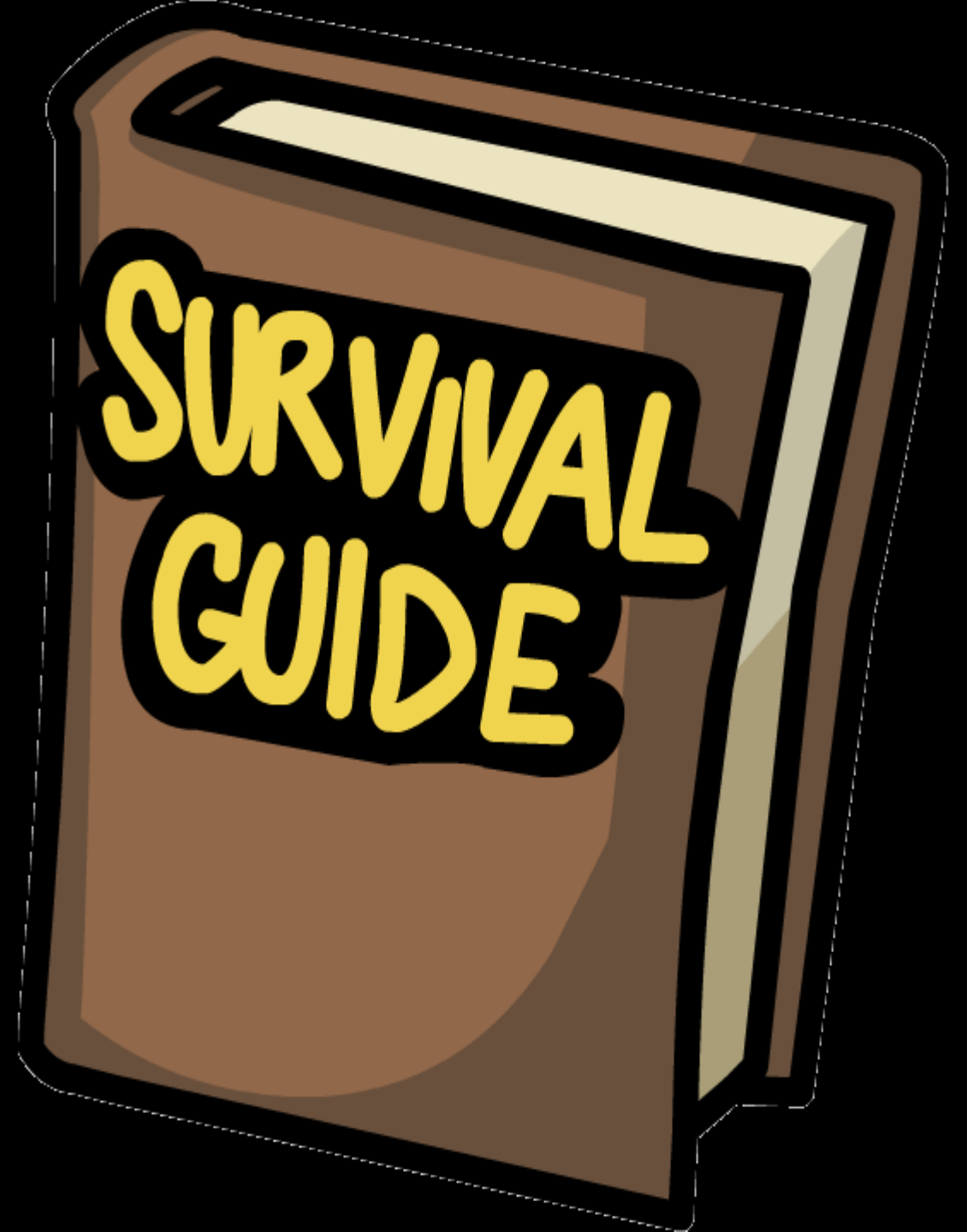



STAARTM

State of Texas Assessments of Academic Readiness

Pam Loper MEd, LPC
Special Ed Consultant – ESC 14

Kathy Conring
Cisco ISD DTC
Region 14 TSNAP Director – FRAT





...AND THAT
IS WHY WE
LIFT ON
THREE...

COMMUNICATION

Burning questions?



Contents of Presentation:

- Allowable Test Administration and Procedures
- Accommodations
- Standard Oral Administration
- ETS Online Testing Preparation
- STAAR A
 - Eligibility
 - Policy
- Online Testing Preparation (Pearson)
- STAAR ALT2
 - Eligibility
 - Exceptions
 - Administration



Why are teachers told to differentiate their instruction but standardize their tests!?



Differentiation during state assessment?

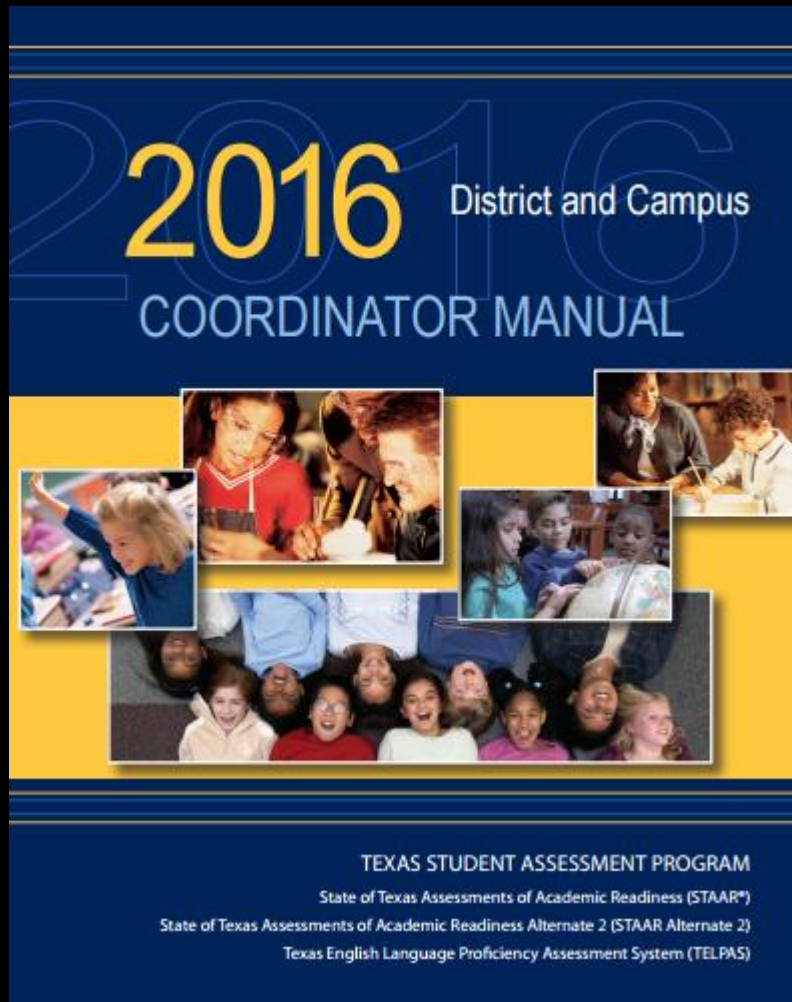
Allowable Testing Procedures and Materials

