birth	Sex	222333444	DAVIE	Z	DAAG	May 5, 2000	M	Home Campus		Home District		Source		ADMIN SERVICES [101903199]		ALIEF ISD [101903000]		Student Registration		<input type="button" value="USE THIS RECORD"/>
PEIMS ID	First Name	Middle Initial	Last Name	Date of Birth	Sex																					
222333444	DAVIE	Z	DAAG	May 5, 2000	M																					
Home Campus		Home District		Source																						
ADMIN SERVICES [101903199]		ALIEF ISD [101903000]		Student Registration																						
2	<table border="1"><thead><tr><th>PEIMS ID</th><th>First Name</th><th>Middle Initial</th><th>Last Name</th><th>Date of Birth</th><th>Sex</th></tr></thead><tbody><tr><td>111222333</td><td>DAVIE</td><td>X</td><td>DAAG</td><td>May 5, 2000</td><td>M</td></tr><tr><td colspan="2">Home Campus</td><td colspan="2">Home District</td><td colspan="2">Source</td></tr><tr><td colspan="2">ADAMS MIDDLE [125901043]</td><td colspan="2">ALICE ISD [125901000]</td><td colspan="2">Student Registration</td></tr></tbody></table>	PEIMS ID	First Name	Middle Initial	Last Name	Date of Birth	Sex	111222333	DAVIE	X	DAAG	May 5, 2000	M	Home Campus		Home District		Source		ADAMS MIDDLE [125901043]		ALICE ISD [125901000]		Student Registration		<input type="button" value="USE THIS RECORD"/>
PEIMS ID	First Name	Middle Initial	Last Name	Date of Birth	Sex																					
111222333	DAVIE	X	DAAG	May 5, 2000	M																					
Home Campus		Home District		Source																						
ADAMS MIDDLE [125901043]		ALICE ISD [125901000]		Student Registration																						

Student Resolution

Verify Selected Match

- Compare the *System Record* selected match with the *Answer Sheet* information.
- After confirming that the student match is correct, click the ***Continue with Match*** button.

Data Resolution

Step 1: Match Records Step 2: Correct Record

Compare answer sheet and system record and select next step below. NOTE: Home district and campus are provided for reference only. No changes to organizations can be made in the resolution windows.

Answer Sheet

PEIMS ID	515406113
First Name	DAVIE
Middle Initial	L
Last Name	DAAG
Date of Birth	May 5, 2000
Sex	F
Home Campus	ALICE H S [125901001]
Home District	ALICE ISD [125901000]

System Record

User selected a new match.

Student Registration

PEIMS ID	222333444
First Name	DAVIE
Middle Initial	Z
Last Name	DAAG
Date of Birth	May 5, 2000
Sex	M
Home Campus	ADMIN SERVICES [101903199]
Home District	ALIEF ISD [101903000]

Compare

Answer document does not match the system -OR- Answer Document PEIMS ID is incorrect. **Find New Match**

System record PEIMS is wrong -OR- Not enough information to resolve. **Flag for Review**

Answer sheet and system record belong to the same student. **Continue with Match**

CANCEL **RESET** **CONTINUE**

Student Resolution

Continue with Match

- The ***Continue with Match*** button turns green after being clicked and the ***CONTINUE*** button is activated.
- Users should not click ***CONTINUE*** (to step 2) unless they are confident they have found the correct student record match.
- If there are any doubts or not enough information to identify a match, click ***Flag for Review*** and contact the Texas Assessment Support Center.

Data Resolution

Step 1: Match Records → Step 2: Correct Record

Compare answer sheet and system record and select next step below. NOTE: Home district and campus are provided for reference only. No changes to organizations can be made in the resolution windows.

PEIMS ID	515406113
First Name	DAVIE
Middle Initial	L
Last Name	DAAG
Date of Birth	May 5, 2000
Sex	F
Home Campus	ALICE H S [125901001]
Home District	ALICE ISD [125901000]

PEIMS ID	222333444
First Name	DAVIE
Middle Initial	Z
Last Name	DAAG
Date of Birth	May 5, 2000
Sex	M
Home Campus	ADMIN SERVICES [101903199]
Home District	ALIEF ISD [101903000]

Answer document does not match the system -OR- Answer Document PEIMS ID is incorrect.

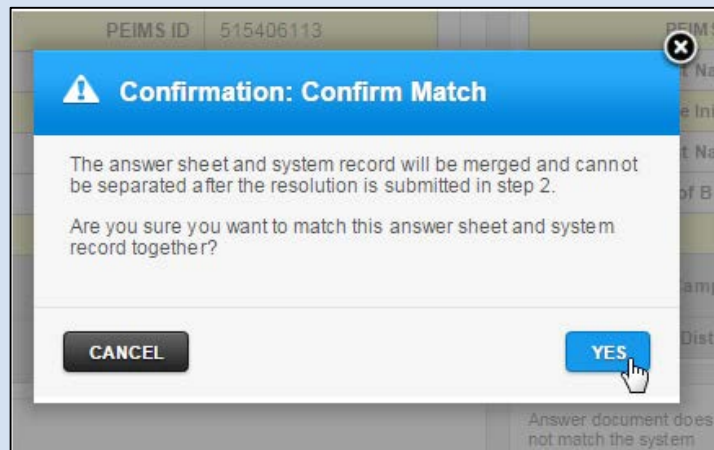
System record PEIMS is wrong -OR- Not enough information to resolve.

Answer sheet and system record belong to the same student.

Student Resolution

Resolving Held Records

- Incorrectly resolved records could potentially merge the record of two different students together and will cause delays in proper reporting of scores for the students impacted.
- If there is any doubt, click **CANCEL** and **Flag for Review**. Do **NOT** proceed to Step 2 unless you are certain that the match selected is correct.



Student Resolution

Correct Record – Step 2

- Compare the information in the Answer Sheet column with the information in the Student Registration column containing the match selected.
- Enter the correct, missing, or conflicting data in the Corrected Record column.
- Click **Submit Resolution** to resolve the held record.

Data Resolution

Step 1: Match Records Step 2: Correct Record

You have confirmed that the Answer Sheet and the System Record represent the same student. In step 2 you must select or type the correct value for any conflicting or missing fields highlighted below. Once all editable fields in the Corrected Record column are complete, click Submit Resolution.

Matched Records		Corrected Record
Answer Sheet	Student Registration User selected a new match.	
PEIMS ID	515406113 222333444	222333444
First Name	DAVIE DAVIE	DAVIE
Middle Initial	L Z Compare Enter Correct Value	Enter Middle Initial
Last Name	DAAG DAAG	DAAG
Date of Birth	May 5, 2000 May 5, 2000	May 5, 2000
Sex	F M Compare Enter Correct Value	Enter Sex
Home Campus	ALICE H S [125901001] ADMIN SERVICES [101903199]	ALICE H S [125901001]
Home District	ALICE ISD [125901000] ALIEF ISD [101903000]	ALICE ISD [125901000]

CANCEL Back to Step 1 **SUBMIT RESOLUTION**

Student Resolution

Resolved Record

- Successfully matched fields are noted in gold.
- Fields requiring resolutions are highlighted in yellow.
- Check marks indicate selected values from either the Answer Sheet or selected match record.

The screenshot shows the 'Resolve Hold' interface for a student. The breadcrumb trail is: Students > Student Resolution > Resolve Hold. A message states: 'The answer sheet data in the table below did not match the student registration data or is missing. The highlighted data doesn't match or is missing.'

Answer Document Data

Local ID: Test Admin: Mar/May 2016 3-8 Primary Test Admin Test Version: STAAR
Subject: Mathematics Grade: 05 Testing Campus:

Data Resolution

Step 1: Match Records | Step 2: Correct Record

	Answer Sheet	Student Registration
PEIMS ID	37048	37048
First Name	ALBERT	SAL ✓
Middle Initial	E	E
Last Name	R	R
Date of Birth	Apr 26, 2000 ✓	Apr 26, 1950
Sex	M ✓	F
Home Campus		--
Home District		--

Corrected Record

- 606187048
- SAL
- E
- R
- Apr 26, 2000
- M

CANCEL

Updating Test Information and Score Codes

- Test taken information and score code updates are completed during separate windows.
- Refer to the *Calendar of Events* for dates

Assessment Management System

Dashboard Profile TAMS Help Logout

Program

Organizations

Users

Students

View & Edit

Register

Upload

Resolution

Transfer

Test Admins

Online Testing

Orders

Reports

Student Profile

Back to Results

Profile Tests Scores

Add or update the student's information. Required fields are marked with a red asterisk.*

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Scores for completed tests are available as indicated below.

Test Administration
DEC 2016 STAAR EOC

Subject	Grade	Mode	Score Code	Status	Last Updated	Doc ID	CTR ID	Actions
U.S. History	EOC	Paper	Score	Score Received	Dec 2, 2016	100009732	0042050600000541	

Test Info

Test Version: Current: STAAR, Change to: --Select Option--

Braille Indicator: Current: No Braille, Change to: Braille

Language: Current: English, Change to: --Select Option--

Score Code: Current: 5 - Score, Change to: A - Absent

Submit Test Info Change

Submit Score Code Change

Subject	Grade	Mode	Score	Score Received	Last Updated	Doc ID	CTR ID	Actions
Biology	EOC	Paper	Score	Score Received	Dec 2, 2016	100009732	00420406000000216	
Algebra I	EOC	Paper	Score	Score Received	Dec 2, 2016	100009732	00420106000000023	

Test Info Change

Test Info changes can include updates to the Test Version, Braille Indicator or Language. Once a test info change has been submitted, a new Confidential Student Report (CSR) is generated. While the CSR is being generated, the score record will not be available for editing.

CLOSE

Score Code Change

Score code updates impact how a score record is reported. Once a score code change has been submitted, a new Confidential Student Report (CSR) is generated. While the CSR is being processed, the score record will not be available for editing.

CLOSE

Reports

Updates

- PNP indicators added to the *District/Campus Online Test Status Report*
- *District/Campus Online Test Status Report* updated three times per day
- *Precode Verification Report* available at the campus level

Reports

Online Testing

Students

Orders

Results

Reports: Online Testing

- ***District Test Status Report***
 - Contains online testing status of all online test registrations, including PNP indicators, in the district
 - Report updated mid morning, mid afternoon, and each evening
- ***Campus Test Status Report***
 - Contains online testing status of all online test registrations, including PNP indicators, at a specific campus
 - Report updated mid morning, mid afternoon, and each evening

Reports: Students (Cont.)

- ***Students Campus Report*** (updated nightly)
 - Contains a record of each test registration for a specific campus
 - Updates to student registrations may be applied directly to the downloaded CSV file and uploaded back into the Assessment Management System.
- ***District Students Campus Report*** (updated nightly)
 - Test registration data for students enrolled in the district
 - Updates to student registrations may be applied directly to the downloaded CSV file and uploaded back into the Assessment Management System.
- ***District Student Test Campus Report*** (updated nightly)
 - Test registration data for all students testing in the district
 - Same as *District Student Campus Report* plus registered OOD/OOS examinees scheduled to test at a participating district OOD/OOS test site (Group Name = OOD/OOS)

Reports: Students (Cont.)

- ***Students Transfer Report*** (updated in real time)
 - District-level report containing a listing of all transfers (in and out of the district) for the administration selected
- ***Students Braille Management Report*** (updated in real time)
 - District-level report containing a listing of all students registered for a braille test for the administration selected
 - Identifies the student, subject, home CDC, and braille test version as registered in the Assessment Management System at the time the file is downloaded
- ***Test Registration Report*** (updated nightly)
 - District-level report providing a count of all current test registrations by subject and test mode (online and paper)
 - The report can be used to compare participation counts with actual test registration counts to help identify additional materials needed.

Reports: Students (Cont.)

- ***Precode Verification Report*** (updated nightly)
 - District- or campus-level reports containing a record of each precoded answer document a district is scheduled to receive
- ***Student Assessment History Report***
 - Provides access to a student's testing history in the Student Data Portal
 - Requires an exact match on PEIMS ID plus **two** (PEIMS +2) other primary student identifiers (*First Name, Last Name, Date of Birth*) to access report
- ***Student Information Request Service (SIRS)***
 - Used to obtain assessment results for students who are new to a district
 - Prior-year results provided for students in grades 3–8
 - Cumulative results provided for students who tested with STAAR EOC
 - Report files available for download within 48 hours of request submission
 - Multiple files returned, organized by program and administration

Reports: Orders

- ***Initial Order Quantity Report (Materials List)***
 - District-level report containing the quantities of materials scheduled to arrive with the district's initial shipment
 - Based on submitted participation counts
 - Report includes campus-level quantities and district overage
 - Refer to the *Calendar of Events* for report availability

Reports: Results

District/Region Reports:

- Summary Reports
- Student Data File
- Item Analysis Summary Report
- Consolidated Accountability File

Campus Reports:

- Confidential Student Reports
- Confidential Campus Rosters
- Summary Reports
- Student Data File
- Confidential Item Analysis
- Confidential Images of Essays
- Item Analysis Summary

The screenshot displays the STAAR Assessment Management System interface. The top navigation bar includes links for Dashboard, Profile, TAMS, Help, and Logout. The left sidebar menu lists various categories: Organizations, Users, Students, Orders, Reports, Organizations, Students, Orders, and Results. The 'Results' menu item is highlighted with a red box. The main content area is titled 'Results Report' and contains a search and filter interface. It includes a dropdown for 'Select Test Administration*' set to 'DEC 2015 STAAR EOC', an 'Organization*' dropdown with a search box containing 'Sample HS (xxxxxxxxx)', a 'Report' dropdown set to 'All', and a 'Date Range' dropdown set to 'All'. A 'SEARCH' button is located at the bottom right of the filter section. Below the search area, the results are displayed as a table with 51 results. The table has columns for '#', 'Report', 'Date', and 'Actions'. The first three rows of the table are visible:

#	Report	Date	Actions
1	Updated Confidential Campus Rosters (Standard)	01/06/2016	
2	Summary Reports (Standard)	01/06/2016	
3	Updated Confidential Student Reports (CSRs) - E1	01/05/2016	

Orders: Ancillary Services - Rescores

All rescore requests for future and past administrations must be submitted through the Assessment Management System beginning **January 5, 2017**.

Paper Request

Return the completed form to ETS by fax to (800) 417-0210 or by mail, Attn: Texas Assessment Team, Expo 11, 6231 E. Stassney Lane Bldg. 11-200, Austin, TX 78744. If you have questions, call the Texas Assessment Support Center at (855) 333-7770.

NOTE: All fields are required and must be completed in a timely manner.

Request Date: / / Student ID: DOB: / /

Grade: _____

Campus Name: _____

District Name: _____

Coordinator Name: _____

District Coordinator: _____

District Order #: _____

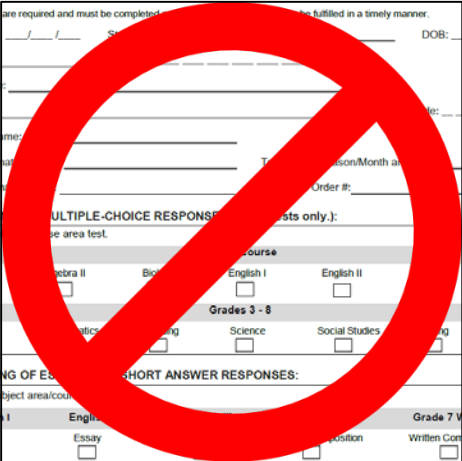
RESCORING OF MULTIPLE-CHOICE RESPONSES (Tests only):
\$15 per subject area test.

Subject Area	Course	Grade
Algebra I	Algebra II	Grades 3 - 8
English I	English II	U.S. History
Science	Social Studies	

RESCORING OF ESSAY AND SHORT ANSWER RESPONSES:
\$25 per subject area/course.

