Welcome and Introductions

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ESC - 20 AGENDA (**Different order than the ESC training posted on TEA’s website**) 

- Welcome and Introductions
- Policy and Procedure Highlights
- Test Security
- Test Administration Resources
- Testing Accommodations
- STAAR Alternate 2
  - Lunch on your own
- Linguistic Accommodations
- TELPAS
- TELPAS, STAAR Alternate 2 & TAKS Online System
- STAAR Administration System
- Scoring and Reporting
- Wrap-up and Evaluations

JANUARY 2016
Welcome and Introductions

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

Information from Fall TETNs and trainings

This year’s annual District Testing Coordinator training expects that you have already seen the TETN, reviewed the materials from the TETN or attended training on the materials below:

Accommodations:
- Critical Information about Accommodations for Students with Disabilities (PDF)
- 2015-2016 Accommodations for Students with Disabilities (PPT posted 09/21/15) [September 17 TETN]
- Supplemental Aids for STAAR, STAAR Spanish, STAAR L, and STAAR A: What’s Allowed and What’s Not? (PDF posted 10/07/15)

Bilingual:
- Fall 2015 ELL Assessment Update (PPT posted 09/17/15) [September 15 TETN]
- 2015-2016 Training on Linguistic Accommodations for the STAAR® Program (PPT)
- LPAC Decision-Making Resources

www.texasassessment.gov

Welcome to the Texas Assessment Management System
Policy and Procedure Highlight

- STAAR Testing Dates
  - Shift in grades 3–8 test administration dates
    - Also shifts reporting date (June 15)
- HB 743
  - Redesign of STAAR grades 4 and 7 writing
  - No field test items
  - Measuring time-to-test

Policy and Procedure Highlight

- First Year Students from Out-of-State
- Changes to Precoded Materials
- STAAR Algebra II and English III (optional)
- TELPAS Testing Window
- Changes to TELPAS Holistic Rating Training
Highlights from the 2016 Test Security Supplement

STAAR Alternate 2
- Trained STAAR Alternate 2 test administrators are permitted to keep test materials in their possession throughout the day as long as the secure materials are kept in locked storage when not in use.
- All materials must still be checked back in to the campus coordinator at the end of the day.
- District and campus personnel are required to verify compliance with these procedures.
- Use the Materials Control Form each day materials are checked out.

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.

(2016 DCCM page 0-21; draft 2016 Test Security Supplement page 4)
Penalties for Violation of Security and Confidentiality of Assessments

Release or disclosure of confidential test content is a Class C misdemeanor and could result in criminal prosecution under TEC §39.0303, Section 552.352 of the Texas Government Code, and section 37.10 of the Texas Penal Code.

Any irregularities in test security or confidentiality may result in the invalidation of student results.
Highlights of the 2016 District and Campus Coordinator Manual

- Details expanded for reading assistance on the STAAR grade 3 mathematics test (2016 DCCM O-13)
- STAAR calculator policy updated to allow graphing calculator applications on tablets (2016 DCCM 5-8 to 5-9, 5-36)
- Moved appendix on oral/signed administrations out of the Coordinator Manual and created a separate manual
- Revisions made to include new shipping instructions for STAAR
  a) receipt and return of materials
  b) return of superintendent and district coordinator security oaths

- Proceeded labels will no longer be used on students’ answer documents (2016 DCCM O-4)
- TEA will collect data during the spring 2016 STAAR administration on
  • the time it takes for students in grades 3–8 to complete the test (2016 DCCM O-3)
  • first year students from out-of-state (2016 DCCM O-4)
- STAAR Algebra II and English III assessments will be available for districts to administer on an optional basis (2016 DCCM O-4, O-17, 5-3 to 5-4, 3-4)
- TELPAS calibration must now be completed in a monitored setting (2016 DCCM O-5, O-20 to O-21, O-23, T-4 to T-7, T-9, T-13, T-15, T-17 to T-19)

Allowable Accommodations

- In general, these procedures and materials are available to any student who regularly benefits from the use of these procedures or materials during instruction.
- Details expanded for reading assistance on the STAAR grade 3 mathematics test
2016 District and Campus Coordinator Manual

STAAR Alternate 2
- revised STAAR Alternate 2 Materials Control Form [DCCM SA-21]
- one form
- streamlined

Highlights of the 2016 Test Administrator Manuals

- The Oral/Signed Administration appendix has been rewritten as a stand-alone manual.
- Test administrators will record the amount of time each student took to test on their answer document for each test session.