- 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
- making the following assistive tools available:
 - scratch paper
 - color overlays
 - blank place markers
 - magnifying devices
 - highlighters, colored pencils, or crayons

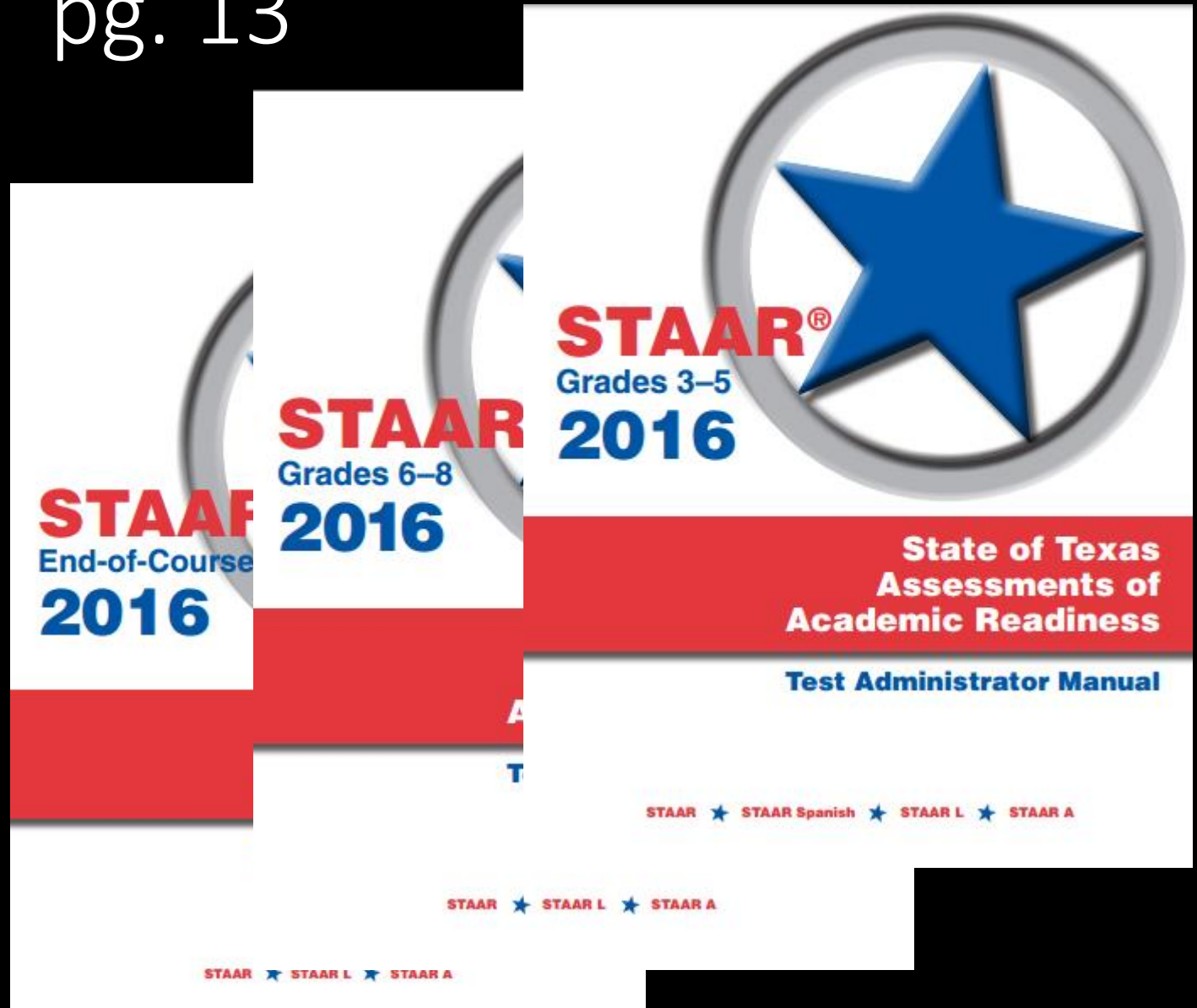
Allowable Testing Procedures and Materials cont...

- 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

pg.0-13



pg. 13



MANUALS UPLOADED TO TEA 2/12/2016

STAAR

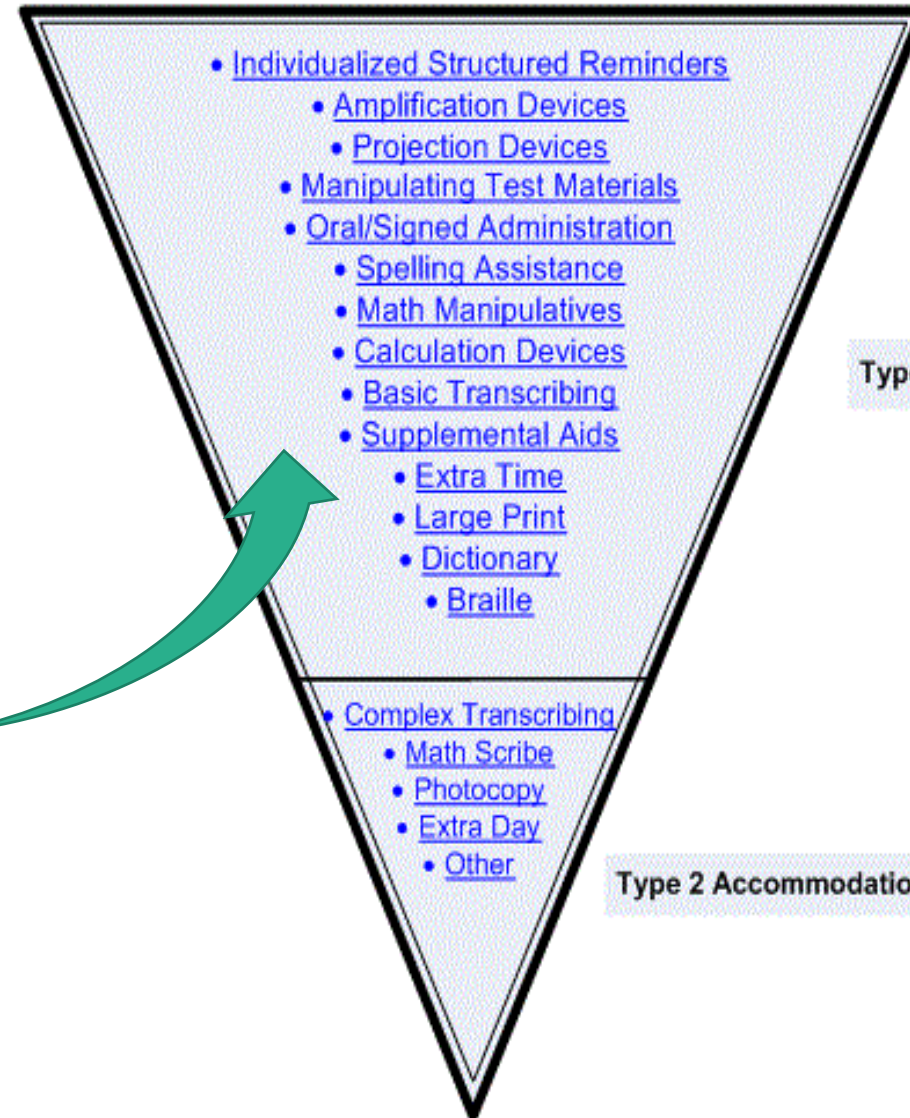
Accommodations

Triangle

Type 1

LOCAL DECISION

Accommodations for Students with Disabilities



Individual Structured Reminders

Assessments

For a student who meets the eligibility criterion, this accommodation may be used on