Subject Area	Grade	Response Type
English I	English II	Grade 7 Writing
Essay	Essay	Written Composition
Short Answer	Short Answer	

ETS Use Only: Request Received: _____ Full Request Date: _____ Submitted to Billing Date: _____



Online Request

Ancillary Services

Orders > Ancillary Services > Request Rescore

Ancillary Rescoring Reports Rescoring

Request Rescore

Complete the search criteria below and click the SEARCH button. Then, select the view (SEARCH (magnifying glass)) for the correct student. The page that opens lists all the tests the student has taken for this administration. The request rescore action button is only available for tests that meet the criteria for a rescore. Test categories that are eligible for a rescore are:

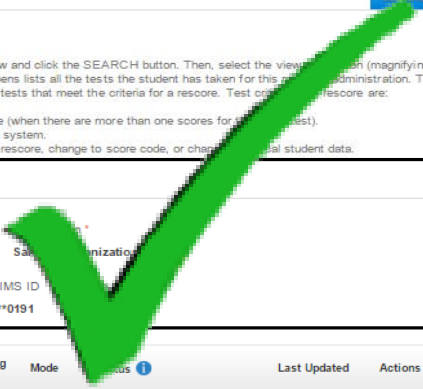
- Cannot be in resolution.
- Cannot be a duplicate test score (when there are more than one scores for the same test).
- Must have been received in this system.
- Is not currently in process for a rescore, change to score code, or change of official student data.

Student

Reporting Admin *
Sample Reporting Admin Sample Organization

First Name Last Name PEIMS ID
Travis Smith *****0191

Testing Subject	Testing Grade	Mode	Status	Last Updated	Actions
Algebra I	EOC	Online	Initial Received	Dec 21, 2015	
Algebra II	EOC	Online	Update Pending	Dec 20, 2015	
US History	EOC	Online	Update Received	Dec 19, 2015	



Orders: Ancillary Services - Rescores (cont.)

- Available for paper-based test (PBT) multiple choice (MC), PBT constructed response (CR) and Online CR
- Rescore request is unavailable if a rescore is currently in progress.

For example, if rescore has been requested for English I CRs, you will not be able to request a rescore for English I MC until the CR rescors have been returned.

- If a rescore for both MC and CR is requested, it is important that you ensure the correct options are selected. Districts will not be able to make changes to a submitted request.

Ancillary Services

Orders > Ancillary Services > Request Rescore

Ancillary Rescores [Reports] [Rescores]

Request Rescore

Complete the search criteria below and click the correct student. The page that opens lists all the action buttons is only available for tests that meet the following criteria:

- Cannot be in resolution.
- Cannot be a duplicate test score (when there are multiple scores for the same test).
- Must have been received in this system.
- Is not currently in process for a rescore, change or update.

Student

Reporting Admin * Organization

Sample Reporting Admin Sample Org

First Name	Last Name	PEIMS ID	Grade
Travis	Smith	*****0191	8

Testing Subject **Testing Grade** **Mode**

Algebra I	EOC	Online
Algebra II	EOC	Online
US History	EOC	Online

Status Key

Initial Received
The initial score has been scored and received by the management system.

Update Pending
The score record has been updated from students' scores tab. The update is currently being processed and no further actions are available until the update is complete.

Rescore Pending
An ancillary rescore has already been requested for this score record. The rescore is currently being processed and no further actions are available until the update is complete.

Update Received
The score record was updated from the students' scores tab. The update was processed and a new score report is available in the management system.

Rescore Received (Change)
An ancillary rescore was requested for this score record. The rescore was processed and a new score report is available in the management system.

Rescore

Multiple Choice Constructed Response

CANCEL **SUBMIT RESCORE REQUEST**

SIRS File Names

SIRS_152906000_10242016_155807_E_1314

SIRS_152906000_10242016_155807_E_1314

- District Code

SIRS_152906000_10242016_155807_E_1314

- Date (MMDDYYYY) request is fulfilled

SIRS_152906000_10242016_155807_E_1314

- Time (HHMMSS) request is fulfilled

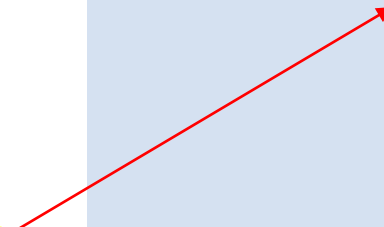
SIRS_152906000_10242016_155807_E_1314

- Assessment
 - E-EOC
 - S-3-8
 - T-TELPAS

SIRS_152906000_10242016_155807_E_1314

- Administration Code

ADMIN CODE	DATE
312	March 2012
315	March 2015
316	March 2016
412	April 2012
413	April 2013
414	April 2014
415	April 2015
416	April 2016
513	May 2013
514	May 2014
515	May 2015
516	May 2016
613	June 2013
614	June 2014
615	June 2015
1312	Fall 2012
1313	Fall 2013
1314	Fall 2014
1315	Fall 2015
1512	Spring 2012
1513	Spring 2013
1514	Spring 2014
1515	Spring 2015
1516	Spring 2016
1612	Summer 2012
1613	Summer 2013
1614	Summer 2014
1615	Summer 2015
1616	Summer 2016



Additional Resources: Technology Systems and Supports

<http://www.TexasAssessment.com/technology/>

Texas Assessment Management System

Welcome to the Texas Assessment Management System

The Texas Student Assessment Program consists of the following:

- State of Texas Assessments of Academic Readiness (STAAR®)
- STAAR Alternate 2
- Texas English Language Proficiency Assessment System (TELPAS)
- Texas Assessment of Knowledge and Skills (TAKS)

The Texas Assessment Management System provides test administrators, educators, and families with the information and resources needed to prepare for and administer these assessments and to access assessment results and reports.

STAAR Assessments

Access information and online resources for the STAAR grades 3–8 and end-of-course (EOC) assessments including STAAR Spanish, STAAR L, and STAAR A.

- For Administrators
- For Educators
- For Families

STAAR Alternate 2, TELPAS, and TAKS Assessments

Access information and online resources for STAAR Alternate 2, TELPAS, and TAKS.

- For Administrators
- For Educators
- For Families

Texas Assessment Data Portal

Access assessment results and reports for all assessment programs.

- Student Portal
- Teacher Portal
- Analytic Portal

Summary Reports

District and Campus Reports

Technology Systems and Supports for Administrators

Access technical guides, unified minimum system requirements, and other technology resources related to assessment management systems and online testing for all assessment programs.

Log In for Administrators

- STAAR Assessment Management System
- STAAR Alternate 2, TELPAS, and TAKS Assessment Management System

Resources for All Assessment Programs

- Test Administration Manuals and Materials
- TEA's Student Assessment Division Website
- Student Assessment Testing Calendar and Calendar of Events
- Additional Reports and Services
- STAAR Released Tests
- Private School Packet (available soon)
- Test Administrator Training Modules

Out-of-District (OOD) and Out-of-School (OOS) Registration

- STAAR OOD/OOS Registration form
- STAAR OOD/OOS Test Site Directory (PDF)
- STAAR OOD and OOS Frequently Asked Questions (FAQ)
- TAKS/TAAS OOS Registration



Texas Assessment Management System

Home > Technology Systems and Supports

Technology Systems and Supports

STAAR Grades 3–8 and EOC

- STAAR Assessment Management System User's Guide (PDF) (Updated November 23, 2016)
- STAAR Assessment Management System User Roles and Permissions (PDF)
- STAAR Online Testing Platform Secure Browsers
 - For Windows
 - For Mac
 - For Chromebook
 - For iPad
 - For Android
- For Fedora Linux (.rpm package)
 - Linux-rpm-64-bit
 - Linux-rpm-32-bit
- For Ubuntu Linux (.deb package)
 - Linux-deb-64-bit
 - Linux-deb-32-bit

Log In

- STAAR Assessment Management System
- STAAR Alternate 2, TELPAS, and TAKS Assessment Management System

Resources for STAAR Alternate 2, TELPAS, and TAKS

- Go to STAAR Alternate 2, TELPAS, and TAKS

Resources for All Assessment Programs

- Test Administration Manuals and Materials
- TEA's Student Assessment Division Website

All Assessment Programs

Unified Specifications

- Unified Minimum System Requirements for the Administration of Online Assessments (PDF)

System Upload File Formats

- 2015–2016 Student Data File Format for Student Registration and Precoding (PDF)
- 2016–2017 Student Data File Format for Student Registration and Precoding (PDF)
- 2016–2017 Student Upload Registration-Precoding Header Template

Texas Assessment Data Portal

- Student Portal Help Guide (PDF)
- Teacher Portal Help Guide (PDF)
- Analytic Portal Help Guide
- Data Interaction Hardware and Software Requirements (PDF)

All Assessment Programs

Unified Specifications

- Unified Minimum System Requirements for the Administration of Online Assessments (PDF)

System Upload File Formats

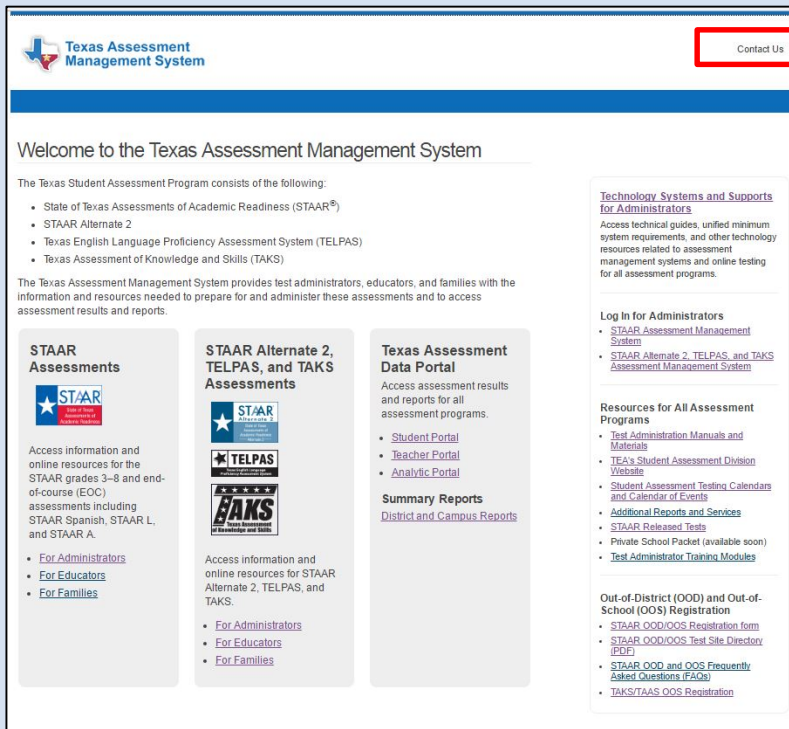
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Additional Resources: Texas Assessment Support Center

www.TexasAssessment.com/contact/



Texas Assessment Management System

Contact Us

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- [For Administrators](#)
- [For Educators](#)
- [For Families](#)

STAAR Alternate 2, TELPAS, and TAKS Assessments

Access information and online resources for STAAR Alternate 2, TELPAS, and TAKS.

- [For Administrators](#)
- [For Educators](#)
- [For Families](#)

Texas Assessment Data Portal

Access assessment results and reports for all assessment programs.

- [Student Portal](#)
- [Teacher Portal](#)
- [Analytic Portal](#)

Summary Reports

[District and Campus Reports](#)

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Access technical guides, unified minimum system requirements, and other technology resources related to assessment management systems and online testing for all assessment programs.

Log In for Administrators

- [STAAR Assessment Management System](#)
- [STAAR Alternate 2, TELPAS, and TAKS Assessment Management System](#)

Resources for All Assessment Programs

- [Test Administration Manuals and Materials](#)
- [TEA's Student Assessment Division Website](#)
- [Student Assessment Testing Calendar and Calendar of Events](#)
- [Additional Reports and Services](#)
- [STAAR Released Tests](#)
- [Private School Packet \(available soon\)](#)
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Out-of-District (OOD) and Out-of-School (OOS) Registration

- [STAAR OOD/OOS Registration form](#)
- [STAAR OOD/OOS Test Site Directory \(PDF\)](#)
- [STAAR OOD and OOS Frequently Asked Questions \(FAQ\)](#)
- [TAKS/TAAS OOS Registration](#)

Contact Us:

Texas Assessment Support Center

- Phone: 855-333-7770
- Email:
 - STAAR3-8@ets.org
 - STAAREOC@ets.org

STAAR Online Testing Platform

Online Testing Preparation

- Activities to Support Test Delivery
 - Complete STAAR Online Testing Platform installation and network configuration
 - Complete STAAR Online Testing Platform Readiness Check
 - Complete Local Caching Software (LCS) installation (if needed)
 - Administer tutorials
 - Administer practice tests
 - Manage online test sessions using the Assessment Management System
- Technology Systems and Supports

4–6 Weeks Before Test Administration

- Review resources and complete training of coordinators and technology staff
- Register students for STAAR online testing
- Determine if LCS is required

The STAAR Online Testing Platform

Requires:

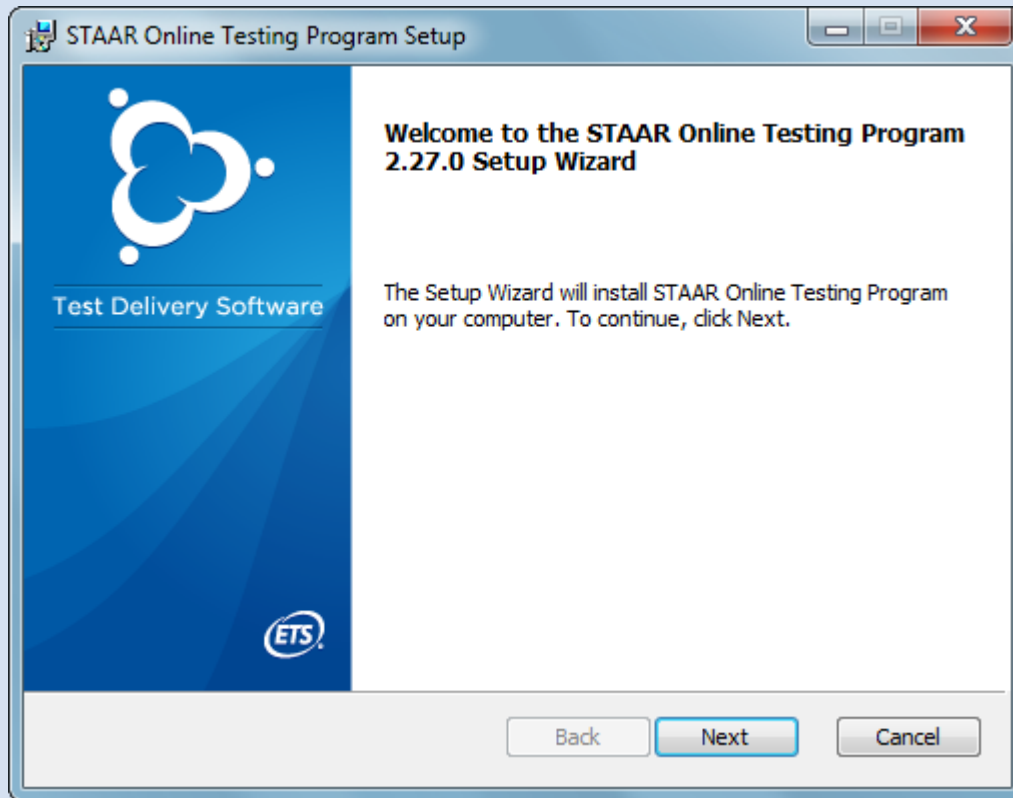
- Stable, high-speed Internet connection(s) (wired or wireless)
- Appropriate bandwidth
- Refer to the [Unified Minimum Systems Requirements](#) for complete list of requirements

Components include:

- Online readiness tools <https://tx-bandwidth.caltesting.org/>
 - School Capacity Calculator
 - System Check Test
- Secure Browser <https://www.texasassessment.com/technology/>
 - The Secure Browser prevents students from accessing other computer or Internet applications or copying test information.