Highlights of the 2016 Test Administrator Manuals

<table>
<thead>
<tr>
<th>Time-to-Test in Grades 3–8</th>
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<tbody>
<tr>
<td><strong>AGENCY USE</strong></td>
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</table>
Highlights of the 2016 Test Administrator Manuals

Guide to the Test Administration Directions

- use of tutorials is expected for students testing online
- includes specific information about accommodations and oral administration that must be read by the test administrator prior to the administration of the test

Guide to the Test Administration Directions

- describes special considerations for English language learners
- reiterates that a test administrator must have training from the campus coordinator regarding oral administration prior to testing

Additional Manuals and Resources for the Student Assessment Program

http://tea.texas.gov/student.assessment/
Accommodations within the STAAR Program

- STAAR A
- Accommodations for Students with Disabilities
- STAAR L
- Linguistic Accommodations

Accommodations

STAAR versus STAAR A

- STAAR A is the same as STAAR in the following ways:
  - passing standards
  - time limits
  - assessed curriculum
  - test blueprint
  - progress measures

- STAAR A is different than STAAR in the following ways:
  - no field test questions on EOC assessments (no grade 3-8 assessment will have embedded field test questions in 2016)
  - online administration
  - embedded accommodations
  - test questions may differ, resulting in different raw score conversion charts

Accommodations

STAAR A Eligibility Requirements

- STAAR, with or without allowable or approved accommodations from the accommodation triangle, should be the first consideration. If a student cannot access STAAR, the STAAR A eligibility requirements may be reviewed.

  Specific information regarding STAAR A eligibility may be found on the STAAR A Resources page of the TEA website:

  http://tea.texas.gov/student.assessment/STAARA/
### Accommodations

#### STAAR A Online Test Features
- STAAR A is administered online and will include embedded accommodations to selections and test questions.
- Accommodations
  - Zoom
  - Color Settings
  - Popups
  - Rollovers
  - Text-to-speech
  - Supplemental aids: Punnett squares (biology), writing checklists

#### Grade 4 Writing: Written Composition
- Last year’s policy regarding transcribing student’s responses to the writing prompt for STAAR A grade 4 writing has not changed for the 2016 administration. It is not necessary for students taking 4th grade STAAR A writing to meet the eligibility criteria for Basic Transcribing.
- This specific group of students may have their responses to the writing prompt transcribed into the online test in accordance with guidelines listed in the accommodations triangle document for Basic Transcribing.
  - Note: This is not a requirement of the administration and decisions regarding this provision must be based on individual student need. TEA will continue to review this policy for subsequent administration years.
- Students in all other grades and subjects must meet the eligibility requirements for Basic Transcribing as described in the corresponding document found in the accommodations triangle.

#### Technology-based Spelling Assistance
- Spell check is NOT an embedded accommodation for the written composition. Students eligible for Spelling Assistance will use what they use in class. See below for special instructions if using spell check, speech-to-text, text-to-speech, or word predictor.
- The student may use a separate laptop/computer while STAAR A is open. He or she will need to transfer the response to the composition typing box (unless receiving Basic Transcribing).
- The student can exit the test session, respond to the prompt using spelling assistance (and Form 1 STAAR booklet to see prompt), print out the response, log back in to STAAR A, and then transfer his or her responses in the composition typing box (unless receiving Basic Transcribing).
  - Caution: The student can be provided a STAAR form 1 test booklet to access the writing prompt; however, once STAAR A is exited, the student will not be able to see the pop-ups or rollovers or the writing checklists.
Accommodations