- STAAR
- STAAR Spanish
- STAAR L
- STAAR A

Student Eligibility Criterion

A student may use this accommodation

- ☐ routinely and effectively in classroom testing.

- For a student receiving Section 504 services, the decision is made by the Section 504 committee based on the eligibility criteria and is documented in the student's IEP.
- For a student not receiving special education or Section 504 services, the decision is made by the appropriate team of people at the campus level (e.g., RTI team, student assistance team) based on the eligibility criteria and is documented according to district policies.
- In the case of an ELL with a disability, the decision is made by the applicable group above in conjunction with the student's LPAC. The decision is to be documented by the LPAC in the student's permanent record file and by the other applicable group, as described above.
- After state testing, GA must be recorded in the ACCOMM. field on the student's answer document or in the Texas Assessment Management System for online administrations. This indicates that an allowable general accommodation was made available to the student.

Individualized Structured Reminders

Description of Accommodation

This accommodation allows a test administrator to provide a student with a disability individualized structured reminders to stay on task during state testing beyond what is required or allowed for any student during the standard administration procedures.

Assessment

eligibility criterion, this accommodation may be used on

Decision is made by the ARD
documented in the student's IEP.

Oral/Signed Administration

Oral/Signed Administration

Description of Accommodation

This accommodation allows test material to be read aloud to a student with a disability. All references to reading support during an oral administration also apply to signing during a signed administration.

Assessments

may be used on
Algebra I, and Algebra II)
ls, and allowable
ad to a student

Student Eligibility Criteria

It is the responsibility of the appropriate team of people at the campus level (e.g., ARD committee, ARD committee in conjunction with LPAC, Section 504 placement committee, RTI team, student assistance team) to determine eligibility and document the level of reading support the student needs in the appropriate student paperwork. A student can request a change to the level of reading support provided during testing only if this option is documented. Test administrators must be made aware of the level of reading support each student is to receive and whether the student can change the level of reading support during testing, based on the documentation in the student's paperwork.

disorder per TEC §38.003.

- The student receives Section 504 services and has evidence of reading difficulties.
- The student does not receive special education or Section 504 services but is identified with dyslexia or a related disorder per TEC §38.003.

reference materials

o a student
accommodations (e.g.,

and answer choices may

o STAAR A and
out the text-to-



2016 Oral/Signed Administration Guidelines



Tabletalk

Standardized Oral Administration

Online testing

Grade 3 Reading & Mathematics

Grade 4 Reading & Mathematics

Grade 5 Science

Grade 6 Reading & Mathematics

Grade 7 Reading & Mathematics

Grade 8 Science & Social Studies

[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](#)

STAAR Standardized Oral Administration

TEA is offering standardized oral administration (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 science (English only)
- grade 6 reading and mathematics
- grade 7 reading and mathematics
- grade 8 science and social studies

The SOA forms feature a text-to-speech tool 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. It is expected that all students participating in STAAR SOA complete the tutorial and practice tests prior to taking the assessment.

Resources

- [Unified Minimum System Requirements for the Administration of Online Assessments](#) (external link)
- [STAAR Online Tutorial and Practice Tests](#)
- Oral Administration Guidelines

For additional information, contact:

Student Assessment Division
1701 North Congress Avenue
Room 3-122A
Austin, Texas 78701
(512) 463-9536

assessment.studentswithdisabilities@tea.texas.gov



SOA TUTORIALS

CURRENTLY UP!!!



STAAR Online...

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

Supplemental Aids

Supplemental Aids

Description of Accommodation

Supplemental aids are paper-based resources that assist a student with a disability in recalling information.

the eligibility criteria, this accommodation may be used on

Criteria

15,
modation during classroom

rice.

14
—
tudent is identified with dyslexia
related disorder per TEC
103.

Assessments

For a student who meets the eligibility criteria, this accommodation may be used on

- STAAR

Student Eligibility Criteria

A student may use this accommodation if he or she

- ☐ receives special education services or Section 504 services,
- ☐ routinely, independently, and effectively uses this accommodation during classroom instruction and classroom testing, and
- ☐ meets at least one of the following for the applicable service.

Examples/Types

Only the paper-based supplemental aids listed below are allowed on the state assessment. Examples of allowable and non-allowable supplemental aids are available in a training PowerPoint on the TEA's Accommodations for Students with Disabilities webpage.

ESC 14.net

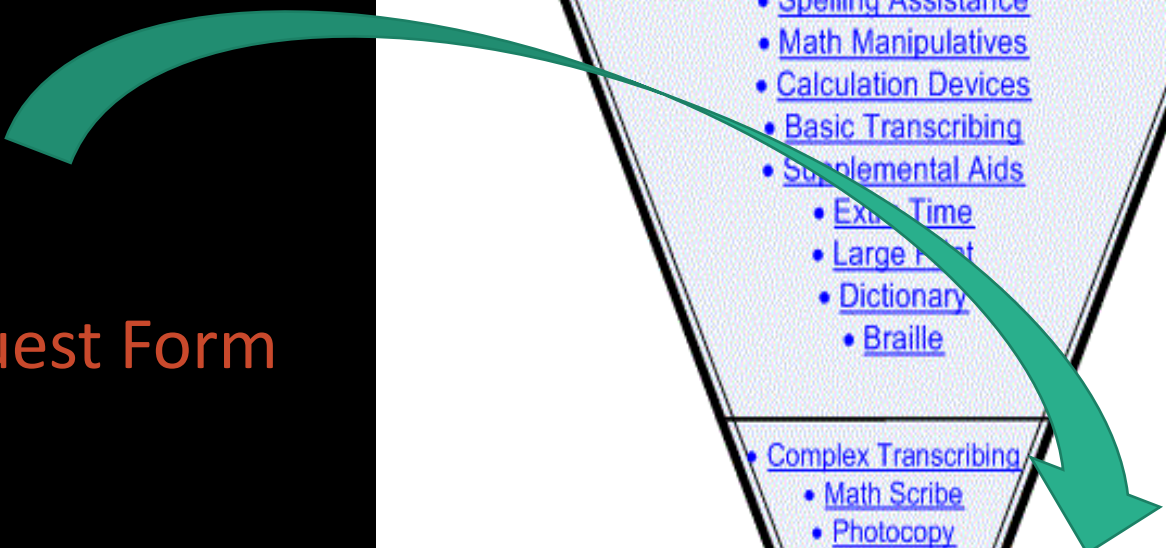
>CTL
>State
Assessment
*Training
Resources