4–6 Weeks Before Test Administration


- Prepare the testing environment



At Least 4 Weeks Before Test Administration

- Prepare the testing environment

Checking system configuration

 Loading Software

 System Requirements

 Loading next step

At Least 4 Weeks Before Test Administration

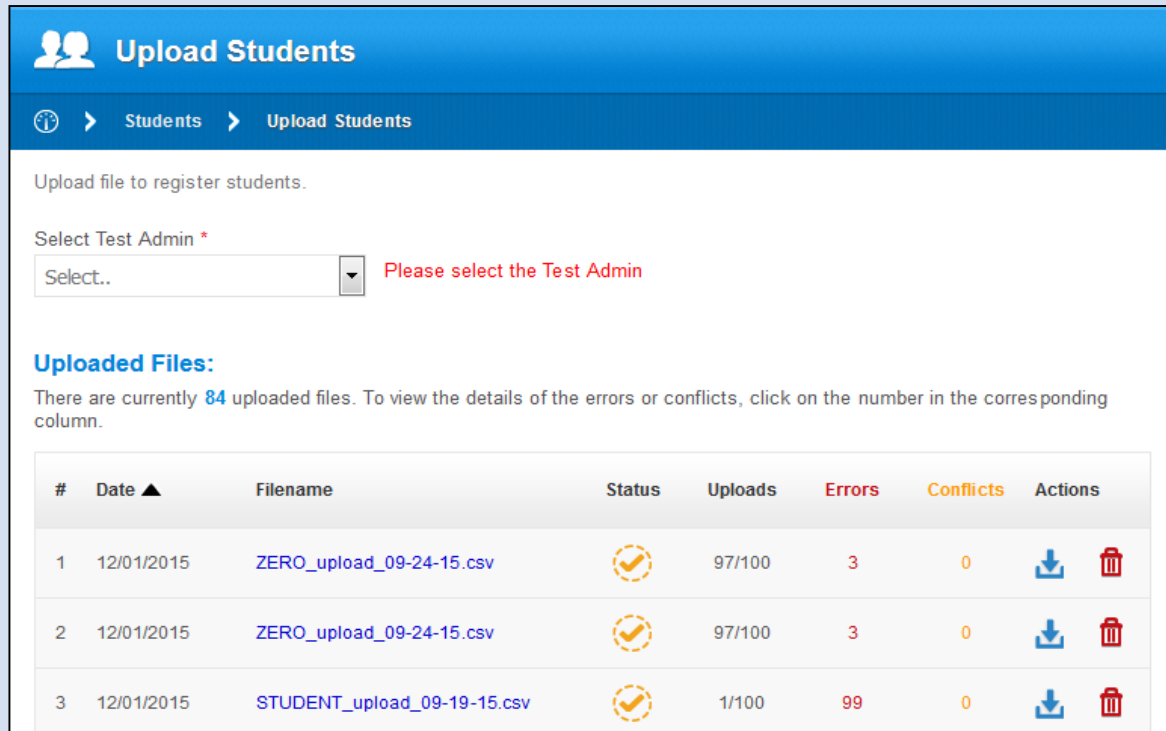
- Administer tutorials

The screenshot displays the STAAR administration interface, divided into three main sections:

- Navigation Menu (Left):** Features the STAAR logo (State of Texas Assessments of Academic Readiness) and three buttons: "Take Test" (with a right arrow), "Practice" (with a circular arrow), and "Tutorials" (with a question mark).
- Practice Using the Software (Middle):** Contains instructions: "To log in, select grade, subject and test. The Username, Password and Session ID will automatically be filled in for you. Please do not change these selections. You may then click the LOGIN button to start your practice test." Below the text are three dropdown menus: "Select a Grade", "Select a Subject", and "Select a Test". At the bottom are "Clear" and "Login" buttons.
- Take a Tutorial (Right):** Contains instructions: "Select from the menu below to choose the tutorial you want to view." Below the text are three dropdown menus: "Select a Grade", "Select a Subject", and "Select a Test". Below these are input fields for "Username", "Password", and "Session ID". At the bottom are "Clear" and "Login" buttons.

At Least 2 Weeks Before Test Administration

- Ensure student data and online registrations are loaded to the Assessment Management System












Upload file to register students.

Select Test Admin *

Select.. Please select the Test Admin

Uploaded Files:

There are currently **84** uploaded files. To view the details of the errors or conflicts, click on the number in the corresponding column.

#	Date ▲	Filename	Status	Uploads	Errors	Conflicts	Actions
1	12/01/2015	ZERO_upload_09-24-15.csv		97/100	3	0	 
2	12/01/2015	ZERO_upload_09-24-15.csv		97/100	3	0	 
3	12/01/2015	STUDENT_upload_09-19-15.csv		1/100	99	0	 

1 Week Before Test Administration

- Print student test tickets
 - Test login information, including student username, password, session ID, and embedded supports (PNP)
 - Store student test tickets in secure, locked storage



1–3 Days Before Test Administration

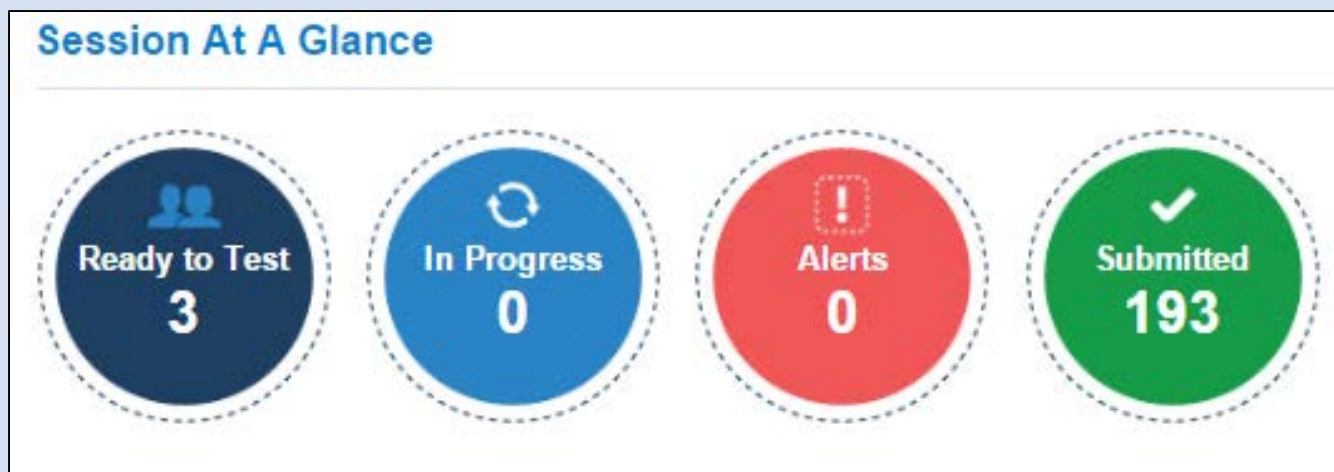
- Distribute test tickets
- Make final online testing environment preparations. (If using LCS, use the monitoring tool to ensure that the caching service is running.)

LCS Monitoring Tool

The screenshot displays the STAAR LCS Monitoring Tool interface. At the top left is the STAAR logo. The main title is "LCS Monitoring Tool". On the right, there are links for "System Requirements" and "Logout". Below the title bar, a blue header shows "Sample School" and "LCS Key:xxxxxxx" with a "Status" button. The main content area is titled "LCS Status" and includes a sub-header: "From here you can track the daily activity in the LCS, view active test data and monitor test status." The interface is divided into several sections: "Data Status" (Data Center Connected, Testing Data Downloaded), "Memory Cache" (0 MB), "Shutdown" (Shutdown Application), "Students Currently Testing" (0), "Service Addresses" (two IP/URL pairs with "Configure Chromebook" buttons), and "Log File" (C:\Program Files (x86)\Texas\LCS\logs\app.log). The footer contains logos for CA&L, TEA (Texas Education Agency), and ETS (Listening, Learning, Leading), along with copyright information: "© 2015 Computerized Assessments and Learning LLC 0.22.0".

Day of testing

- Monitor and manage online test sessions in the Assessment Management System



Online Testing Tips

- Student login issues
 - Check the student test ticket is available in the Assessment Management System
 - Confirm username, password, and session ID is being typed exactly as printed on the student test ticket
 - Exit and restart the STAAR Online Testing Platform
- General troubleshooting
 - Follow any on-screen messages/instructions that appear
 - Have student logout of the test by selecting **Logout** (upper right)
 - Exit and restart the STAAR Online Testing Platform
 - Have student log back in using the username, password, and session ID on the student test ticket

NOTE: Contact the Texas Assessment Support Center for Tier 2 support if unresolved

Network or Power Outages

- If the Internet connection* is not working properly, students will need to complete their tests at a later time.
- Test responses made prior to the interruption will be saved.
- When the student resumes testing, he or she will be returned to the first unanswered item.

*LCS connection if LCS is being used

After Testing Has Completed

- LCS sites: verify all responses have been submitted
- Update online test attributes (accommodations, New to Texas, score codes) before the online test window closes.
- Perform post-administration resolution activities in the Assessment Management System
 - Resolve student test warnings
 - Update score codes, if necessary (e.g., “A,” “O,” “DNR”)



STAAR Alternate 2, TELPAS and TAKS Assessment Management System

- STAAR Alternate 2
- TELPAS
- Online testing
- Shipping

STAAR Alternate 2

Key Dates

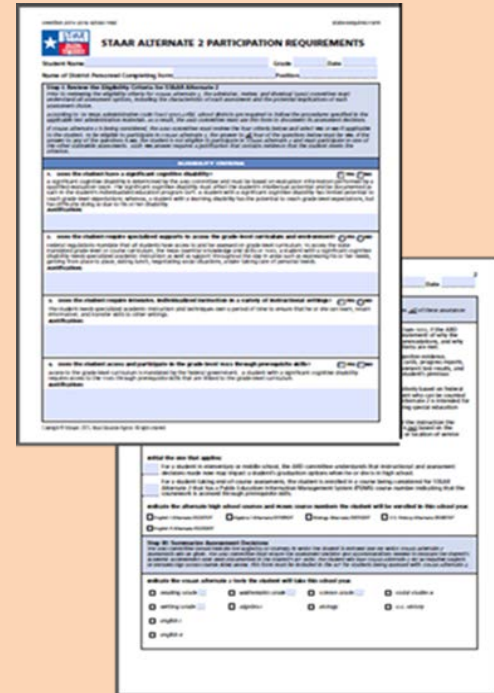
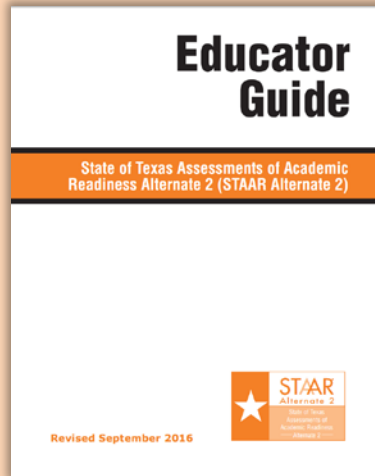
Date	Activity
Jan 17–Apr 25	Student data submission (student registration)
Feb 24	Materials list posted online
Feb 24–Apr 14	Additional order window
Feb 27–Mar 3	Materials due in district
Mar 3	Last date for campus coordinator training
Mar 6	Test session setup begins (online transcription forms)
Mar 17	Last date for test administrator training
Mar 20–31	Preview window
Apr 3–21	STAAR Alternate 2 Assessment window
Apr 24–25	NEW verification window
April 28	Districts return all STAAR Alternate 2 materials

- Most of the documents referred to in this presentation can be found on the STAAR Alternate 2 Resources page of the TEA website:

<http://tea.texas.gov/student.assessment/special-ed/staaralt/>

- This webpage has been formatted and reorganized in hopes that materials are easier to find.

STAAR Alternate 2



- The admissions, review, and dismissal (ARD) committee determines whether a student with a significant cognitive disability is eligible to take STAAR Alternate 2 based on specific criteria.
- The decision to administer the STAAR Alternate 2 is based on multiple sources of measurable, objective evidence.
- The STAAR Alternate 2 is intended for no more than 1% of all students in the district for the grades being tested.

Assessment Decisions Participation Requirements

State Required Form

STAAR ALTERNATE 2 PARTICIPATION REQUIREMENTS

Student Name _____ Grade _____ Date _____
Position _____

Name of District Personnel Completing Form _____

Step I: Review the Eligibility Criteria for STAAR Alternate 2
Prior to reviewing the eligibility criteria for STAAR Alternate 2, the administrator, reviewer, and district AED committee must understand all assessment options, including the characteristics of each assessment and the potential accommodations for each assessment type.

According to 19 Texas Administrative Code (TAC) §101.2781, school districts are required to follow the procedures specified in the applicable test administration materials. As a result, the AED committee must use this form to document its assessment decisions.

If STAAR Alternate 2 is being considered, the AED committee must review the four criteria below and select Yes or No if applicable to the student. To be eligible to participate in STAAR Alternate 2, the answer to all four of the questions below must be Yes. If the answer to any of the questions is No, the student is not eligible to participate in STAAR Alternate 2 and must participate in one of the other statewide assessments. Each Yes answer requires a justification that contains evidence that the student meets the criteria.

ELIGIBILITY CRITERIA

1. Does the student have a significant cognitive disability? Yes No
A significant cognitive disability is determined by the AED committee and must be based on evaluation information performed in accordance with the state-mandated Individualized Education Program (IEP). A student with a significant cognitive disability has limited potential to reach grade-level expectations, although a student with a learning disability has the potential to reach grade-level expectations, but has difficulty doing so due to his or her disability.
Justification: _____

2. Does the student require specialized supports to access the grade-level curriculum and environment? Yes No
Federal regulations require that all students have access to and be assessed on grade-level curriculum. To access the state-mandated course curriculum, the Texas Essential Knowledge and Skills (TEKS), a student with a significant cognitive disability needs specialized academic instruction as well as support throughout the day in areas such as organizing his or her needs, getting from place to place, using touch, registering for classes, and/or taking care of personal needs.
Justification: _____

3. Does the student require intensive, individualized instruction in a variety of instructional settings? Yes No
The student needs specialized academic instruction and techniques over a period of time to ensure that he or she can learn, retain information, and transfer skills to other settings.
Justification: _____

4. Does the student access and participate in the grade-level TEKS through prerequisite skills? Yes No
Access to the grade-level curriculum is mandated by the federal government. A student with a significant cognitive disability requires access to the TEKS through prerequisite skills that are linked to the grade-level curriculum.
Justification: _____

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Student Name _____ Grade _____ Date _____

Step II: Discuss Assessments
If Yes is indicated for all four eligibility criteria, the AED committee must discuss the following assessments. All of these assessments must be justified by district personnel in order for the student to participate in STAAR Alternate 2.

Under 14 Code of Federal Regulation (CFR) §300.130(a)(3) and 19 Texas Administrative Code (TAC) §101.2781, if the AED committee determines that the student will take STAAR Alternate 2, the IEP must provide a statement of why the student cannot participate in the general assessment (STAAR) with or without alternate accommodations, and why the alternate assessment is appropriate for the student, including that all of the eligibility criteria are met.

The decision to administer STAAR Alternate 2 is based on multiple sources of assessment, objective evidence, including that but not limited to: current IEP PLANs, assessments, goals and/or objectives, report cards, progress reports, work samples, teacher observations, and an Individualized Evaluation (IE). Considered information includes test results, and classroom, district, and statewide assessment results. This decision is not based solely on the student's previous performance on a statewide assessment.

The decision to administer STAAR Alternate 2 is made by the AED committee, not administratively based on federal accountability requirements which limit the number of students taking an alternate assessment who can be counted as proficient in Adequate Yearly Progress (AYP) performance calculations. Although STAAR Alternate 2 is intended for a small number of students, the proficiency cap does not limit the number of students receiving special education services who may take the alternate assessment.