Accommodations for Students with Disabilities

<table>
<thead>
<tr>
<th>Accommodations for Students with Disabilities</th>
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<tbody>
<tr>
<td><strong>Accommodations</strong></td>
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<tr>
<td><strong>Tutorials and Practice Questions</strong></td>
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<tr>
<td>Teachers and students should become familiar with STAAR A prior to testing. A tools tutorial and practice questions will be posted for this purpose. Test administrator directions have been written with the assumption that all students taking STAAR A have accessed the tutorials and practice questions and are familiar with the online system.</td>
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<tr>
<td><strong>Tutorials</strong></td>
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<td><strong>Practice questions</strong></td>
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<tr>
<td><strong>Tutorials for STAAR end-of-course (EOC), STAAR standardized oral administration (SOA), STAAR L, and STAAR A online assessments became available January 29 at <a href="http://www.TexasAssessment.com/technology">www.TexasAssessment.com/technology</a>.</strong></td>
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<td><strong>Practice sets will be available in the next few weeks.</strong></td>
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<td><strong>Accessing the Secure Browser for the STAAR Online Testing Platform</strong></td>
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<tr>
<td>The State of Texas Assessments of Academic Readiness (STAAR) Online Testing Platform operates through a secure browser that must be installed on your desktop or tablet in order to access the tutorials, practice tests, and operational tests. For a complete listing of supported operating systems and hardware requirements see the Unified Minimum Systems Requirements for the Administration of Online Assessments document, available at <a href="http://www.TexasAssessment.com/technology">www.TexasAssessment.com/technology</a>. The secure browsers for desktop systems [Windows and Mac] install by running the installers listed below. After installation, click the desktop icon to access the STAAR Online Testing Platform. The secure browsers for other platforms can only be accessed through applications that are available in their respective stores. The links below will direct you to the appropriate application for download. Select among the following links to locate and download the appropriate STAAR Online Testing Platform secure browser for your device(s).</td>
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<td><strong>Windows</strong> [PC]</td>
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<td><strong>Mac</strong></td>
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<tr>
<td><strong>Chromebook</strong></td>
<td>January 29 email to the DTC</td>
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<td><strong>iPad</strong></td>
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<td><strong>Android</strong> (coming soon)</td>
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<tr>
<td><strong>Linux</strong> (coming soon)</td>
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<tr>
<td>The STAAR tutorials and practice tests are open to the public.</td>
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</table>
Accommodations

Overview of STAAR Accommodation Changes for the 2016 Calendar Year

- No policy changes to allowable accommodations, just clarifications (outlined in the 2016 accommodations training)
- STAAR Algebra II and English III added where applicable
- Online Accommodation Request Form opens in January; approvals remain effective until 12/31/16
- Standardized Oral Administration (SOA) available for grade 3 in 2016

Accommodations for Students with Disabilities

2016 Accommodation Triangle

Type 1 accommodations are approved locally based on specific eligibility criteria. The decision to provide these accommodations is made by the appropriate team of people at the campus level (e.g., ARD committee, Section 504 placement committee, RTI team, student assistance team).

Type 2 accommodations require TEA approval to use during a state assessment. The appropriate team of people at the campus determine whether the student meets all of the specific eligibility criteria and, if so, submits an Accommodation Request Form to TEA.

Standardized Oral Administration (SOA)

- TEA is offering SOA for the STAAR program as an online option for oral administration. The option is available statewide to eligible students in the following grades and subjects:
  - grade 3 reading and mathematics (English only)
  - grade 4 reading and mathematics (English only)
  - grade 5 reading and mathematics
  - grade 7 reading and mathematics
  - grade 8 science and social studies
- The SOA forms feature a text-to-speech panel that students can use to hear selected text in test questions, answer choices, and graphics similar to the way it is on the traditional oral administration of a paper assessment.
- A student independently selects and changes his or her level of reading support during the test administration. SOA should only be administered to an eligible student for whom this type of oral administration is appropriate.
- A STAAR SOA online tutorial will be available so students can become familiar with the tools available to them during the online SOA test session.
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.
  - See STAAR Calculator Policy for exceptions.
- Therefore the guidelines set forth in this policy apply to the use of a calculator as an accommodation.

The Accommodation Request Process

- A training PowerPoint will be posted to the 2016 Accommodations for Students with Disabilities Taking State Assessments webpage. The Training Document (external link PDF)
- Only Type 2 accommodations require the submission of an Accommodation Request Form to TEA. The Accommodation Request Process for Type 2 Accommodations (PDF)
- 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.”

The online accommodation request form for the 2016 calendar year opens in January.