Type 2

Accommodation Request Form

Accommodations for Students with Disabilities

- 
- [Individualized Structured Reminders](#)
 - [Amplification Devices](#)
 - [Projection Devices](#)
 - [Manipulating Test Materials](#)
 - [Oral/Signed Administration](#)
 - [Spelling Assistance](#)
 - [Math Manipulatives](#)
 - [Calculation Devices](#)
 - [Basic Transcribing](#)
 - [Supplemental Aids](#)
 - [Extra Time](#)
 - [Large Print](#)
 - [Dictionary](#)
 - [Braille](#)

Type 1 Accommodations

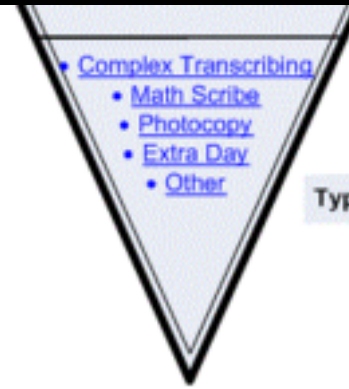
- [Complex Transcribing](#)
 - [Math Scribe](#)
 - [Photocopy](#)
 - [Extra Day](#)
 - [Other](#)

Type 2 Accommodations

2016 Accommodations for Students with Disabilities Taking State Assessments

ONLINE REQUEST LINK OPEN

Approval applies through 2016
Calendar year



Accommodation Request Process

For accommodations listed in the Accommodations Triangle under Type 2, the appropriate team of people at the campus level determines whether the student meets all of the specific eligibility criteria and, if so, submits an Accommodation Request Form to TEA. Educators must read and understand the information in the links below prior to submitting an Accommodation Request Form to TEA.

[The Accommodation Request Process for Type 2 Accommodations](#) (PDF) guides district and campus personnel in the process for requesting Type 2 accommodations.

[The Training Document](#) (external link PDF) outlines the steps to take when completing an Accommodation Request Form in the online system. It is recommended that all educators completing the online Accommodation Request Form review this document prior to submitting the form to TEA.

[The Online Accommodation Request Form](#) (external link) leads to the online request form that educators must fill out to request a Type 2 accommodation.

[The 2016 Online Accommodation Request Submission Deadlines](#) (PDF) document lists the deadlines for submitting online accommodation requests for each test administration through December 2016.

ONLINE TESTING PREPARATION:

STAAR
STAAR A
STAAR L
STAAR SOA

Preparation Activities for Administration of STAAR® Online Testing

Refer to the STAAR Assessment Management System User's Guide, the STAAR Online Testing Platform Technology Guide, and the STAAR Online Testing Platform Local Caching Software (LCS) District Guide for details on completing the steps below.

Four to Six
Weeks Prior

Review resources
Train coordinators
and technology staff

Register district for
STAAR online testing

Determine if Local
Caching Software
(LCS) is required

Four Weeks
Prior

Prepare the testing
environment (download,
install and configure the
secure browser)

Perform systems test
using system check tools

Evaluate system
performance during use of
tutorials and practice tests

Two Weeks
Prior

Verify student data in
the STAAR Assessment
Management System

Register students
Set up testing groups

If being used, install
and configure LCS
at campuses

One Week
Prior

Print student test tickets
Store in secure location

One to Three
Days Prior

Verify Secure Browser is installed
and functional on all machines

LCS users: verify that the
monitoring tools and caching service
are running

Day of
Testing

Provide test administrators with
student rosters and student test
tickets

Supply required tools and resources

Monitor administration of tests

After
Testing

Make necessary updates to score
codes and demographic information

Apply accommodation information
and mark NEW TO TEXAS check box,
if applicable

LCS sites: verify all responses
have been submitted


Applies to STAAR, STAAR L, STAAR A and STAAR SOA Administrations
Texas Education Agency, Student Assessment Division, January 2016



STAAR Assessment Management System and STAAR Online Testing Platform

Texas Assessment Management System

- Technology Systems and Supports

Contact Us


Welcome to the Texas Assessment Management System

The Texas Student Assessment Program consists of the following:

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- 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 (available soon)
- [Analytic Portal](#)

Summary Reports

[2015 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](#)
- Private School Packet (available soon)

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

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- [TAKS/TAAS OOS Registration](#)

Texas Assessment Management System

- Technology Systems and Supports

STAAR Online Testing Webinar

Technology Systems and Supports

STAAR Grades 3–8 and EOC

- [STAAR Assessment Management System User's Guide \(PDF\)](#)
- [STAAR Assessment Management System User Roles and Permissions \(PDF\)](#)
- STAAR Online Testing Platform Secure Browsers
 - [For Windows](#)
 - [For Mac](#)
 - [For Chromebook](#)
 - [For iPad](#)
- [STAAR Online Testing Platform Technology Guide \(PDF\)](#)
- [STAAR Online Testing Platform Local Caching Software \(LCS\) District Guide \(PDF\)](#)
- [Online Readiness Tools](#)
- [Quick Guide to Online Testing \(PDF\)](#)
- [2015 STAAR End-of-Course Reporting Student Data File Format \(PDF\)](#)



STAAR Alternate 2, TELPAS, and TAKS

- [Training Modules for the STAAR Alternate 2, TELPAS, and TAKS Assessment Management System](#)
- [STAAR Alternate 2, TELPAS, and TAKS Assessment Management System User's Guide](#)
- [User Roles and Permissions for the STAAR Alternate 2, TELPAS, and TAKS Assessment Management System \(PDF\)](#)
- [Installable TestNav \(for Windows, Mac, Linux Fedora and Ubuntu, iPad, Android, and Chromebook\) and ProctorCache Installers \(for Windows and Mac\)](#)
- [STAAR Alternate 2, TELPAS, and TAKS Assessment Management System Training Site](#)
- [TestNav 8 Online Support](#)

All Assessment Programs

Unified Specifications

- [Unified Minimum System Requirements for the Administration of Online Assessments \(PDF\)](#)