The decision to administer STAAR Alternate 2 is based on the student's educational need and the instruction the student is receiving. This decision is not based solely on the student's disability category and is not based on the student's order or economic background, residence or extended absence, or amount of time or location of service delivery.

Initial the one that applies:
For a student in elementary or middle school, the AED committee understands that instructional and assessment decisions made may impact a student's graduation options when he or she is in high school.
For a student taking end-of-course assessments, the student is enrolled in a course being considered for STAAR Alternate 2 that has a Public Education Information Management System (PEIMS) course number indicating that the coursework is assessed through prerequisite skills.

Indicate the alternate high school courses and PEIMS course numbers the student will be enrolled in this school year.
English I Alternate: 00200007 Algebra I Alternate: 00300007 Science Alternate: 00500007 US History Alternate: 00100007
 English II Alternate: 00300007

Step III: Summarize Assessment Decisions
The AED committee must make objective references to the criteria in which the student is enrolled for which STAAR Alternate 2 accommodations will be given. The AED committee must create the assessment decision and accommodations needed to measure the student's skills in the subject areas listed below. Note: The number will show STAAR Alternate 2 for all required subjects or selected high school courses. See below. This plan must be included in the IEP for all students being assessed with STAAR Alternate 2.

Indicate the STAAR Alternate 2 tests the student will take this school year:

<input type="checkbox"/> Reading Grade _____	<input type="checkbox"/> Mathematics Grade _____	<input type="checkbox"/> Science Grade _____	<input type="checkbox"/> Social Studies # _____
<input type="checkbox"/> Writing Grade _____	<input type="checkbox"/> Algebra I _____	<input type="checkbox"/> Biology _____	<input type="checkbox"/> U.S. _____
<input type="checkbox"/> History English I _____	<input type="checkbox"/> English II _____		
<input type="checkbox"/> English II _____			

- The assessment decision and accommodations needed to measure the student's academic achievement must be documented in the student's Individualized Education Program (IEP).
- The student will take STAAR Alternate 2 for **ALL** required STAAR subjects or enrolled end of course (EOC) assessments.

Medical Exceptions and No Authentic Academic Response (NAAR)

- In rare cases, due to the nature of a student's disability or a serious medical condition, it may be inappropriate to assess an eligible student with STAAR Alternate 2. In these cases, ARD committees should review the requirements for Medical Exceptions or NAAR designation found on the STAAR Alternate 2 Resources page of the TEA website.

Assessment Window and Tested Subjects

The STAAR Alternate 2 testing window is **April 3–21, 2017**. Districts may choose when to administer each subject and grade-level test within the window.

The test will be administered in the following grades and subjects:

3–8/EOC	Subjects Assessed
Grade 3	mathematics and reading
Grade 4	mathematics, reading, and writing
Grade 5	mathematics, reading, and science
Grade 6	mathematics and reading
Grade 7	mathematics, reading, and writing
Grade 8	mathematics, reading, science, and social studies
end-of-course (EOC)	Algebra I, English I, English II, biology, and U.S. history

Enrollment Reminders

- Districts are not required to assess students who are eligible for STAAR Alternate 2 that enroll in a new district on April 4, 2017 or later.
- Districts will need to submit their own student data files. Pearson **will not** load previous year STAAR Alternate 2 students.
- The End-of-Course (EOC) Code field (CSV location AI) is mandatory for STAAR Alternate 2 grades 9–12.

Test Administrator Training

- Is based on the non-secure front matter of the STAAR Alternate 2 Test Administrator Manual located on TEA's STAAR Alternate 2 Resources webpage.

STAAR Alternate 2 Test Administration Resources

Use the links below to access STAAR Alternate 2 resources.

- [Allowable Accommodations for STAAR Alternate 2](#) (PDF Updated 10/06/16)
- [STAAR Alternate 2 Educator Guide](#) (PDF updated 09/16/16)
- [STAAR Alternate 2 Medical Exception Eligibility Requirements](#) (English PDF revised 08/25/16)
- [STAAR Alternate 2 Medical Exception Eligibility Requirements](#) (Spanish PDF revised 08/25/16)
- [STAAR Alternate 2 No Authentic Academic Response \(NAAR\) Eligibility Requirements](#) (English PDF revised 08/25/16)
- [STAAR Alternate 2 No Authentic Academic Response \(NAAR\) Eligibility Requirements](#) (Spanish PDF revised 08/25/16)
- [Participation Requirements](#) (English version, PDF revised 08/25/16)
- [Participation Requirements](#) (Spanish version, PDF revised 08/25/16)
- [STAAR Alternate 2 Released Tests](#) (PDF posted 08/11/16)
- [STAAR Alternate 2 Test Administrator Manual](#) (PDF posted 10/21/16)

Test Security Oaths and Photocopying

- Photocopying of images is allowable in cases where it is necessary in order to apply an allowable accommodation to test questions. The accommodation needs to be reflected in the student's IEP and TEA guidelines for photocopying must be followed.
- Reference pages 24-26 in the STAAR Alternate 2 Test Administrator Manual.

Test Administration Process

Receive Test Materials

STAAR Alternate 2 test administrators will be provided with the following materials per student for each grade, subject, or course tested:

1 STAAR Alternate 2
Test Administrator
Manual—secure

Provides a guide to administering the test, as well as specific instructions for administering each question.

1 Student booklet—
secure

Contains the images and text for the questions and answer choices presented to the student.

1 Scoring
document—secure

Is a single sheet with answer bubbles **arranged in clusters of four items** for recording student responses for later input into the online transcription form. This required document must be returned to the campus coordinator.

Preview Test Materials

Test administrators and test administrator assistants need to preview the STAAR Alternate 2 materials to become familiar with the test and to prepare any necessary accommodations.

Test administrators and test administrator assistants should use the preview period to:

- practice reading the script and following the “Presentation Instructions” and “Scoring Instructions” for each item.
- prepare accommodations prior to administering the assessment according to the guidelines outlined in the “Accommodations” section of the manual. **(This may also be done during the testing window.)**

Preview Test Materials

Security Procedures

- Test materials must be kept in locked, secure storage throughout the day when not in use.
- Test materials (including photocopied pages from the student booklet) must be returned to the campus coordinator at the end of each day and be checked in and out using the Materials Control Form. These test materials must be kept in a locked, secure storage area until the materials are checked out again.

Preview Test Materials

Revisions for 2017 Administration

<p>Use calculator, manipulative, or math tools.</p>	<p>Now appears in both the Allowable Accommodations and Student Responses sections of the test administrator manual.</p>
<p>Reread sections of the text as described in the Presentation Instructions section of the test administrator manual.</p>	<p>Clarified in the Presentation Instructions section of the test administrator manual.</p>
<p>Removed Photocopying from the allowable accommodation chart.</p>	<p>In order to access some allowable accommodations, it may be necessary to photocopy secure materials. The allowable accommodation that requires photocopying must be documented in a student's IEP. Follow photocopying guidelines in the test administrator manual in order to maintain the security and integrity of the assessment.</p>

Plan and Prepare Accommodations

The allowable accommodations chart has been reformatted and can be found in *The Educator Guide for STAAR Alternate 2*, the *STAAR Alternate 2 Test Administrator Manual*, and TEA's *STAAR Alternate 2 Resources webpage*.

The accommodations must:

- maintain the integrity of the assessment,
- avoid leading to or providing the student a direct answer,
- be used routinely in instruction,
- reflect the student's learning styles, and
- allow a student to respond using a mode that is appropriate for the student.

Allowable Accommodations
■ Color or highlight images or text
■ Place color overlays on images or text
■ Pair images or text with photographs, picture representations, or real objects of the same content <ul style="list-style-type: none">• photographs, pictures, or real objects must be as close to the original as possible
■ Attach textured materials to images or text
■ Demonstrate concepts or relationships in images or text
■ Raise or darken the outline in images or text
■ Enlarge images or text <ul style="list-style-type: none">• magnification devices, photocopying, or computer magnification programs can be used
■ Add braille labels to images or provide text in braille
■ Describe images for students with visual impairments <ul style="list-style-type: none">• descriptions of images can only include details of what can be seen in the images without comments about the overall impression of the image
■ Provide images or text on separate paper presented one at a time <ul style="list-style-type: none">• images must be presented in the same order or configuration as they appear in the test booklet
■ Cover or isolate images or text until addressed
■ Use routine picture representations for key words in verbal directions to the student <ul style="list-style-type: none">• only what is visually presented, stated in text, or supplied in the test administrator instructions can be provided
■ Use calculator, manipulatives, or math tools to arrive at response <ul style="list-style-type: none">• fraction pieces, geometric shapes, number lines, number charts, money, base-ten blocks, counters
■ Reread sections of the text <ul style="list-style-type: none">• Follow the guidelines in the "Presentation Instructions" section of the <i>Test Administrator Manual</i> for guidance on repeating presentation instructions and rereading sections of the text.
■ Provide structured reminders <ul style="list-style-type: none">• personal timers, token systems, color-coded or handwritten reminders, or visual schedules

Plan and Prepare Accommodations

- The test administrator must present the accommodations uniformly so that the correct answer is not emphasized over the other answer choices.
- It is appropriate to add language that encourages the student to stay on task.
- It is not appropriate to add language about the content of the question.

Allowable Accommodations

- **Color or highlight images or text**
- **Place color overlays on images or text**
- **Pair images or text with photographs, picture representations, or real objects of the same content**
 - photographs, pictures, or real objects must be as close to the original as possible
- **Attach textured materials to images or text**
- **Demonstrate concepts or relationships in images or text**
- **Raise or darken the outline in images or text**
- **Enlarge images or text**
 - magnification devices, photocopying, or computer magnification programs can be used
- **Add braille labels to images or provide text in braille**
- **Describe images for students with visual impairments**
 - descriptions of images can only include details of what can be seen in the images without comments about the overall impression of the image
- **Provide images or text on separate paper presented one at a time**
 - images must be presented in the same order or configuration as they appear in the test booklet
- **Cover or isolate images or text until addressed**
- **Use routine picture representations for key words in verbal directions to the student**
 - only what is visually presented, stated in text, or supplied in the test administrator instructions can be provided
- **Use calculator, manipulatives, or math tools to arrive at response**
 - fraction pieces, geometric shapes, number lines, number charts, money, base-ten blocks, counters
- **Reread sections of the text**
 - Follow the guidelines in the "Presentation Instructions" section of the *Test Administrator Manual* for guidance on repeating presentation instructions and rereading sections of the text.
- **Provide structured reminders**
 - personal timers, token systems, color-coded or handwritten reminders, or visual schedules

Assistive Technology

Assistive technology that is documented in the student's IEP and used routinely in instruction may be used to provide the student access to the assessment.

- The use of technology should be used primarily for communicating an answer by the student or presenting answer choices by the test administrator.
- Because the assessment is secure, the use of some devices is not allowable. Instances when a device or procedure would not be allowed include:
 - tablets or computers with Internet access that cannot be turned off
 - inputting answer choices into a device that has stored memory that cannot be erased

Administer the Assessment Communication

- A test administrator can communicate with a student in many ways depending on a student's needs. The information can be
 - stated,
 - signed,
 - translated into any other language that is routinely used with the student during instruction,
 - provided in written form,
 - or paired with tactile or picture symbols.

Administer the Assessment

Incomplete Assessments

- Every attempt must be made to complete the assessment during the window.
- If the assessment cannot be completed within the window, enter the score for the portion of the testing the student was able to complete into the online transcription form.
- If a student cannot complete testing within the window due to his or her disability or other administration obstacles, contact TEA for guidance.

Transcribe Student Responses

- Test sessions must be created in the Assessment Management System.
- Student responses will be entered into the online transcription form.
- Testing personnel will access the online transcription form by using the “Launch Test” feature in the Assessment Management System.
- Testing personnel must be trained and have a signed oath on file.

STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS ALTERNATE 2
Scoring Document

Student Name: _____
Grade: _____ Subject: _____ Form Number: _____
Assessment Year: _____

Accommodations
Mark the accommodations used during this test administration.

Color or Highlight	Braille
Color Overlays	Describe Images
Photographs or Objects	Provide images or text separately
Textured Materials	Isolate Images
Demonstrate	Picture Representations
Raise or Darken Outline	Calculator, manipulatives, math tools
Enlarge	Reread Text
	Provide Structured Reminders

Scoring
Mark the student's score for each question.

1	(A) (B) (C)	13	(A) (B) (C)
2	(A) (B) (C)	14	(A) (B) (C)
3	(A) (B) (C)	15	(A) (B) (C)
4	(A) (B) (C)	16	(A) (B) (C)
5	(A) (B) (C)	17	(A) (B) (C)
6	(A) (B) (C)	18	(A) (B) (C)
7	(A) (B) (C)	19	(A) (B) (C)
8	(A) (B) (C)	20	(A) (B) (C)
9	(A) (B) (C)	21	(A) (B) (C)
10	(A) (B) (C)	22	(A) (B) (C)
11	(A) (B) (C)	23	(A) (B) (C)
12	(A) (B) (C)	24	(A) (B) (C)

Return Test Materials to the Campus Coordinator

Return nonscorable materials:

- STAAR Alternate 2 Scoring Document
- student test booklets grouped by grade for grades 3–8
- student test booklets grouped by course for EOC assessments
- secure STAAR Alternate 2 test administrator manuals
- photocopies of secure test materials, if used

Verification Window Apr 24–25

- The verification window is intended to ensure the accuracy and completeness of all data submitted in the Assessment Management System and the collection of secure documents.
- If it is discovered during the verification process that a student's data has been omitted, the data should be entered during the verification window.
- If it is discovered during the verification process that a student who is eligible for STAAR Alternate 2 has not been tested, the student should be tested and data entered during the verification window.

Return Test Materials to the Campus Coordinator

Return nonscorable materials:

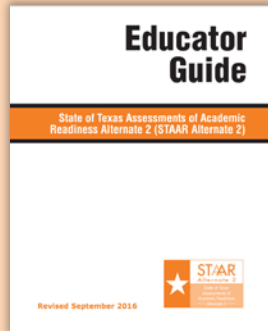
- Pack STAAR Alternate 2 materials either by campus or by district. If packing by campus, be sure that all the materials for a single campus are grouped together and packed in the box before adding materials from another campus.
- Do not mix STAAR Alternate 2 materials with STAAR or TELPAS materials in the same shipment.

Resources

All STAAR Alternate 2 resources and manuals have been updated and posted.

- The “Allowable Accommodations” document has been updated and is posted as a stand-alone document. It can also be found in the *STAAR Alternate 2 Test Administrator Manual* and the *STAAR Alternate 2 Educator Guide*.
- The “Instructional Terms Lists” document has been updated and posted. It is now a stand-alone document on TEA’s STAAR Alternate 2 Resources webpage and is no longer found within the “TEKS Curriculum Frameworks” document.
- The “TEKS Vertical Alignments” and the “TEKS Curriculum Frameworks” documents reflect the updated pre-k guidelines.
- The STAAR Alternate 2 portion of the District and Campus Coordinator Manual is posted on TEA’s STAAR Alternate 2 webpage.