- 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.
  - Refer to The 2016 Online Accommodation Request Submission Deadlines (PDF)
- The expiration date for all approved Type 2 accommodations is December 31st of the year the request is approved.
Accommodations

Recording Accommodations on the Answer Document

- 2016 District and Campus Coordinator Manual page S-43
- 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.

Accommodations

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 Type 1 or 2 accommodation used on the answer document or in the Assessment Management System.

- No need to contact TEA
  - Make available test administration procedures and materials allowed for any student.
  - Make available Type 1 accommodations. Consideration should be given to accommodations that the student can independently use (e.g., for the student who does not have his/her prescribed eyeglasses, consider use of a projection device or a large-print test booklet prior to considering an oral administration by a test administrator).
- Contact TEA
  - If the student’s needs cannot be met with Step 1 or 2, consider Type 2 accommodations and contact TEA.

Accommodations

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: STAAR Alternate 2 Educator Guide and the test administration manual [page 14]
  - Texas English Language Proficiency Assessment System (TELPAS): Spring 2016 TELPAS Reading Test Administrator Manual [page 9]
  - Texas Assessments of Knowledge and Skills (TAKS): Directions for District Coordinators, Campus Coordinators and Test Administrators on the TAKS Resources webpage [Appendix B]
Accommodations

STAAR L
• STAAR L is an online testing program for ELLs who meet eligibility requirements.
• May be administered to ELLs who—
  – require moderate to substantial linguistic accommodations to understand the English used on STAAR mathematics, science and social studies
  – are not most appropriately assessed with STAAR Spanish, AND
  – have not yet attained a TELPAS advanced high reading rating in grade 2 or above, and
  – have been enrolled in U.S. schools for 3 years or less (5 years or less if a qualifying asylee or refugee)

NOTE: LPACs make and document test participation decisions in accordance with STAAR program requirements.

Accommodations

Changes for 2016
STAAR L Paper Administrations
• New STAAR L Paper Administration Guides
  • Replacing what used to be the paper supplement and English clarification guide (ECG)
  • Each STAAR L test will have its own paper administration guide that includes
    • Non-secure front matter with general information for district and campus coordinators, test administrator information, and instructions for off-limits word list
    • Secure section with test administrator SAY directions and off-limits word list
  • Non-secure section will be posted on STAAR L webpage prior to the administration.
• Students will record their responses on special answer documents for STAAR L and STAAR A.
• No online transcription form
• Linguistic accommodations must be recorded along with other applicable accommodations on the answer document.

Accommodations

Linguistic Accommodations
2016 Linguistic Accommodations for ELLs Participating in the STAAR® Program (PDF)

Decisions regarding linguistic accommodations are made by the student’s LPAC in accordance with state policy.
Specific information regarding eligibility requirements for and availability of linguistic accommodations by testing program can be found at: http://tea.texas.gov/student.assessment/accommodations/
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.
STAAR Alternate 2

Assessment Decisions

Participation Requirements

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

STAAR Alternate 2

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 in appropriate to assess an eligible student with STAAR Alternate 2. In these cases, ARD committees should review the requirements for Medical Exceptions or NAAR designation. These requirements can be found on the STAAR Alternate 2 Resources page of the TEA website:


2016 DCCM page SA-36

STAAR Alternate 2

Assessment Window and Tested Subjects

The STAAR Alternate 2 testing window is April 4 – 22, 2016. 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:

- 8th grade: mathematics and reading
- 7th grade: mathematics, reading, and writing
- 6th grade: mathematics, reading, and science
- 5th grade: mathematics, science, and social studies
- 4th grade: mathematics, reading, and history
- 3rd grade: mathematics, reading, and social studies
- 2nd grade: mathematics, reading, and science
- 1st grade: mathematics, reading, and language arts