System Upload File Formats

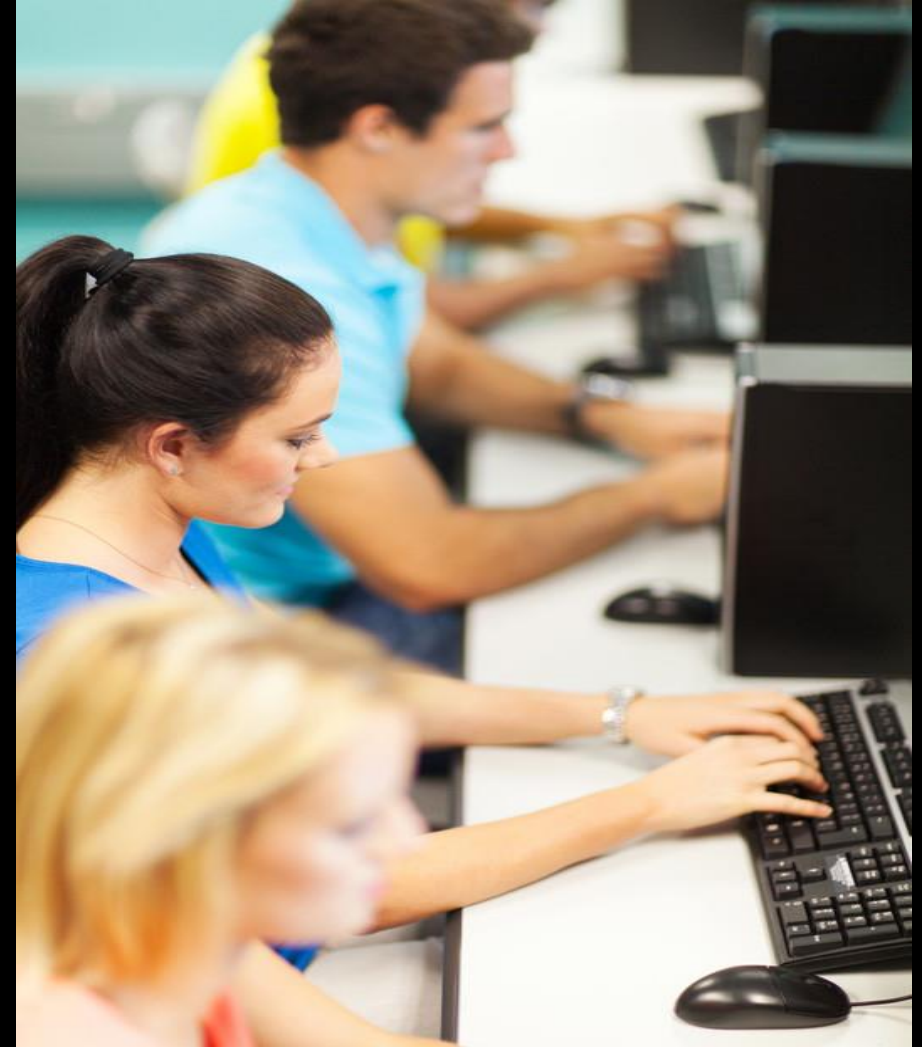
- [2015–2016 Student Data File Format for Student Registration and Precoding \(PDF\)](#)

Texas Assessment Data Portal

- [Student Portal Help Guide \(PDF\)](#)
- [Analytic Portal Help Guide](#)
- [Data Interaction Hardware and Software Requirements \(PDF\)](#)

Prepare Campus Technology

- The STAAR Online Testing Platform
- Online Readiness Tool
- Secure Browser apps
 - Windows
 - Mac
 - Chromebook
 - iPad
 - Android (Available soon)
 - Linux (Available soon)
- STAAR Assessment Management System
- Local Caching Software (LCS)



Prepare Campus Technology

- Verify that the network meets the requirements, is configured for testing, and can connect to the Internet.
 - Refer to the *STAAR Online Testing Platform Technology Guide*
- Conduct network diagnostics to confirm sufficient bandwidth with the Online Readiness Tool
(<https://tx-bandwidth.caltesting.org>)
Inform your technology team of this requirement

Prepare Campus Technology

- Technology Staff Tasks
 - Install Secure Browser
 - Local Caching Software (LCS)
 - Install and configure, if necessary
 - Validate Setup
 - Confirm installation by taking a student tutorial on student computers

Prepare Campus Technology

- Verify all of the computers that will be used for online testing meet the minimum hardware and software requirements.
 - Refer to the [Unified Minimum Systems Requirements for Online Testing](#)
- Install the Secure Browser on the testing devices.
 - Secure Browsers available for download at www.TexasAssessment.com/technology/
- Confirm successful operation using tutorials on a representative sample of your testing devices.

Prepare Campus Technology

Supported Operating Systems	Minimum Requirements for Current Computers	Recommended Minimum for New Purchases
Windows laptops and desktops (including Windows Surface 3 and Windows Surface Pro) * Running Windows 7, 8.0, 8.1, and 10	IA-32, x64 Processor 1 GB RAM 200 MB hard drive free space	1 GHz processor 1 GB RAM 80 GB hard drive
Mac OS X laptops and desktops Running OS X 10.7 to 10.11	Intel x64 Processor 1 GB RAM 200 MB hard drive free space	
Linux laptops and desktops Running Ubuntu 12.04 and 14.04 or Fedora 21 and 22.	x86/x32 or x64 Processor 1 GB RAM 200 MB hard drive free space	
* Windows Surface RT is not supported.		

Device and Operating Systems	Minimum Requirements
iPad 2 and above <ul style="list-style-type: none"> Running iOS 9 * 	Physical keyboard
Chromebook <ul style="list-style-type: none"> Running Chrome OS Stable Channel <i>only</i> 	
Android <ul style="list-style-type: none"> Running Android 5 (Lollipop) <i>only</i>. 	1 GB RAM Physical keyboard
* iPad Mini is not supported. NComputing is supported only on computers running Windows 7. Terminal Services is supported on the Windows Server 2008 and 2012.	

Prepare Campus Technology

Other Hardware Requirements	
Additional Hardware	Minimum Requirement
Display Size*	<ul style="list-style-type: none">▪ 9.5 inches diagonal (10-inch class).▪ 1024x768 resolution minimum.
Headphones/earphones	<ul style="list-style-type: none">▪ Headphones or earphones necessary when taking STAAR A, STAAR L, or STAAR Standardized Oral Administration (SOA) tests.
Keyboards **	<ul style="list-style-type: none">▪ Physical keyboard required and available for test content. ***▪ U.S. English keyboards only.
Network	<ul style="list-style-type: none">▪ Internet connection minimum of 20Kbits per student.▪ See Section 1: Network and Internet Requirements.

* Some test items include images that are shaded. Monitor/display settings may need to be adjusted if test items with shaded images (e.g., pie charts) are very light or cannot be seen.

** Some external keyboards have additional "shortcut" buttons that can create security issues. These buttons may allow students to open another application or the tablet's default on-screen keyboard. Bluetooth keyboards are not compatible with the graphing calculator. If using Bluetooth keyboards, ensure students are seated far enough away from each other to avoid conflicts.