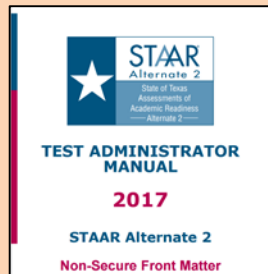
Resources



Educator Guide State of Texas Assessment of Academic Readiness Alternate 2 (STAAR Alternate 2)—Revised September 2016



2017 District and Campus Coordinator Manual



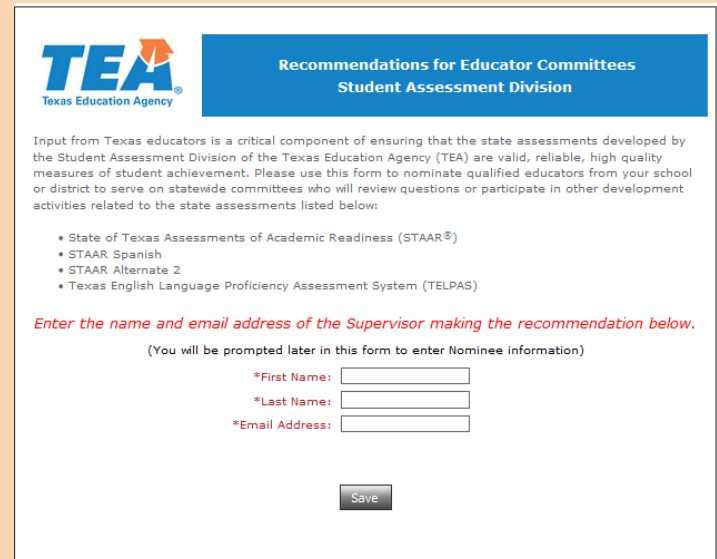
Test Administrator Manual 2017 STAAR Alternate 2 (Non-Secure Front Matter)

We Need You!

- Nominate qualified educators for STAAR Alternate 2 Educator Review committees.
- Input from Texas educators is a critical component of ensuring that the STAAR Alternate 2 assessments developed by the Student Assessment Division of the Texas Education Agency (TEA) are valid, reliable, and accessible measures of student achievement for this very specialized population of students.
- Please use this electronic form on the TEA website to nominate qualified educators from your school or district to serve on statewide committees who will review test questions for STAAR Alternate 2.

<http://tea.texas.gov/student.assessment/directory/#>

Click on “Educator Committees”



The screenshot shows a web form titled "Recommendations for Educator Committees" from the Student Assessment Division of the Texas Education Agency (TEA). The form includes a list of assessments to be reviewed: STAAR®, STAAR Spanish, STAAR Alternate 2, and TELPAS. It prompts the user to enter the name and email address of the supervisor making the recommendation. The form fields are labeled with asterisks and include a "Save" button.

TEA
Texas Education Agency

Recommendations for Educator Committees
Student Assessment Division

Input from Texas educators is a critical component of ensuring that the state assessments developed by the Student Assessment Division of the Texas Education Agency (TEA) are valid, reliable, high quality measures of student achievement. Please use this form to nominate qualified educators from your school or district to serve on statewide committees who will review questions or participate in other development activities related to the state assessments listed below:

- State of Texas Assessments of Academic Readiness (STAAR®)
- STAAR Spanish
- STAAR Alternate 2
- Texas English Language Proficiency Assessment System (TELPAS)

Enter the name and email address of the Supervisor making the recommendation below.

(You will be prompted later in this form to enter Nominee information)

*First Name:

*Last Name:

*Email Address:

Save

TELPAS

Key Dates

Date	Activity
Jan 3–6	TELPAS manuals shipped to districts
Jan 17–Apr 7	Student data submission (student registration)
Jan 17	Test session setup begins
Jan 18	Assembling and Verifying Grades 2–12 Writing Collections course available
Jan 30	Online basic training courses for new K–1 and 2–12 raters available
Feb 13	Calibration window opens for new and returning raters
Mar 6–Apr 5	TELPAS assessment window
Apr 6–7	Data verification window

Texas English Language Proficiency Assessment System

K–12

- Listening
- Speaking
- Reading
- Writing

TELPAS Online Training Center

The screenshot shows the TELPAS Online Training Center website. At the top left is the TELPAS logo, which includes a star and the text 'Texas English Language Proficiency Assessment System'. To the right of the logo are input fields for 'Email' and 'Password', a 'Log In' button, and links for 'Forgot Password' and 'Sign Up'. A link for 'Need help logging in?' is also present. The main content area features a large background image of three smiling children. Below the image, there is a welcome message and several paragraphs of text providing instructions for users. At the bottom of the page, there is a footer with the text 'ALWAYS LEARNING' on the left and the 'PEARSON' logo on the right.

TEL PAS
Texas English Language Proficiency Assessment System

Email Password Log In Forgot Password Sign Up

[Need help logging in?](#)

Welcome to the TELPAS Online Training Center, delivered through Pearson Understand Scoring.

This site currently offers access to the online training system for TELPAS.

All users will establish a username and password each school year. Your coordinator will provide you with a keyword to establish your account during your administration procedures training.

If you already have a username and password for this site for the current school year, please log in at the top of the page.

The instructions links found throughout the site include step-by-step instructions for creating an account, logging in, and navigating the system. To ensure that your computer is appropriately configured, please click [here](#) for the minimum system requirements before you attempt to login.

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[Privacy Policy](#) | [Terms and Conditions of Use](#) | [Support](#)

ALWAYS LEARNING PEARSON

TexasAssessment.com/TELPASTrainingCenter

TELPAS Online Training Center

- Raters required to create new account each year; accounts purged each year
- No role-based accounts (RTCs and DTCs will not have accounts created for them)
 - No training reports for coordinators
 - No account management tools for coordinators
- Calibrations required to be completed in monitored session
 - Two sets available

Updates

- The optional Assembling and Verifying Grades 2–12 Writing Collections course is now separated into two modules (assembling writing collections and verifying writing collections).
- The Grades K-1 Rater Online Basic Training Course and the Assembling and Verifying Grades 2–12 Writing Collections Course will now have a practice activity outside of the modules.
- After completing the modules and practice activities for these courses, a certificate of completion will be available in the training center.
- There are calibration passcodes for set 1 and passcodes for set 2 each day.

Monitored Calibration Sessions

- Monitored calibration sessions must be completed before raters holistically rate their students for TELPAS.
- Districts must establish local procedures for verifying the completion of the online basic training course before new raters can access calibration activities.
- The number of calibration sessions needed depends on the number of raters that must be trained to rate the ELLs on each campus.
- Most raters will need 1-2 hours to complete a calibration set. Raters must finish a calibration set once it is started in the same monitored session.
- Local procedures must be established for completion of second calibration set if needed.

Monitored Calibration Sessions

- A testing coordinator or other designated personnel must serve as a proctor.
 - The number of proctors needed depends on the number of raters being trained.
 - Proctors may be LPAC administrators, school counselors, or other suitable staff.
 - Proctors **must not** be teachers serving as TELPAS raters this year.
 - Proctors must have received administration procedures training and sign the appropriate oath.

Monitored Calibration Sessions

- A trained proctor must be available to actively monitor the calibration session.
- A roster of participants must be maintained for each calibration session.
- Proctors must have correct calibration passcodes for the day of the session.
- Raters may use their *TELPAS Rater Manual* **or** a copy of the PLDs and scratch paper to make notes during calibration. **Any notes taken during calibration should be done on the scratch paper provided and not in the TELPAS manual.** All notes taken by raters during the session must be turned in to the proctor and destroyed.
- The use of headphones is required for raters to complete the calibration activities.

Monitored Calibration Sessions

- Refer to pages T-17 and T-19 of the ***2017 District and Campus Coordinator Manual*** for instructions on:
 - designating staff to conduct calibration sessions
 - scheduling and conducting calibration sessions
 - monitoring holistic training

Course and Calibration Certificates

- After completing the modules and practice activities for the Grades K-1 Rater Online Basic Training Course or the Assembling and Verifying Writing Collections Course, a certificate of completion will be available in the security summary tab of the TELPAS Online Training Center.
- After completing all modules in the 2-12 online basic training course, district testing coordinators will be able to provide raters with a certificate of completion.
- After successfully calibrating, raters will go to the scoring summary tab of the TELPAS Online Training Center to access and print a certificate. The certificate must be provided to the session proctor.

Coordinator Resources for TELPAS Holistic Rating Training

- A document containing important online rater training resources for coordinators includes:
 - Daily calibration passcode for each set (the passcodes are updated weekly)
 - Sample monitored calibration session roster template
 - Course certificate generator for 2–12 Online Basic Training Course
- Should only be shared with other designated personnel acting as district coordinator assistants.
- Can be accessed within the *Published Reports* section of the TELPAS Assessment Management System

TELPAS Online Testing and Data Submission

- K-1 (all domains) and Grades 2–12 (listening, speaking and writing) online TELPAS entry of holistic rating information will be delivered through TestNav. Grades 2–12 reading test also delivered through TestNav.
 - TestNav accessed through an installable app version.
- Years in U.S. schools data collection do not break out the first year into semesters.
- TELPAS testing and data submission activities will be managed through PearsonAccess^{next}.

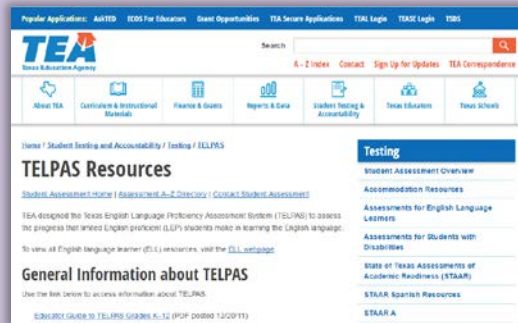
TELPAS Online Test Sessions

- Test sessions will need to be created for students to take the grades 2–12 reading test.
 - This includes separate test sessions for students approved to take a paper administration so that responses to test questions can be transcribed into a special online form.
- Test sessions will need to be created for holistic rating information to be entered for each student in K–12.
- Student test tickets will be used for students to log in to reading tests but are no longer required for designated personnel to enter rating information. Administrators will “Launch Test” instead.

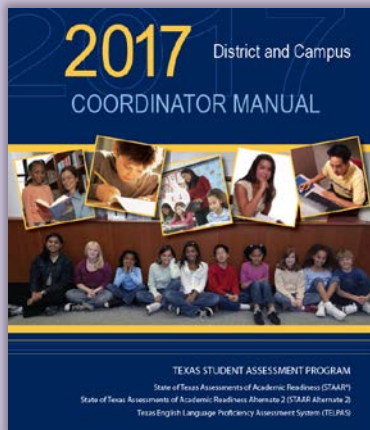
2017 Listening and Speaking Pilot Study

- Pilot study of the new TELPAS listening and speaking assessments will be conducted during the 2017 TELPAS testing window.
- Information obtained from the pilot study will inform test development and administration policy decisions going forward.
- Students will be registered through upload in the Assessment Management System
- Uni-directional headsets with noise-cancelling microphones are recommended.

Resources



<http://tea.texas.gov/student.assessment/ell/telpas/>



2017 District and Campus Coordinator Manual

STAAR Alternate 2, TELPAS, and TAKS Assessment Management System

Texas Assessment Management System Landing Page

www.texasassessment.com

Texas Assessment Management System Contact Us

Welcome to the Texas Assessment Management System

The Texas Student Assessment Program consists of the following:

- State of Texas Assessments of Academic Readiness (STAAR®)
- STAAR Alternate 2
- Texas English Language Proficiency Assessment System (TELPAS)
- Texas Assessment of Knowledge and Skills (TAKS)

The Texas Assessment Management System provides test administrators, educators, and families with the information and resources needed to prepare for and administer these assessments and to access assessment results and reports.

STAAR Assessments

Access information and online resources for the STAAR grades 3–8 and end-of-course (EOC) assessments including STAAR Spanish, STAAR L, and STAAR A.

- [For Administrators](#)
- [For Educators](#)
- [For Families](#)

STAAR Alternate 2, TELPAS, and TAKS Assessments

Access information and online resources for STAAR Alternate 2, TELPAS, and TAKS.

- [For Administrators](#)
- [For Educators](#)
- [For Families](#)

Texas Assessment Data Portal

Access assessment results and reports for all assessment programs.

- [Student Portal](#)
- [Teacher Portal](#)
- [Analytic Portal](#)

Summary Reports

[District and Campus Reports](#)

Technology Systems and Supports for Administrators

Access technical guides, unified minimum system requirements, and other technology resources related to assessment management systems and online testing for all assessment programs.

Log in for Administrators

- [STAAR Assessment Management System](#)
- [STAAR Alternate 2, TELPAS, and TAKS Assessment Management System](#)

Resources for All Assessment Programs

- [Test Administration Manuals and Materials](#)
- [TEA's Student Assessment Division Website](#)
- [Student Assessment Testing Calendars and Calendar of Events](#)
- [Additional Reports and Services](#)
- [STAAR Released Tests](#)
- Private School Packet (available soon)
- [Test Administrator Training Modules](#)

Out-of-District (OOD) and Out-of-School (OOS) Registration

- [STAAR OOD/OOS Registration form](#)
- [STAAR OOD/OOS Test Site Directory \(PDF\)](#)

Assessment Management System

PearsonAccess^{next}

Home Support

STAAR Alternate 2
State of Texas
Assessments of
Academic Readiness
— Alternate 2 —

TELPAS
Texas English Language
Proficiency Assessment System

TAKS
Texas Assessment
of Knowledge and Skills

Assessment Management System

★ Program Information

STAAR Alternate 2

[Educator Guide](#)
[STAAR Alternate 2 Test Administrator Manual \(NonSecure Front Matter\)](#)

Click Support > Documentation for additional STAAR

Sign In

Username

Password

[Forgot Username](#) | [Forgot Password](#) | [Help](#)

Sign In

Username is not case sensitive
Password is case sensitive

Powered by PearsonAccess^{next}

Sign In

[Forgot Username](#) | [Forgot Password](#)

Sign in to STAAR Alternate 2, TELPAS, and TAKS Assessment Management System.

Contact Us

[Contact Us](#)

Related Links

- [Sign in to Texas Assessment Management System for October TAKS](#)
- [Avocet - Master Index of Resources for STAAR Alternate 2, TELPAS, and TAKS](#)
- [Texas Assessment Management System \(TexasAssessment.com\)](#)
- [Log in to STAAR Assessment Management System](#)
- [Texas Assessment Data Portal for all Assessments](#)
- [Test Administration Manuals and Materials](#)

Assessment Management System STAAR Alternate 2, TELPAS, and TAKS Exit Level

The screenshot shows the PearsonAccessnext interface for STAAR Alternate 2, TELPAS, and TAKS Exit Level. The interface includes a navigation menu on the left, a main content area with 'TESTING' and 'REPORTS' buttons, and a 'Related Links' section. A dropdown menu is open over the 'TESTING' button, showing options like 'Sessions' and 'Students in Sessions'. Another dropdown menu is open over the 'REPORTS' button, showing options like 'Operational Reports' and 'Published Reports'. The interface also displays a calendar for the year 2017 and a 'Related Links' section with various links to assessment resources.