2016 DCCM page SA-3 and SA-4
**STAAR Alternate 2**

### Key STAAR Alternate 2 Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Enrollment Collects</td>
<td>October 12-16, 2016</td>
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<tr>
<td>Student Data PER Update (Student Registration) Begins</td>
<td>January 10</td>
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<tr>
<td>Districts Receive Materials List (updated online only)</td>
<td>February 20</td>
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<tr>
<td>Material Due in District</td>
<td>February 20-26, 2016</td>
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<tr>
<td>End Date for Campus Coordinator Training</td>
<td>March 1</td>
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<tr>
<td>Net Enrollment after End of Course Transcripts, Grade 12</td>
<td>March 7</td>
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<tr>
<td>Deadline for Security Training</td>
<td>March 11</td>
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<tr>
<td>End Date for Test Administrator*</td>
<td>March 14</td>
</tr>
<tr>
<td>STAAR Alternate 2 Practice Window</td>
<td>March 21-25, 2016</td>
</tr>
<tr>
<td>Practice Testing Available for Online Transcripts</td>
<td>March 25-26, 2016</td>
</tr>
<tr>
<td>STAAR Alternate 2 Assessment Window</td>
<td>April 4-21, 2016</td>
</tr>
<tr>
<td>Districts Ship STAAR Alternate 2 Materials</td>
<td>April 20</td>
</tr>
</tbody>
</table>

*Test Administrators must receive training before providing test materials.

### Enrollment Updates

- Districts are not required to assess students who are eligible for STAAR Alternate 2 and enroll in the district on April 5, 2016 or later. ([2016 DCCM page SA-26](#))

- 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 the STAAR Alternate 2 Resources page of the TEA website

### STAAR Alternate 2

#### 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.

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#### STAAR Alternate 2

#### Test Administration Process

##### Receive Test Materials

STAAR Alternate 2 test administrators will be provided with the following materials:

- **STAAR Alternate 2 Test Administrator Manual**—secure
- **Student booklet**—secure
- **Student response document**—secure

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

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

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.

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#### Preview Test Materials

[STAAR Alternate 2 Preview Window March 21–April 1]

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:

- 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.)
- practice reading the script and following the “Presentation Instructions” and “Scoring Instructions” for each item.
STAAR Alternate 2

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.

STAAR Alternate 2

Plan and Prepare Accommodations

The allowable accommodations chart has been reformatted and can be found in both The Educator Guide for STAAR Alternate 2, and the STAAR Alternate 2 Test Administrator Manual.

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.

- The test administrator must present the accommodations uniformly so that the correct answer is not emphasized over the other answer choices.
- Routinely used accommodations for positioning and behavioral supports can be provided for any student to ensure that the student can physically access the stimuli provided and maintain focus throughout the testing session.
- 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.
Assistive Technology

Assistive technology that is documented in the student’s IEP and is 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

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

After student tickets have been printed, student responses can be entered into the online transcription form.

- Testing personnel will log into the online transcription form using the student’s authorization ticket and transcribe student responses.
- Testing personnel must be trained and have a signed oath on file.
STAAR Alternate 2

Return Test Materials to the Campus Coordinator

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

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.

2016 DCCM page SA-30 to SA-31

STAAR Alternate 2

Resources

- Educator Guide State of Texas Assessment of Academic Readiness Alternate 2 (STAAR Alternate 2 Educator Guide (PDF updated 09/14/15))
- Test Administrator Manual 2016 STAAR Alternate 2 (Non-Secure Front Matter)
- Assessments for Students with Disabilities 2015 Fall Update (PPT posted 08/17/15)
- FALL 2016 TETN (PPT)

STAAR Alternate 2, TELPAS, and TAKS Administration

- Online Testing for STAAR Alternate 2, TELPAS & TAKS
STAAR Alternate 2, TELPAS, and TAKS Administration

- New Resources Site
- TestNav Components – all the same
- TestNav Configuration in new assessment management system
- Pre-cache Test Content
- Online Testing Checklist
- New Options with TestNav 8 – installable app versions
- SystemCheck – all the same
- Infrastructure trial

TestNav 8 – What’s new

- Online site for requirements and support
- Installable app option on desktops or laptops
- App-based for tablet testing
  - iPads
  - Chromebooks
  - Androids
- Java is only required for browser-based version
- Flash is no longer required
- PearsonAccess Next
  - Can pre-cache at the test level
- New version of proctor caching software (2015.1.21) released
  - Update is optional
  - Create a custom password now available

TestNav 8 Online Support

https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support
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 English language arts, mathematics, science, and social studies.

TestNav 8 – Everything is still the same

Configure TestNav in the new assessment management system.
You can now cache content by test for all test sessions in addition to caching content for each test session.

Installable TestNav instructions are found at https://support.assessment.pearson.com select TestNav 8 > Set up TestNav Testing Environment > Installable TestNav Setup Overview.
System Check

New SystemCheck feature verifies OS for desktop app.
New change password feature.