*** A pointing device is also necessary (mouse, touch screen, touchpad, or other pointing device).

Prepare Campus Technology

- Allow the URLs listed below to be accessed through the firewall:
 - http://*.caltesting.org
 - https://*.caltesting.org
 - http://*.ets.org
 - https://*.ets.org
 - <http://hello.myfonts.net>
 - <https://hello.myfonts.net>
 - <http://tx-tss.caltesting.org>
 - <https://tx-tss.caltesting.org>
 - <http://tx-toms.caltesting.org>
 - <https://tx-toms.caltesting.org>
 - <http://tx-bandwidth.caltesting.org>
 - <https://tx-bandwidth.caltesting.org>

Prepare Campus Technology




- Minimize student use of school network
- Minimize use of school network during test administrations (classes using YouTube, uploading payroll, streaming video during national news stories, etc.)
- Give thoughtful consideration to WiFi access point placement

**Ensure technology staff and assessment staff
are working together!**

Local Caching Software

- Is Local Caching Software right for you?
- Determine if your network is reliable and can support the number of test takers you need to test simultaneously
- Perform a “System Check Test” from the STAAR Online Testing Readiness Tools (<https://tx-bandwidth.caltesting.org>)
- Determine the need for additional caching assisted by district technology group

Local Caching Software



Online Readiness Tools

Check your system to see its level of readiness for testing implementation.

Your Operating System: Windows 7 **Your Browser Version:** Chrome 42.0.2311.90

System Requirements

Find the system requirements for your device by clicking on the link below.

[System Requirements \(PDF\)](#)

System Check Test

To determine the maximum number of simultaneous testers your network can handle. Click the **Begin Test** button below.

Your network bandwidth has been calculated at 50 MB/sec.
Your system can support a maximum of 2,506 simultaneous test takers.

Restart Test

School Capacity Calculator

Use this calculator tool to estimate a school or test center's capacity to conduct online testing. Choose the option you would like to calculate below.

Select Calculation Type

Maximum Student Capacity


☐ # of Computers

☐ # of Test Sessions Available per Day

☐ # of Days Allowed for Testing


CALCULATE

Latency



48 ms

Jitter




4 ms

Speed

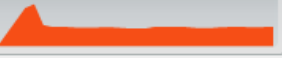
Download Speed

50.14 Mbps



Upload Speed

6.24 Mbps



Your network bandwidth has been calculated at 50 MB/sec.
Your system can support a maximum of 2,506 simultaneous test takers.

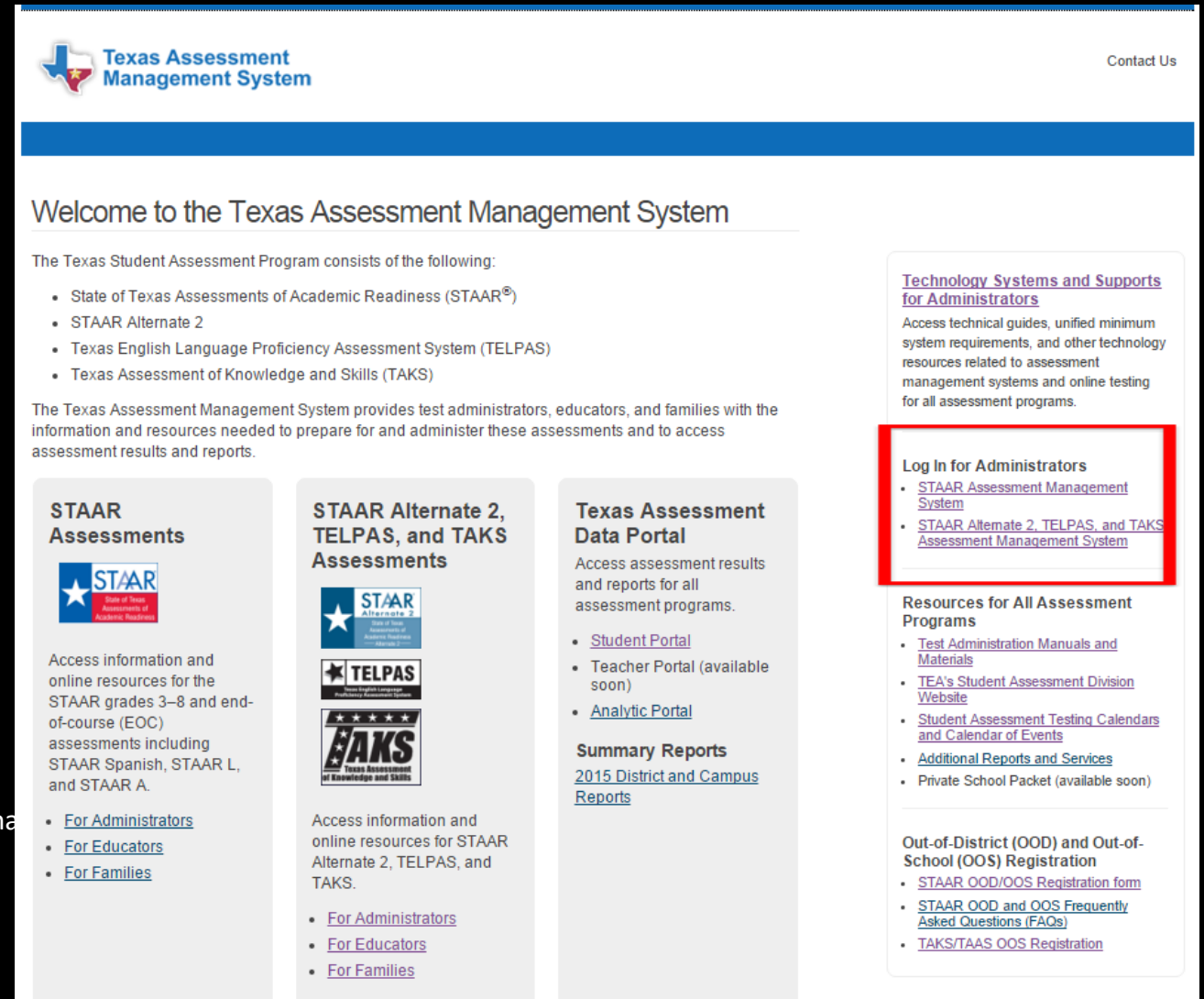
Local Caching Software

- Is Local Caching Software right for you?
- **LCS is not required and in most instances is not necessary**
- **If LCS is necessary:**
 - Refer to the STAAR Online Testing Platform Local Caching Software (LCS) District Guide
 - Caches test content and student responses locally
 - Test content and student responses are encrypted
 - Install on one computer/server per school (supports up to 500 simultaneous testers)
 - Remote configuration options
 - Automatic caching, purging, and upload

Upload and Manage Student Registrations in the STAAR Assessment Management System

- STAAR Assessment Management System Login

STAAR Online Testing Webina
February 2016



Texas Assessment Management System [Contact Us](#)


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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.

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- [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 (available soon)
- [Analytic Portal](#)

Summary Reports

- [2015 District and Campus Reports](#)

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- [STAAR OOD/OOS Registration form](#)
- [STAAR OOD and OOS Frequently Asked Questions \(FAQs\)](#)
- [TAKS/TAAS OOS Registration](#)

Upload and Manage Student Registrations in the STAAR Assessment Management System

**Texas Assessment Management System**

Sign In

Enter your username and password to sign in to the systems below. For more information about the Texas Assessment Management System, visit www.texasassessment.com.