Month	Start Date	End Date
January	January 17	April 25
February	February 24	April 14
March	March 27	March 31
April	April 6	April 20
May	May 20	March 31
June	June 20	April 21
July	July 3	April 25
August	August 24	April 25
September	September 25	April 25
October	October 25	April 25
November	November 25	April 25
December	December 25	April 25

Related Links

- [Sign in to STAAR Alternate 2, TELPAS, and TAKS Assessment Management System Training Site](#)
- [Avocet - Master Index of Resources for STAAR Alternate 2, TELPAS, and TAKS](#)
- [Texas Assessment Management System \(TexasAssessment.com\)](#)
- [Log in to STAAR Assessment Management System](#)
- [Texas Assessment Data Portal for all Assessments](#)
- [Test Administration Manuals and Materials](#)
- [Student Assessment Testing Calendars and Calendar of Events](#)

Highlights:

- Searchable Support page
- Import/export different files from the same location
- Start or stop all test sessions at once
- Pre-cache test content by test

Assessment Management System STAAR Alternate 2, TELPAS, and TAKS Exit Level

★ STAAR Alternate 2

Key Dates

Enrollment Collection	November 7 - December 9
Student Data Submission (Student Registration)	January 17 - April 25
Materials List posted online	February 24
Additional Order Window	February 24 - April 14
Materials Due in District	February 27 - March 3
Test Session Setup Begins (Online Transcription Forms)	March 6
STAAR Alternate 2 Preview Window	March 20 - March 31
Proctor Caching Available (Online Transcription Forms)	March 20
STAAR Alternate 2 Assessment Window	April 3 - April 21
STAAR Alternate 2 Verification Window	April 24 - April 25
Deadline for Ordering Additional Reports	April 25
Districts Return STAAR Alternate 2 Materials	April 28

Resources

[STAAR Alternate 2 Educator Guide](#)
[STAAR Alternate 2 Test Administrator Manual \(NonSecure Front Matter\)](#)
[TEA STAAR Alternate 2 Resources Page](#)

Contact

[Contact Us](#)

Related Links

[Sign in to STAAR Alternate 2, TELPAS, and TAKS Assessment Management System Training Site](#)
[Avocet - Master Index of Resources for STAAR Alternate 2, TELPAS, and TAKS Texas Assessment Management System \(TexasAssessment.com\)](#)
[Log in to STAAR Assessment Management System](#)
[Texas Assessment Data Portal for all Assessments](#)
[Test Administration Manuals and Materials](#)
[Student Assessment Testing Calendars and Calendar of Events](#)

Searchable Support Page

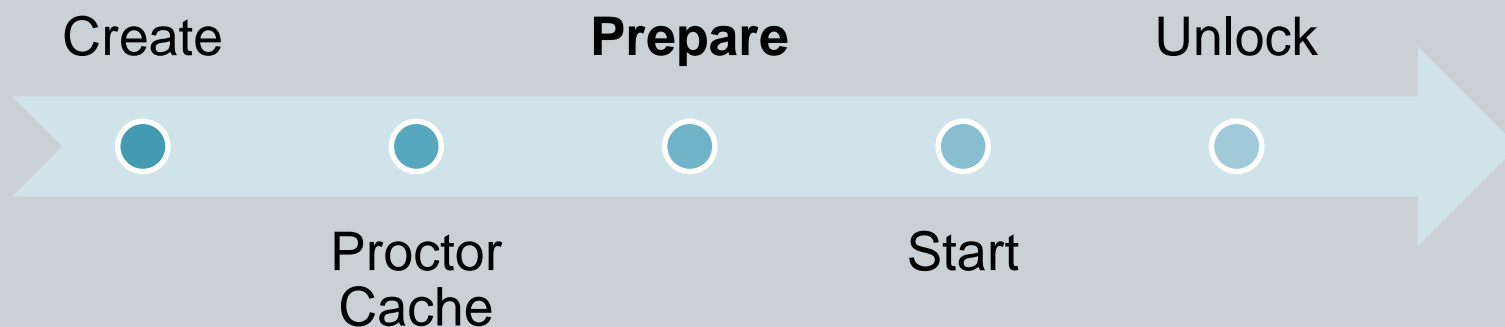
The screenshot displays the PearsonAccessnext Support page. The top navigation bar includes Home, Setup, Testing, Reports, and Support (highlighted with a red box). Below the navigation bar, the Support section is active, showing a search bar with the term "training" and a search button. The search results are displayed in a list format, including links to "District Testing Coordinator Training", "Technology Coordinator Training", "Training Modules for the STAAR Alternate 2, TELPAS, and TAKS Assessment Management System", and "Grades 2-12 Reading Test Samples from the Educator Guide to TELPAS". A sidebar on the left contains "Search Filters" and "Resource Categories" (Administration Manuals (3), Communications (2), Downloads (23), Technology Documentation/Information (13), Training (6)) and "File Format" (.bin (4), .exe (1), .html (4), .pdf (33), .xls (3), .xlsx (1), .zip (1)). A "Top Resources" section on the right lists various guides and manuals. The page is titled "Support" and includes a "Search Filters" link and "All Clear Hide" options.

What's New

- Session Management Updates
 - Prepare sessions
 - Lock/unlock test
- Improved Usability for Finding Sessions in the Students in Session Screen
 - Filter a session by name
 - Filter a session by session criteria
- Enhancements to Student Test Tickets
 - Added ability to print/reprint selected tickets
 - Improvement to student test ticket layout
- Updates to Transcribe Sessions
 - Tickets no longer required for STAAR Alternate 2 or TELPAS Holistic Ratings

Session Management Updates

New process for Test Sessions:



After sessions are created and before the session is started, users can prepare the session. This step takes the information provided when users created sessions to assign students to their test forms.

Users should prepare sessions a week before testing, when they are proctor caching.

Session Management Updates

1. Go to *Testing > Students in Sessions*

The screenshot displays the 'Students in Sessions' interface. At the top, there is a navigation bar with icons for Home, Setup, Testing, Reports, and Support. Below this, the main header reads 'Students in Sessions' with a 'Go to Sessions »' link. The interface is divided into two main sections. The left section, titled 'Tasks', shows '0 Selected' and includes a 'Select Tasks' dropdown menu and a 'Start' button. The right section, titled 'Students in Sessions', shows '0 Selected' and includes a 'Manage' dropdown menu and a 'Clear' link. Below these sections, there is a 'Session List' area with an 'Add a Session' button. A light blue banner at the bottom of the main content area contains the text: 'Add a specific session to the left or search all sessions in 2016 October TAKS Exit Level below'.

Session Management Updates

2. Select the correct session from the Session List and then select **Prepare Session**. If your session is not in the Session List, click **Add a Session**, enter the search criteria, select your session, and click **Add Selected**.

The screenshot displays the 'Students in Sessions' interface. At the top, there are two panels: 'Tasks' (0 Selected) and 'Students in Sessions' (0 Selected). The 'Tasks' panel has a 'Select Tasks' dropdown and a 'Start' button. The 'Students in Sessions' panel has a 'Manage' dropdown and a 'Clear' link. Below these panels, the 'Session List' is visible on the left, showing a 'Combined View' with four sessions: 'TAKS OCT XL ELA', 'TAKS OCT XL MATH', 'TAKS OCT XL SCIENCE', and 'TAKS OCT XL SOCIAL STUDIES'. The 'TAKS OCT XL ELA' session is selected. On the right, the 'TAKS OCT XL ELA' session details are shown, with a 'Not Prepared' status and buttons for 'Prepare Session' and 'Refresh'. There are also links for 'Resources', 'Details', and 'Edit'.

While the prepare process is running, sessions will appear in “Preparing” status. Once the process is complete, the session will appear in “Ready” status. The session is now ready to start.

Session Management Updates

Prepare multiple sessions at once by choosing the “Combined View” option and selecting ***Prepare All Sessions***.

The image displays two screenshots of the 'Students in Sessions' web interface, illustrating the process of preparing multiple sessions at once.

Top Screenshot: The interface shows the 'Students in Sessions' header with a 'Go to Sessions »' link. Below the header, there are two panels: 'Tasks' (0 Selected) with a 'Select Tasks' dropdown and a 'Start' button, and 'Students in Sessions' (0 Selected) with a 'Manage' dropdown and a 'Clear' link. The main content area is split into two sections: 'Session List' and 'Combined View'. The 'Session List' section has an 'Add a Session' button and shows 'Combined View' selected, with 'TAKS OCT XL ELA' listed below. The 'Combined View' section shows 'Not Prepared (4)' sessions and includes 'Prepare All Sessions' and 'Refresh' buttons.

Bottom Screenshot: This screenshot shows the same interface after the 'Prepare All Sessions' button has been clicked. The 'Students in Sessions' header remains the same. The 'Session List' section now shows four sessions: 'TAKS OCT XL ELA', 'TAKS OCT XL MATH', 'TAKS OCT XL SCIENCE', and 'TAKS OCT XL SOCIAL STUDIES', with a '4 Sessions | Clear' link at the bottom. The 'Combined View' section now shows 'Ready (4)' sessions and includes a 'Start All Sessions' button and a 'Refresh' button.

Unlock Students in a Session

After a session is prepared and a user clicks the **Start** button, sessions must be unlocked before students can access their tests in TestNav. Some tests will manually need to be unlocked after the **Start** button is clicked.

STAAR Alternate 2 and TAKS

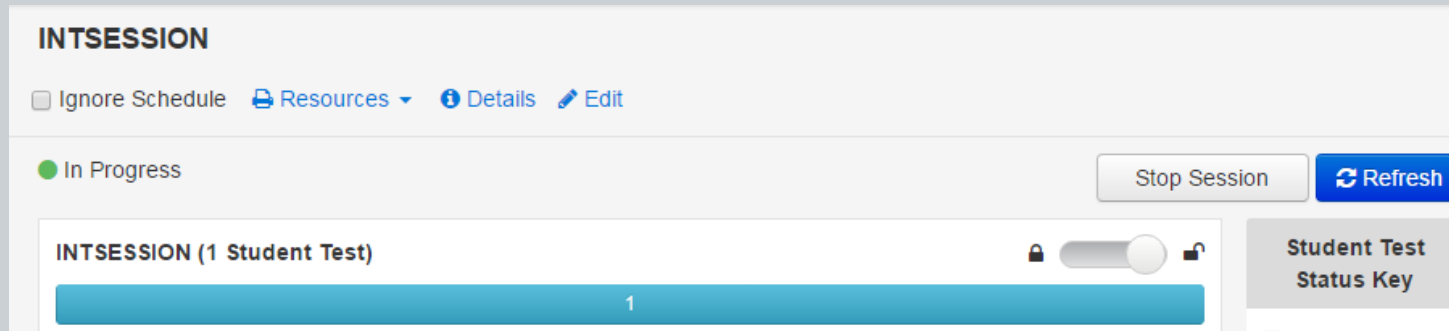
- Will unlock automatically when a session is started
- If a student is added to a session when any test is unlocked, the new test will be unlocked
- If a student is added when all tests are locked, the new test will be locked

TELPAS

- Will **NOT** be automatically unlocked when the **Start** button is clicked
- After a test session is started, the user must unlock the test sessions
- If a student is added to a session, the new test will be added as locked

Unlock Students in a Session

- To unlock all students' tests in a session, click the correct session, and then click the *unlock* icon.



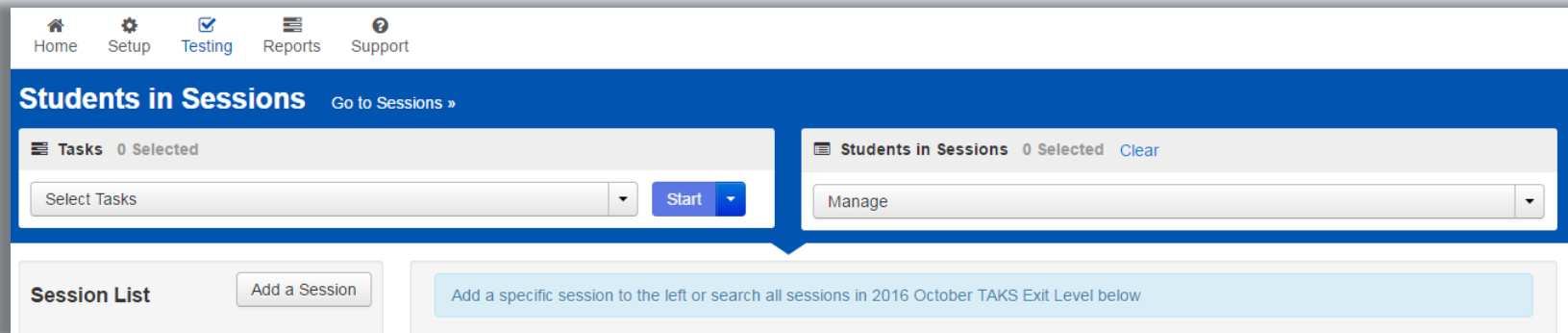
- Locked students appear with a lock symbol next to “Ready” in the “Student Test Status” column. To unlock the test, click the dropdown menu in the “Student Test Status” column and select “Unlock.”

State Student Identifier	Username	Session	Grade 9 ELA
AA09	8183392076	SAMPLE ELA9 SESSION (Grade 9 ELA/Literacy)	Ready Unlock

Improved Usability for Finding Sessions in the Student in Session Screen

Filter a Session by Name:

1. From *Testing > Students in Sessions*, click **Add a Session**:



Improved Usability for Finding Sessions in the Student in Session Screen

2. Begin typing the session name:

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 bar with the text 'T|' and a dropdown menu with four items: 'TAKS OCT XL ELA', 'TAKS OCT XL MATH', 'TAKS OCT XL SCIENCE', and 'TAKS OCT XL SOCIAL STUDIES'. Below the search bar, there is a 'Session List' section with an 'Add a Session' button. To the right, there is a 'Find Students' section with a search bar and a 'Clear Hide' button. At the bottom, there is a 'Filters' section with an 'Organization' dropdown and a 'PEIMS ID' field. The main content area shows a table with columns for 'First Name', 'Middle Name', 'Username', 'Session', and 'Form'. The table is currently empty, and the search results are filtered to show all sessions in 2016 October TAKS Exit Level below.

Improved Usability for Finding Sessions in the Student in Session Screen

3. Select the checkbox for the correct session(s) and click **Add Selected** to add the session(s) to the Session List :

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 bar with the text 'Search all sessions in 2016 October TAKS Exit Level below'. Below the search bar, there are four items listed with checkboxes: 'TAKS OCT XL ELA' (checked), 'TAKS OCT XL MATH' (checked), 'TAKS OCT XL SCIENCE' (unchecked), and 'TAKS OCT XL SOCIAL STUDIES' (unchecked). A blue 'Add Selected' button is highlighted at the bottom of the list. The interface also includes a 'Session List' on the left, a 'Find Students' section, and a table at the bottom with columns for 'First Name', 'Middle Name', 'Username', 'Session', and 'Form'.

Improved Usability for Finding Sessions in the Student in Session Screen

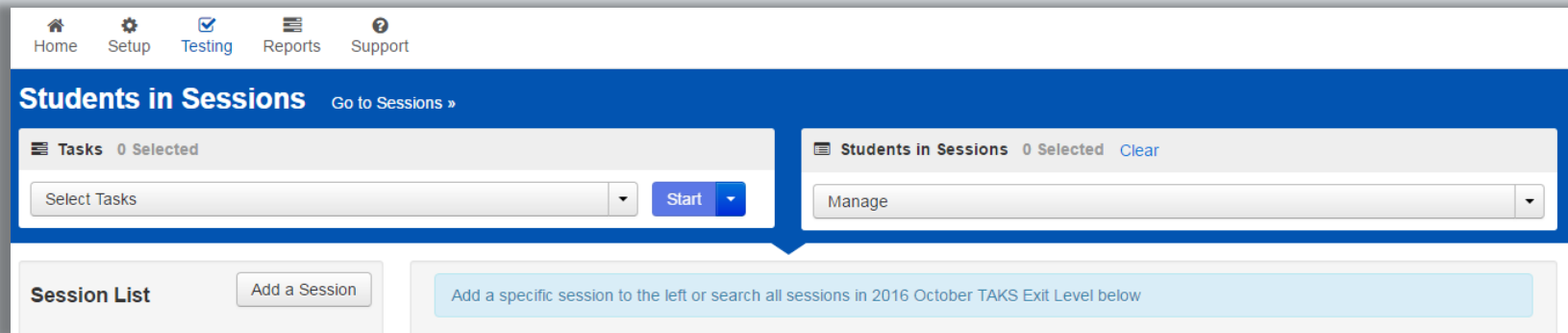
4. Selected sessions will appear in the Session List:

The screenshot displays the 'Students in Sessions' interface. At the top, there are two panels: 'Tasks' (0 Selected) and 'Students in Sessions' (0 Selected). Below these are search and management dropdowns. The main content area is split into two sections. On the left, the 'Session List' is highlighted with a red border and contains an 'Add a Session' button, a 'Combined View' indicator, and two session entries: 'TAKS OCT XL ELA' (selected) and 'TAKS OCT XL MATH'. At the bottom of the list, it shows '2 Sessions | Clear'. On the right, the 'TAKS OCT XL ELA' session area is shown with a 'Not Prepared' status, 'Resources', 'Details', and 'Edit' links, and 'Prepare Session' and 'Refresh' buttons.