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

Districts receive initial shipments of test materials for STAAR Alternate 2 and manuals for TELPAS.

The DTC must submit a request to TEA for approval to administer a paper test for TELPAS reading or TAKS. If a paper test administration is approved, materials will be automatically shipped.

Request for Paper Administrations of STAAR L, STAAR A, TELPAS Reading, and TAKS

STAAR Alternate 2 Test Materials

1. Distribute materials based on your needs.
3. Place order for additional materials, if applicable.
4. STAAR Alternate 2 Reading and Writing Apr 4, May 27, 2016
5. Distribute materials to campuses.
STAAR Alternate 2, TELPAS, and TAKS Administration

Contacts

TEA
Telephone: 512-463-9536
Fax: 512-463-9302
www.tea.texas.gov

Call TEA's Student Assessment Division for assistance with:
• information about online testing or online testing procedures
• 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 TEA communications

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 and passwords
• 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

Student Assessment History Request

• Only the DTC will have access
• Must fill in all four data elements
STAAR Online Testing Platform

Will be available late January

STAAR Administration

• Activities to Support Test Delivery
  – STAAR Online Testing Platform installation and network configuration
  – STAAR Online Testing Platform Readiness Check
  – Local Caching Software (LCS) installation (if needed)
  – Tutorials
  – Practice Tests
  – Management of online test sessions using the STAAR Assessment Management System

• Technology Systems and Supports

STAAR Administration

4–6 weeks before test administration

• Review resources and complete training of coordinators and technology staff
• District/Campus registers students for STAAR online testing
• Determine if Local Caching Software is required

Local Caching Software will not be required by many. Only for rural areas with limited bandwidth. If used when not needed, it could hinder rather than help.
4–6 weeks before test administration:
• Prepare the testing environment

At least 4 weeks before test administration
• Prepare the testing environment

At least 4 weeks before test administration
• Administer tutorials and practice tests

Tutorials available January 29
### STAAR Administration

**At least 4 weeks before test administration**

- Administer tutorials and practice tests

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**Quick reminders of items not mentioned today:**

- [STAAR Time Limits Policies and Procedures](http://tea.texas.gov/student.assessment/manuals/dccm/)
- Seating Charts
- [STAAR Calculator Policy](http://tea.texas.gov/student.assessment/manuals/dccm/)
- [STAAR Dictionary Policy](http://tea.texas.gov/student.assessment/manuals/dccm/)
  - Dictionaries as an Accommodation for Students with Disabilities (PDF)
  - Dictionaries as a Linguistic Accommodation for ELLs (PDF)
- Flexible Scheduling
  - This flexibility applies to all STAAR grades 3-8 and end-of-course (EOC) assessments with the exception of the STAAR and STAAR A grades 4 and 7 writing and English I and English II assessments.
- Make-up Testing

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**Upcoming assessment related sessions:**

- [What Administrators need to about 2016 STAAR Testing](http://tea.texas.gov/student.assessment/manuals/dccm/) ($25)
- [Following up on 2016 DTC Training](http://tea.texas.gov/student.assessment/manuals/dccm/) ($25)
- [TELPAS Overview](http://tea.texas.gov/student.assessment/manuals/dccm/) ($25)
- [LPAC Decision Making Process for Texas Assessment Program](http://tea.texas.gov/student.assessment/manuals/dccm/) ($25)
- [Admission, Review, and Dismissal (ARD) Committee-Language Proficiency Assessment Committee (LPAC) Collaboration](http://tea.texas.gov/student.assessment/manuals/dccm/) ($25)

**Upcoming Accountability session:**

- [2016 Accountability Forum](http://tea.texas.gov/student.assessment/manuals/dccm/) ($50)

- [Have you registered for the Texas Assessment Conference in Austin February 14-17?](http://www.tsnap.org/conferences/stateassessmentconf.html)
2016 Online Accommodation Request Submission Deadlines

Accommodation Request Forms must be received at TEA far enough in advance to allow time for processing. This is usually at least one week prior to the Monday of a testing week or window. Requests sent after this deadline will NOT be processed unless circumstances involving the student change after the deadline (e.g., newly enrolled student, medical emergency, updated ARD committee decision). In these circumstances, the district testing coordinator should contact TEA’s Student Assessment Division at (512) 463-9536 for further instructions.