- **Administrators:** Access the STAAR Grades 3-8 and End-of-Course Test Management System
- **Administrators and Educators:** Access the Texas Assessment Data Portal for all assessments (STAAR, STAAR Alternate 2, TAKS and TELPAS)

Username:

Password:

[Sign In](#)

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

Upload and Manage Student Registrations in the STAAR Assessment Management System

- Organizations
- Users
- Students
- Online Testing
- Orders
- Reports

The screenshot displays the STAAR Assessment Management System interface. At the top, the STAAR logo and the title 'Assessment Management System' are visible. A navigation bar includes links for Dashboard, Profile, TAMS, Help, and Logout. A left sidebar contains a menu with options: Organizations, Users, Students, Online Testing, Orders, and Reports. The main content area is titled 'Dashboard: Welcome, DTC Janet Hensley' and features a 'Create Announcement' button. Below this, an announcement is shown: 'Welcome! | Feb 11, 2016 | Posted By: Hensley, DTC Janet' with the text 'Welcome!'. The bottom right of the announcement section indicates 'Showing 1 of 1'.

Upload and Manage Student Registrations

- Student Registration Upload
 - Students>Upload

STAAR Assessment Management System

Dashboard Profile TAMS Help Logout

Organizations

Users

Students

View & Edit

Register

Upload

Resolution

Transfer

Orders

Reports

Upload Students

Students > Upload Students

Upload file to register students.

Select Test Admin *
MAR/MAY 2016 STAAR EOC

Select District *
ISD

Upload A File

[Download Spreadsheet Template](#) Select Upload: No file selected.

Uploaded Files:

There are currently 5 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	10/19/2015	Dec15_PaperUpload_E2_2.csv	✓	2/2	0	0	
2	10/19/2015	Dec15_PaperUpload_US.csv	⚠	286/287	1	0	
3	10/19/2015	Dec15_PaperUpload_E1.csv	⚠	338/339	1	0	

Upload and Manage Student Registrations

- View Student Registrations

Students>
View &Edit

STAAR Assessment Management System

Dashboard Profile TAMS Help Logout

Organizations

Users

Students

View & Edit

Register

Upload

Resolution

Transfer

Online Testing

Orders

Reports

View & Edit Students

Students > View & Edit Students

To view or edit students, complete the search criteria below and click SEARCH. Required fields are marked with a red asterisk.
If you wish to download the results of your search, you must select a campus.

Search for Students

Test Administration *
Select

First Name Last Name PEIMS ID

Grade Organization

Select Grade -- Select Organization --

STAAR Online Testing Webinar
February 2016

Upload and Manage Student Registrations

- Transfer Student Registrations

The screenshot displays the STAAR Assessment Management System interface. On the left is a sidebar menu with categories: Organizations, Users, Students (highlighted with a red box), View & Edit, Register, Upload, Resolution, Transfer (highlighted with a red box), Orders, and Reports. The main content area is titled 'Transfer Students' and includes a breadcrumb trail: Students > Transfer Students. Below the title is a search instruction: 'To view and edit students, complete the search criteria below and click the SEARCH button. If you find that your search results are limited, remove some criteria and search again.' The 'Search for Students' section contains several fields: 'Test Administration' (set to 'MAR/MAY 2016 STAAR EOC'), 'Transfer IN or OUT' (a dropdown menu with 'Transfer IN' selected and 'Transfer OUT' visible in the dropdown, highlighted with a red box), 'First Name' (with a text input field), 'PEIMS ID' (with a text input field), and 'Date of Birth' (with a date picker icon). A blue 'SEARCH' button is located at the bottom right of the search area.

Order Additional Materials

- **Additional materials**

- **Orders> Additional Materials**

The screenshot shows a web interface for ordering additional materials. On the left is a sidebar menu with options: Organizations, Users, Students, Orders (highlighted), View & Track, Participation Counts, Additional Materials, and Reports. The main content area has a blue header with a shopping cart icon, the title 'Additional Materials', and a progress indicator showing 'Step: 1' (active), '2', and '3'. Below the header is a breadcrumb trail: 'Orders > Additional Materials'. A paragraph of instructions explains the three-step process. The form is divided into three sections: 'Select Criteria' with dropdowns for 'Select Test Admin *' (DEC 2015 EOC) and 'Select District *' (XXX ISD); 'Order Contact' with fields for 'Ordering Contact's Name' (JANET HENSLEY), 'Phone' ((785) 856 - 3850), and 'Email' (info@caltesting.org); and 'Review Shipping Address' with a note about the organization's shipping address and a link to the TEA website for updates.

Organizations

Users

Students

Orders

View & Track

Participation Counts

Additional Materials

Reports

Additional Materials Step: 1 2 3

Orders > Additional Materials

To place an additional order, complete the three part form. Required fields are marked with an asterisk*. Begin by selecting the Test Admin, Order Window and District. Then, input contact information and review the shipping address. Click the continue button to proceed to the next step.