Improved Usability for Finding Sessions in the Student in Session Screen

Filter a Session by Session Criteria:

1. From *Testing > Students in Sessions*, click **Add a Session**:



Improved Usability for Finding Sessions in the Student in Session Screen

2. Click the *Filter* link:

The screenshot shows the 'Students in Sessions' interface. At the top, there is a navigation bar with icons for Home, Setup, Testing, Reports, and Support. Below this is a blue header with the text 'Students in Sessions' and a link 'Go to Sessions »'. A 'Tasks' section shows '0 Selected' and a 'Select Tasks' dropdown. The main area is titled 'Session List' and contains buttons for 'Add a Session', 'Add a specific session', and 'Add Selected'. A dropdown menu is open, showing a search box for 'Session Name', '0 items of 0', and 'No results found.' A red box highlights the 'Filter' link in the top right corner of the dropdown menu.

Improved Usability for Finding Sessions in the Student in Session Screen

3. Enter criteria in any field and click **Apply**, select the checkbox next to the item and then click **Add Selected**:

The image displays three sequential screenshots of the 'Students in Sessions' interface, illustrating the process of filtering and selecting a session. Red boxes highlight key elements in each step:

- First Screenshot:** Shows the 'Session List' with one item, 'TAKS OCT XL ELA', highlighted. A red box surrounds the list area.
- Second Screenshot:** Shows the filter criteria being applied. The 'Test' field is set to 'TAKS English Language Arts'. A red box highlights the 'Apply' button at the bottom.
- Third Screenshot:** Shows the filtered results. The 'TAKS OCT XL ELA' session is selected, indicated by a checked checkbox. A red box highlights the 'Add Selected' button at the bottom.

Enhancements to Student Test Tickets

Added Ability to Print/Reprint Selected Tickets

The screenshot displays the 'TAKS OCT XL MATH' session management interface. On the left, a 'Session List' shows four sessions: TAKS OCT XL ELA, TAKS OCT XL MATH (selected), TAKS OCT XL SCIENCE, and TAKS OCT XL SOCIAL STUDIES. The main area shows the session is 'Ready'. A dropdown menu is open, showing options like 'Seal Codes', 'Scheduled Sessions', and 'STUDENT TESTING TICKETS'. The 'Print selected for this session' option is highlighted with a red box. Below the session list, there is a 'Find Students' search bar and a table of results. The table has columns for PEIMS ID, Last Name, First Name, Middle Name, Username, Session, Student Test Status, and Form. Two results are shown, both with 'Ready' status. The first row's checkbox is also highlighted with a red box.

PEIMS ID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
<input checked="" type="checkbox"/> 00999662	LASTNAMEH	FNAMEM	E	5640632859	TAKS OCT XL MATH (TAKS Mathematics)	Ready	TAKS Exit Level Mathematics - 16MA11OCENO004 (16MA11OCENO004)
<input type="checkbox"/> 00999663	LASTNAMEH	FNAMEM	E	4948850413	TAKS OCT XL MATH (TAKS Mathematics)	Ready	TAKS Exit Level Mathematics - 16MA11OCENO004 (16MA11OCENO004)

Enhancements to Student Test Tickets

Improvement to Student Test Ticket Layout

Resources ▾ Details Edit

Seal Codes

Scheduled Sessions

STUDENT TESTING TICKETS

Print all for this session

Print selected for this session

Refresh

Select a print format 1 Per Page ▾

1 Per Page

4 Per Page

Grid

List

STUDENT TEST TICKET

Student LASTNAME, FNAME E (000999662)

Session TAKS OCT XL MATH

Date of Birth 08/07/1990

Location B-301

Test TAKS Mathematics

You are authorized to take the electronic version of this test. in order to access the test on the device. Please wait for the i

Updates to Transcribe Sessions

- A new process has been developed for accessing transcription forms for **STAAR Alternate 2** and online rating entry forms for **TELPAS Holistic Ratings** in TestNav through the Assessment Management System. Users can now access transcription and online rating entry forms without having to enter student test ticket information.
- Users must be assigned the appropriate role (Transcribe Assistant) within the Assessment Management System to launch the TestNav transcription and online rating entry forms.

Updates to Transcribe Sessions

1. Go to *Testing > Students in Sessions*.
2. Click the session from the Session List. Only one session can be selected to access transcription and online rating forms. Users cannot be in the Combined View.
3. Ensure the test session is started. If selecting a TELPAS Holistic Ratings session, you must unlock the session before starting the session.

Updates to Transcribe Sessions

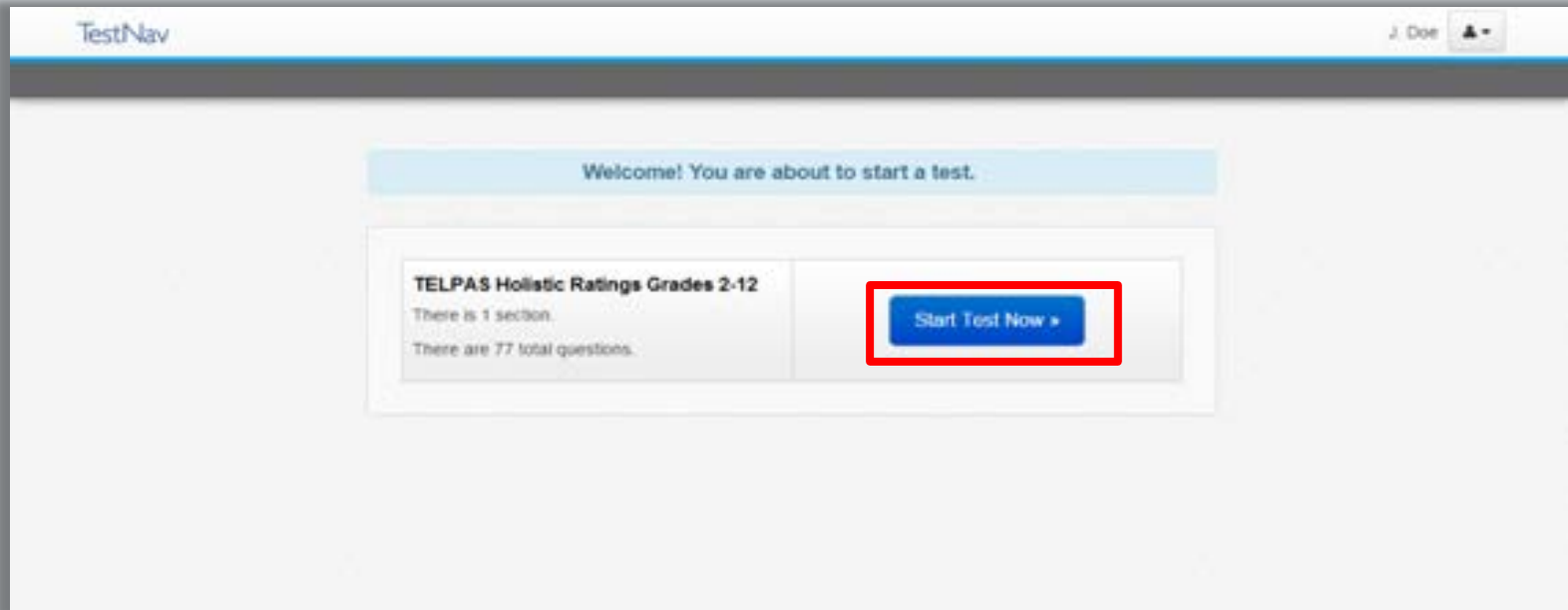
4. Click the **Launch Test** link in the “Answer Input” column.

The screenshot displays the STAAR Alternate 2 administration interface. On the left, a 'Session List' shows 'TESTSESSION1'. The main area is titled 'PAUL DEMO' and shows 'In Progress' status for 'TELPAS Holistic Ratings Grade 10–12 (30 Student Tests)'. A progress bar indicates 30 tests. On the right, a 'Student Test Status Key' lists various statuses: Ready, Resumed, Resumed Upload, Active, Exited, Completed, Marked, and Complete. Below the session details, there is a 'Find Students' search bar. At the bottom, a table shows 30 results. The first row is highlighted, and the 'Answer Input' column for the student with PEIMS ID 204477552 contains a 'Launch Test' link, which is highlighted with a red box.

PEIMS ID	Answer Input	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
204477552	Launch Test	LASTA	FIRSTA		1771406635	TESTSESSION1 (TELPAS Holistic Ratings Grade 10–12)	Ready	TELPAS Holistic Ratings Grade 10–12 - 16HR10SPENC001 (16HR10SPENC001)

Updates to Transcribe Sessions

5. The student test will launch in TestNav. Click ***Start Test Now***. For TELPAS, click “Start Section” to go to the online rating entry form. Enter proficiency ratings and rater information.



Online User Guide

The screenshot displays a support page with a blue header labeled "Support". On the left, there are three filter sections: "Search Filters" with "All Clear Hide" options; "Resource Categories" with checkboxes for "Administration Manuals (0)", "Communications (0)", "Downloads (0)", "Technology Documentation/Information (1)", and "Training (0)"; and "File Format" with checkboxes for ".zip (0)" and ".bin (1)". The search bar at the top contains the text "STAAR Alternate 2" and a "Search" button. Below the search bar, the search term "STAAR Alternate 2" is displayed with a "Clear" link. The search results list one item: "STAAR Alternate 2, TELPAS, and TAKS Assessment Management System User Guide", which includes a PDF icon, a description, and a "Last updated: Aug 5, 2015" timestamp. A pagination control shows "1" between "«" and "»" symbols.

Online User Guide

Dashboard

Welcome to Pearson Assessment Support

Here you will find support documentation for the Pearson assessment products listed below.

Spaces

Site Spaces

- Arizona Information
- Florida Information
- Includes Repository
- Minnesota Information
- PearsonAccess Next Online User Guide**

PearsonAccess^{next}
PearsonAccess^{next} provides assessment management services for both paper and online testing.

TestNav.
TestNav delivers online test items securely and reliably. There is documentation for two release versions available on this site:

- TestNav 8 Online Support
- TestNav 7.5 Online Support

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TestNav™ is a trademark of Pearson Education, Inc. or its affiliate(s). All rights reserved.

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

Online User Guide

The screenshot shows the PearsonAccess Next Online User Guide interface. At the top, there is a dark blue navigation bar with the Pearson logo, 'Spaces' dropdown, search icon, help icon, and 'Log in' link. Below the navigation bar is a sidebar on the left containing a list of navigation items: PearsonAccess Next Online User Guide, System Requirements, System Basics, Checklist for Testing, Import and Export Data, Manage Messages, Manage Organizations, Manage Users, Manage Students, Manage Groups, Manage Online Tests, Manage Paper Tests, Manage Alternate Tests, Troubleshooting, View Reports, Manage Reporting Groups, Reference, Moving to PearsonAccess Next, Training Modules, and Recently Updated. The main content area on the right has a title 'PearsonAccess Next Online User Guide', a search bar with a 'Search' button, the PearsonAccess^{next} logo, and introductory text. The text states: 'With PearsonAccess^{next} you can perform all your test administration duties, from ordering materials and submitting student data to setting up online tests and viewing student results. 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. This PDF edition is a snapshot of the online user guide on the day the PDF was created, July 29, 2016.' Below this is a 'Getting Started' section with a paragraph and a bulleted list of links: System Basics, Checklist for Testing, User Roles, and Table of Contents.

Pearson Spaces

PearsonAccess Next Online User Guide

- System Requirements
- System Basics
- Checklist for Testing
- Import and Export Data
- Manage Messages
- Manage Organizations
- Manage Users
- Manage Students
- Manage Groups
- Manage Online Tests
- Manage Paper Tests
- Manage Alternate Tests
- Troubleshooting
- View Reports
- Manage Reporting Groups
- Reference
- Moving to PearsonAccess Next
- Training Modules
- Recently Updated

Pages

PearsonAccess Next Online User Guide

Search the PearsonAccess Next Online User Guide:

PearsonAccess^{next}

With PearsonAccess^{next} you can perform all your test administration duties, from ordering materials and submitting student data to setting up online tests and viewing student results.

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.

This PDF edition is a snapshot of the online user guide on the day the PDF was created, July 29, 2016.

Getting Started

If this is your first visit, we recommend that you start with these PearsonAccess^{next} Online User Guide sections. They can help you perform your tasks more efficiently.

- [System Basics](#) – Learn the common PearsonAccess^{next} interface elements that you will use to complete your tasks.
- [Checklist for Testing](#) – See an overview of the chronological sequence of tasks. This will help you understand what comes before and after any specific task that you are completing.
- [User Roles](#) – Some features are only available to some user accounts. If you do not see a specific feature, your account is not configured to access it.
- [Table of Contents](#) – See the table of contents below to go directly to a specific task within the PearsonAccess^{next} Online User Guide. You also can navigate through the user guide using the contents sidebar on the left side of each page.

Training Modules

The screenshot shows the PearsonAccess Next Online User Guide interface. The top navigation bar includes the Pearson logo, 'Spaces', a search icon, a help icon, and 'Log in'. The left sidebar lists various navigation options, with 'Training Modules' highlighted in blue. The main content area is titled 'Training Modules' and includes a search bar. Below the search bar, a paragraph explains that the training modules are created by Pearson's Online and Technology Implementation Training Services team and are designed to ease users into the overall tasks. Three training modules are listed in a grid:

- System Overview**: This module introduces PearsonAccess^{next} and provides an overview of the navigation features. Click here to view the System Overview module. For more information, see System Basics.
- Set Up Organizations and Users**: This module explains how to manage test administration participation, enter student enrollment counts, and create user accounts. Click here to view the Set Up Organizations and Users module. For more information, see Manage Participation in Test Administrations, Manage Student Enrollments in an Organization, Manage Enrollment Counts, and Create and Edit User Accounts.
- Managing and Registering Students**: This module explains how to create and edit student records, register and assign students to tests, and create groups or classes. Click here to view the Managing and Registering Students module. For more information, see Create and Edit Student Records, Register Students in a Test Administration, Manage Student or Group Test Assignments and Manage Groups.

Online Testing

Online Testing Readiness

- Resources Site
- TestNav Components – all the same
- TestNav Configuration in the assessment management system
- Pre-cache Test Content
- Online Testing Checklist
- TestNav 8 – installable app versions
- App Check
- Infrastructure Trial

TestNav 8 – What's new?

- iPads:
 - Automatic Assessment Configuration (AAC) replaces previous configuration options
 - Enable microphone permission
 - Confirm app self-lock
 - Max time in kiosk mode
- iOS 10 and macOS 10.12 are not supported on installable TestNav
- New version of proctor caching software (2016.9) released

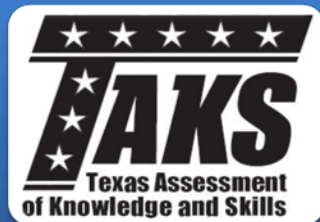
Assessments Available Online



- Students assessed on paper, then answers transcribed into an online form
- Grades 3-8 mathematics and reading, grades 4 and 7 writing, grades 5 and 8 science, grade 8 social studies, Algebra I, English I, English II, biology, and U.S. history



- Grades K-12 holistic ratings in listening, speaking, reading (K-1 only), and writing entered into an online form
- Grades 2-12 reading



- Exit Level in mathematics, English language arts, science, and social studies

TestNav 8 Online Support

The screenshot shows the Pearson TestNav 8 Online Support page. The page has a dark blue header with the Pearson logo and 'Spaces' dropdown. A left sidebar lists navigation options: TestNav 8, TestNav System Requirements, ProctorCache System Requirements, Kiosk Mode Test Setup, 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 instructions for users experiencing issues. Below is a 'Getting Started' section with three numbered steps. The right sidebar features an 'IMS Certified' badge, download links for the App Store, Chrome Web Store, and Google Play, and social media icons for Facebook, Twitter, and YouTube.