NOTE: All references to STAAR below include STAAR Spanish, STAAR L, and STAAR A when applicable.

<table>
<thead>
<tr>
<th>Administration Dates</th>
<th>Assessments</th>
<th>Submission Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 29–March 3, 2016</td>
<td>TAKS</td>
<td>February 22, 5:00 PM CST</td>
</tr>
<tr>
<td>March 7–April 6, 2016</td>
<td>TELPAS assessment window</td>
<td>One week before the planned test administration, 5:00 PM CST</td>
</tr>
<tr>
<td>March 29–31, 2016</td>
<td>STAAR English I and English II</td>
<td>March 21, 5:00 PM CST</td>
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<tr>
<td></td>
<td>STAAR 4 and 7 writing</td>
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<tr>
<td></td>
<td>STAAR 5 and 8 reading and mathematics</td>
<td></td>
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<tr>
<td>May 2–6, 2016</td>
<td>STAAR Algebra I, biology, and U.S. history</td>
<td>April 25, 5:00 PM CST</td>
</tr>
<tr>
<td>May 9–12, 2016</td>
<td>STAAR 3–8, Algebra II, and English III</td>
<td>May 2, 5:00 PM CST</td>
</tr>
<tr>
<td>May 9–10, 2016</td>
<td>STAAR 5 and 8 reading and mathematics</td>
<td>May 2, 5:00 PM CST</td>
</tr>
<tr>
<td>June 21–22, 2016</td>
<td>STAAR 5 and 8 reading and mathematics</td>
<td>June 13, 5:00 PM CST</td>
</tr>
<tr>
<td>July 11 and 13, 2016</td>
<td>STAAR English I and English II</td>
<td>July 1, 5:00 PM CST</td>
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<tr>
<td>July 11–15, 2016</td>
<td>STAAR Algebra I, biology, and U.S. history</td>
<td>July 1, 5:00 PM CST</td>
</tr>
<tr>
<td>July 11–14, 2016</td>
<td>TAKS</td>
<td>July 1, 5:00 PM CST</td>
</tr>
<tr>
<td>October 17–20, 2016</td>
<td>TAKS</td>
<td>October 10, 5:00 PM CST</td>
</tr>
<tr>
<td>December 5 and 7, 2016</td>
<td>STAAR English I and English II</td>
<td>November 28, 5:00 PM CST</td>
</tr>
<tr>
<td>December 5–9, 2016</td>
<td>STAAR Algebra I, biology, and U.S. history</td>
<td>November 28, 5:00 PM CST</td>
</tr>
</tbody>
</table>
Allowable Test Administration Procedures and Materials for STAAR, STAAR Spanish, STAAR L, STAAR A, and TELPAS

During state assessments, certain test administration procedures and materials may be provided to students based on their needs. In general, these procedures and materials are available to any student who regularly benefits from the use of these procedures or materials during instruction. A student cannot be required to use them during testing. Coordinators are responsible for ensuring that test administrators understand the proper implementation of these procedures and use of these materials. In some cases, 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 are maintained.

Allowable test administration procedures and materials are not considered testing accommodations, so using them during a state assessment does not require that they be recorded on students’ answer documents. A list of allowable procedures and materials is provided below.

- signing test administration directions for a student who is deaf or hard of hearing
- translating test administration directions into the native language of an English language learner
- allowing a student to read the test aloud to facilitate comprehension
- reading aloud or signing the expository or persuasive writing prompt to any student who requests this assistance
- providing reading assistance on the grade 3 mathematics test for any student:
  - The test administrator may read a word, phrase, or sentence in a test question or answer choice to any grade 3 student but only when asked to do so by the individual student.
  - If a student needs the entire test read aloud, the eligibility criteria for an oral administration must be met.
- making the following assistive tools available:
  - scratch paper
  - color overlays
  - blank place markers
  - magnifying devices
  - highlighters, colored pencils, or crayons
- giving permission for a student to use tools to minimize distractions or to help maintain focus (e.g., stress ball, noise-reducing headphones, or instrumental music [no lyrics] played through an individual student’s headphones or ear buds)
- allowing individual and small-group administrations
- reminding students to stay on task