TestNav 8

- TestNav System Requirements
- ProctorCache System Requirements
- › Kiosk Mode Test Setup
- Set Up and Use ProctorCache
- › Troubleshooting
- › Technical Bulletins
- › Features and Demos
- Recently Updated

Pages 0

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. *You can use installable TestNav apps or Firefox Extended Support Release (ESR) 45 (32-bit) for tests that require kiosk mode.*
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:
ims-cert.org

Download TestNav

TestNav™

Download on the App Store

available in the chrome web store

GET IT ON Google play

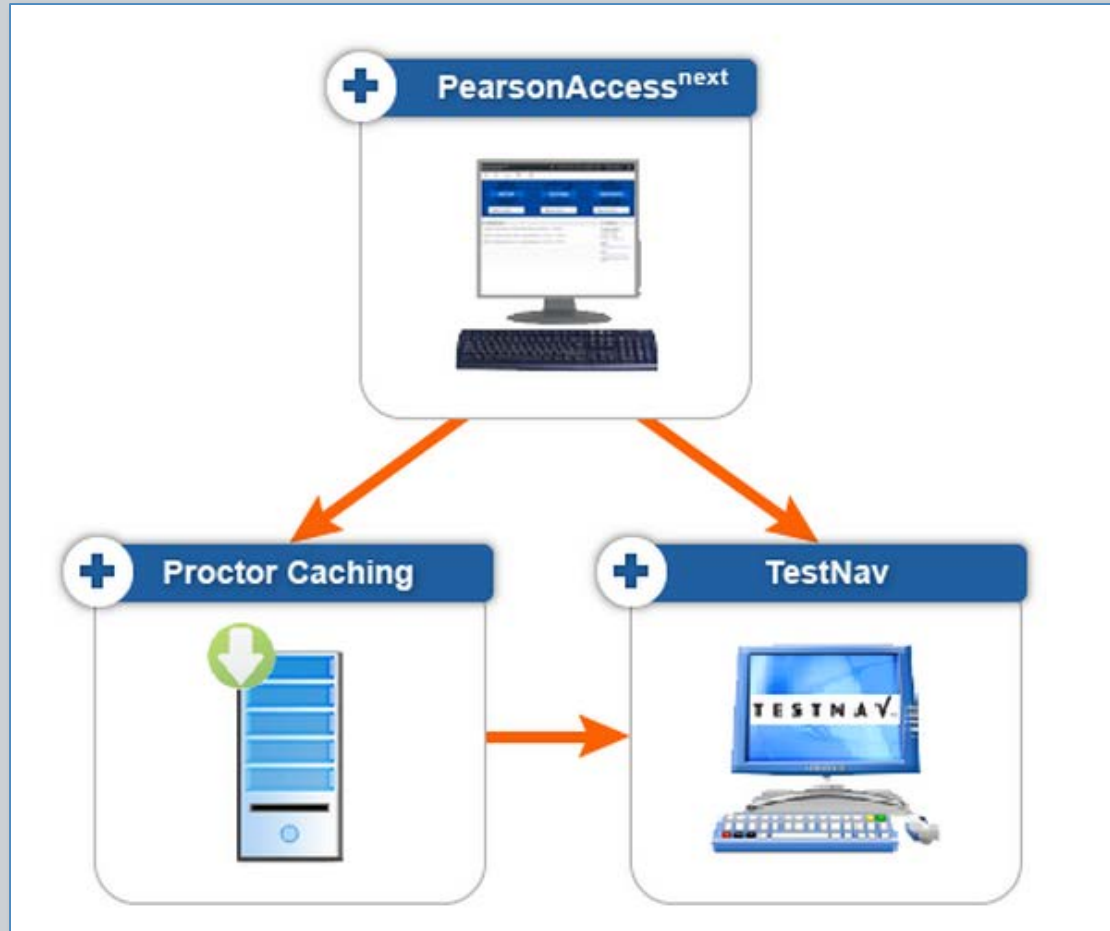
Follow TestNav

Facebook Twitter YouTube

For more information on Pearson Assessment products and research, see [Pearson Assessment](#).

<https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support>

TestNav 8 – Everything is still the same



Configure TestNav

The screenshot displays the 'TestNav Configurations' interface. On the left, a 'SETUP' sidebar contains a 'Select an action' dropdown menu with options: Import / Export Data, Students, Groups, Organizations, Users, Feature Dates, Orders & Shipment Tracking, and TestNav Configurations. The 'TestNav Configurations' option is highlighted. The main area shows a 'Tasks' section with '1 Selected' and a 'Start' button. Below this, a list of tasks includes 'Create / Edit TestNav Configurations' (checked) and 'Delete TestNav Configurations'. The 'Create / Edit TestNav Configurations' task is expanded to show a 'New Cache Configuration' form with fields for Configuration Name, Organizations, Default Precaching Computer (Computer Name, IP Address, Port), and Response File Backup Locations (Windows, Primary Location and Secondary Location). A 'Start' button is highlighted in a red box.

SETUP

Select an action

- Import / Export Data
- Students
- Groups
- Organizations
- Users
- Feature Dates
- Orders & Shipment Tracking
- TestNav Configurations**

TestNav Configurations

Tasks 1 Selected

Select Tasks

Create / Edit TestNav Configurations

Delete TestNav Configurations

Start

Tasks for Proctor Caching

Create / Edit TestNav Configurations

CONFIGURATIONS (0)

DETAILS

New Cache Configuration

Configuration Name*

Organizations*

Default Precaching Computer

Computer Name*

IP Address

Port

Response File Backup Locations

Please use the following format for SFTP file backup location: sftp://<userid>:<password>@<address>:<port>/path

Windows, Primary Location ⓘ

Windows, Secondary Location ⓘ

Uses Pearson Precaching

Precaching Test Content

You can cache content by test for all test sessions in addition to caching content for each test session.

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

☰ **Tasks** 0 Selected

Select Tasks

- Create / Edit Sessions
- Precaching Test Content**
- Delete Sessions
- Lock Units
- Add/Remove Students in Sessions

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

Precache By Test

Organization	Test (select one or more)
Demo (demo)	<input type="checkbox"/> Demo Online Test
	<input checked="" type="checkbox"/> TELPAS Reading Test Grade 2
	<input type="checkbox"/> TELPAS Reading Test Grade 3

Installable TestNav

 Pearson

download.testnav.com

TestNav™

Check [TestNav System Requirements](#) before you download installable TestNav and ProctorCache.

Installable TestNav
After you download installable TestNav, see [Kiosk Mode Test Set Up](#) to complete setup and prepare for testing.

Laptops and Desktops	Tablets	Chromebooks
		
TestNav Desktop <ul style="list-style-type: none">• OS X• Windows<ul style="list-style-type: none">• .msi installer• .exe installer• Linux Fedora• Linux Ubuntu	TestNav for iPad  TestNav for Android devices 	TestNav for Chromebook 

Browser-based TestNav
To use a browser for tests that require *kiosk mode*, you can download the Firefox version below for the appropriate operating system:

Firefox ESR 45

- [OS X \(or macOS\)](#)
- [Windows \(FF 32-bit\)](#)

ProctorCache Installers
After you download ProctorCache, see [Set Up and Use ProctorCache](#) for detailed instructions.

- [OS X](#)
- [Windows](#)

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Installable TestNav

The screenshot shows the Pearson TestNav 8 Online Support page. The left sidebar contains a navigation menu with the following items: TestNav 8, TestNav System Requirements, ProctorCache System Requirements, Kiosk Mode Test Setup (expanded), Set Up TestNav Desktop on Linux, Set Up TestNav Desktop on OS X, Set Up TestNav Desktop on Windows, Set Up TestNav on Android Devices, Set Up TestNav on Chromebook, Set Up TestNav on iPad, Set Up TestNav with Firefox ESR 45, and Set Up and Use ProctorCache. The main content area is titled 'Kiosk Mode Test Setup' and includes a search bar, a breadcrumb trail 'Pages / TestNav 8 Online Support', and a list of links under the heading 'Installable TestNav': Set Up TestNav Desktop on OS X, Set Up TestNav Desktop on Windows, Set Up TestNav Desktop on Linux, Set Up TestNav on Android Devices, Set Up TestNav on Chromebooks, and Set Up TestNav on iPads. A paragraph of text below the search bar reads: 'For step-by-step setup instructions, click the links below. You can also read further on this page for a detailed overview on installable TestNav, App Check, and saved response file (SRF) and log files.'

Instructions for installing the TestNav 8 app are found at

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

Select TestNav 8 > Set up TestNav Testing Environment > Installable TestNav Set up Overview

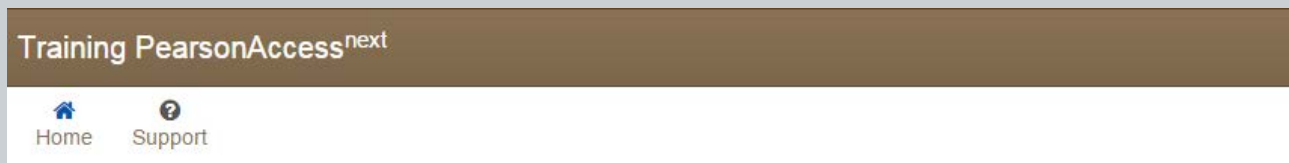
Infrastructure Trial

What is an Infrastructure Trial?

An infrastructure trial is a “dress rehearsal” of a computer-based assessment. This is a low-stakes, dry run for final confirmation that:

- TestNav is configured correctly
- Devices can successfully run TestNav
- Network will bear the full load
- Participating staff know what to do for the computer-based assessment

The infrastructure trial is conducted in the assessment management system training site – the “brown” site.



Who should be involved in an Infrastructure Trial?

Everyone within the school who will have a role in the computer-based assessments should be included in the infrastructure trial.

- Coordinators
- Administrators
- Technology staff
- Assistants



Shipping

STAAR Alternate 2, TELPAS, and TAKS Administration

- Districts receive initial shipments of test materials for STAAR Alternate 2 and manuals for TELPAS.
- The district testing coordinator (DTC) must submit a request to TEA for approval to administer a paper test for TELPAS reading or TAKS.
 - Request for Paper Administrations of STAAR, TELPAS Reading, and TAKS located at <http://tea.texas.gov/student.assessment/manuals/dccm/>.
 - If a paper test administration is approved, materials will be automatically shipped.

STAAR Alternate 2 Test Materials



Contacts

TEA

Telephone: 512-463-9536

TEA Student Assessment website

Fax 512-463-9302

www.tea.texas.gov

Call TEA's Student Assessment Division for assistance with:

- testing accommodations
- notification of a disruption in online testing
- requesting changes to the testing schedule
- questions about the time-limit policy including taking breaks
- testing beyond normal school hours
- handling unusual circumstances on test days
- violations of test security
- handling school emergencies that affect testing
- questions about general online testing policy
- questions about oral administration of test sessions
- assistance with technology applications
- questions about monitoring TELPAS rating training activities
- questions about TEA communications

Contacts

Pearson Customer Service Center

7:30 AM – 5:30 PM CT Monday–Friday

Toll free: 800-627-0225

E-mail: TxPearsonAccess@support.pearson.com

Call or email the Customer Service Center for assistance with:

- information about online testing or online testing procedures
- navigating the Assessment Management System
- accessing and using the Training Center
- managing examinee data
- setting up test sessions
- assigning usernames
- accessing resources
- questions about Pearson Online Testing communications
- setting up a test run of the TestNav test delivery system
- network problems
- proctor caching issues
- evaluating infrastructure
- hardware and software requirements or problems
- the TestNav Early Warning System
- wireless networking issues
- technical emergencies
- solving online testing set-up issues

A grayscale photograph of a computer lab with several students sitting at desks, focused on their work. The image is semi-transparent, allowing the text to be overlaid. The students are seen from the side, looking towards their computer monitors. The desks are equipped with multiple monitors, keyboards, and mice. The background shows rows of desks and computer equipment, creating a sense of a busy classroom environment.

Scoring and Reporting

Components of the 2017 Texas Assessment Program

- State of Texas Assessments of Academic Readiness (STAAR)
- STAAR Spanish
- STAAR Alternate 2
- Texas English Language Proficiency Assessment System (TELPAS)
- TAKS (exit level)

Answer Documents

- STAAR and STAAR Spanish — one combined answer document
- STAAR with embedded supports – includes braille
- STAAR Alternate 2 — no answer documents should be submitted for students assessed with STAAR Alternate 2
- TELPAS is online
- TAKS is online

Answer Documents (continued)

- STAAR Score Codes
 - “S” – tested
 - “A” – absent
 - “O” – other (illness, testing irregularity, EOC/above grade level, substitute assessment, etc.)
 - “*” – paper/online

NOTE: For each subject area, only ONE score code should be gridded.

Answer Documents (continued)

- An “*” score code is present on all STAAR answer documents that have two subject areas tested.
- TEST TAKEN INFO field — information about the language version (English or Spanish) must be recorded in this field.
 - “EN” or “SP” for grades 3, 4, and 5
- NEW TO TEXAS

STAAR Precoding

- PEIMS vs. District-Supplied Files
- Precode Roster – deadlines
- Nancy Mendoza 😊

PEIMS Data

- The “preliminary” PEIMS file was loaded to the assessment management systems/student directory in late December.
- The “final” PEIMS file will be loaded in late February or early March.
- Do not request updates to student names or DOBs (if the student is on the PEIMS file) between now and early March because the values from the “final” file will overwrite the updates you requested.

STAAR Reporting

- EOC and 3–8 will have separate data files/reports
- All reports will be provided online in PDF format
- STAAR and STAAR Spanish will be reported on the same file
- STAAR Alternate 2 will be reported separately

STAAR Standard Reports

- Confidential Student Report (CSR)
- Confidential Student Label
- Confidential Campus Roster
- Campus and District Summary Report—
including constructed response, combined, and
cumulative (grades 5 & 8 retests) summary reports
- Data File – individual student data file
- Item Analysis Summary and Individual Reports
- Images of Essays

Confidential Student Report

- One combined report
 - Grades 3-8
 - March, May, and June grades 5,8
 - Spring grades 3-8
 - EOC
 - Spring administration
 - December and June administrations
- Same data will be available in the Student Portal
- Includes STAAR or ELL Progress Measure where applicable

Confidential Student Label

- EOC – cumulative results
 - Show the administration when the student passed
 - Show the latest administration if the student has not passed
- Grades 5 and 8 retest labels will have previous administration data from current year

Confidential Campus Roster

- Separate rosters for each subject
- Separate rosters for STAAR, STAAR Spanish and STAAR Alternate 2
- “All Students”
- Students who did not achieve “Approaches Grade Level” performance (not provided for STAAR Alternate 2)
- Includes STAAR or ELL Progress Measure where applicable

Progress Measure(s) Reporting

- STAAR Progress Measure will have values when it is applicable and can be calculated (ELL Progress Measure will be blank)
- ELL Progress Measure will have values when it is applicable and can be calculated (STAAR Progress Measure will be blank)

Summary Reports

- One page per subject
- Separate summaries for STAAR, STAAR Spanish, and STAAR Alternate 2
- “All Students”
- “First-Time Tested Students”, and “Retested Students” (for EOC only)

Summary Reports (continued)

- **Constructed Responses Summary** - showing the distribution of score points for the written composition
- **Combined Summary** – for grades 3,4, and 5 only
- **Cumulative Summary Report**
 - Provided for the May and June grades 5 and 8 retests
 - English and Spanish are combined for grade 5
 - STAAR Alternate 2 is not included in the Cumulative Summary Report

Student Data Files

- One data file for EOC
- Includes information for the administration being reported – one record per student/assessment
 - Will include item level data for the spring administration only
 - Student Expectation information will be posted on TEA's website (spring administration only)
 - Includes cumulative history