Select Criteria

Select Test Admin * Select District *

DEC 2015 EOC XXX ISD

Order Contact

Ordering Contact's Name Phone Email

JANET HENSLEY (785) 856 - 3850 info@caltesting.org

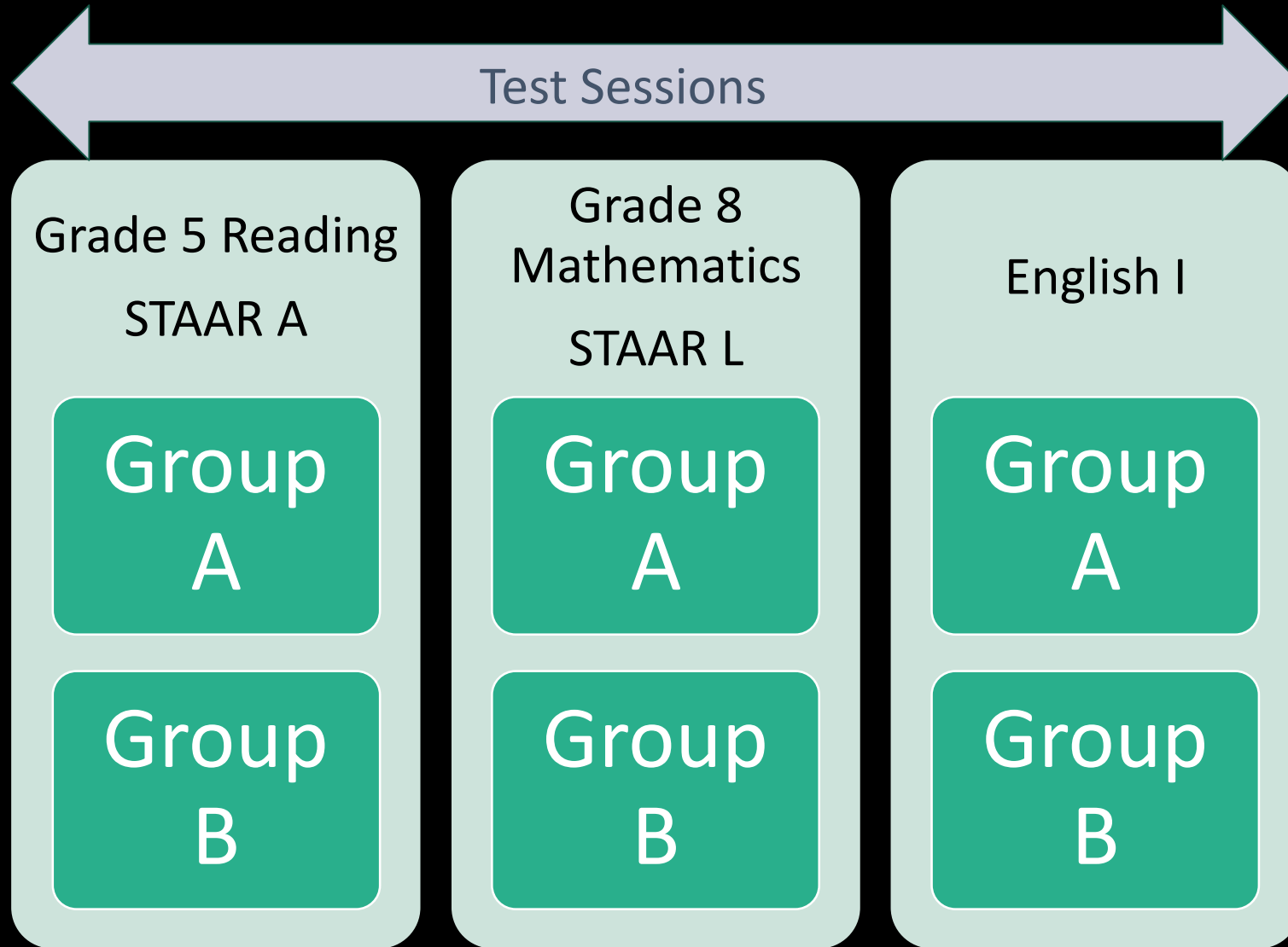
Review Shipping Address

Review the shipping information for the district you selected.
NOTE: The address shown is the shipping address of the organization. If the address is incorrect, and requires an update, please refer to the TEA website at <http://tea.texas.gov/student.assessment/district/> for instructions on updating shipping

Setup and Manage Online Testing

- Tutorials:
 - Students and educators become familiar with navigation, the item types, the tools and their locations, and the device to be used for testing
 - Validate infrastructure

Setup and Manage Online Testing



Setup and Manage Online Testing

- Building a Group
 - Update GROUP NAMES in the student data file template and upload to Student>Uploads

D	E	F
IS-NAME	GROUP NAME	LAST-
g HS	Red	ATRA
g HS	Red	ATRA
g HS	Orange	ATRA
g HS	Orange	ATRA

Assessment Management System

Dashboard Profile TAMS Help Logout

Organizations

Users

Students

View & Edit

Register

Upload

Resolution

Transfer

Orders

Reports

Upload Students

Upload file to register students.

Select Test Admin *
MAR/MAY 2016 STAAR EOC

Select District *
ISD

Upload A File

[Download Spreadsheet Template](#) Select Upload: No file selected.

Uploaded Files:

There are currently 5 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	10/19/2015	Dec15_PaperUpload_E2_2.csv	✓	2/2	0	0	
2	10/19/2015	Dec15_PaperUpload_US.csv	⚠	286/287	1	0	
3	10/19/2015	Dec15_PaperUpload_E1.csv	⚠	338/339	1	0	

Monitor and Manage Online Testing

- Search Sessions
- Sessions At a Glance
- Manage Sessions

STAAR Online Testing Webinar
February 2016

The screenshot displays the STAAR Assessment Management System interface. The top navigation bar includes the STAAR logo, the title 'Assessment Management System', and links for Dashboard, TAMS, Help, Profile, and Logout. A left sidebar contains a menu with options: Organizations, Users, Students, Online Testing (highlighted), Manage Online Testing (highlighted), Orders, and Reports. The main content area is titled 'Manage Online Testing' and includes a breadcrumb trail: Online Testing > Manage Online Testing. Below the title, a paragraph explains the page's functionality: 'From this page you can select and view information about test sessions, filtered by groups in your campus(es). To view a session: choose a test administration, subject, grade, and campus and then click the SEARCH button. A list of available groups within that session, as well as aggregate information about testing activity, will appear. To view an individual group, click on the magnifying glass icon in the Actions column.'

The 'Search Sessions' section features four dropdown menus: 'Test Administration' (set to '2016 MAR/MAY STAAR EOC'), 'Subject' (set to 'Mathematics'), 'Testing Grade' (set to '04'), and 'Campus' (set to 'Default Home Campus'). A blue 'SEARCH' button is located to the right of these filters.

The 'Session At A Glance' section displays four circular statistics:

- Ready to Test: 63
- In Progress: 33
- Alerts: 27
- Submitted: 32

Below this, the 'Groups by Session: 6' section is partially visible.

Monitor and Manage Online Testing

- View Test Sessions
 - Online Testing > Manage Online Testing
 - Testing coordinator confirms students are registered and assigned to a test session

STAAR Online Testing Webinar
February 2016

Test Administration	Campus	Session ID
2016 MAR/MAY STAAR 3-8	(170902104) HOUSTON EL	2042529

Update Results

Subject *	Testing Grade *	Group *	Version *
Reading	05	O'Neil 5th Grade Reading	All Versions

UPDATE

Total Students: 8

#	Student Name	PEIM S ID	Version	Score Code	Status	Actions
1	Anderson, Mike	*****1231	STAAR		Jan 15 12:25pm	
2	Edwards, Connie	*****1232	STAAR	S-Score	Jan 16 10:00am	
3	McCoy, David	*****1233	STAAR	S-Score	Jan 23 12:25pm	
4	Nguyen, Naomi	*****1234	STAAR	S-Score	Jan 15 2:00pm	
5	Paul, Amber	*****1235	STAAR	S-Score	Jan 16 12:25pm	
6	Perkins, Opal	*****1236	STAAR-A	S-Score	Jan 16 12:25pm	
7	Quenns, Ophelia	*****1237	STAAR	S-Score	Jan 23 11:20am	
8	Smith, Dewayne	*****1238	STAAR		Jan 23 10:25am	

Print All Tickets & Rosters Print Selected Tickets & Rosters

Monitor and Manage Online Testing

- Student Test Tickets

- Online Testing>Manage Online Testing
- Contains all necessary information for students to access tests
- Test tickets should not be printed by the testing coordinator until just prior to testing and must be stored in a secure location
- Distribute test tickets to test administrators on test day

Total Students: 8

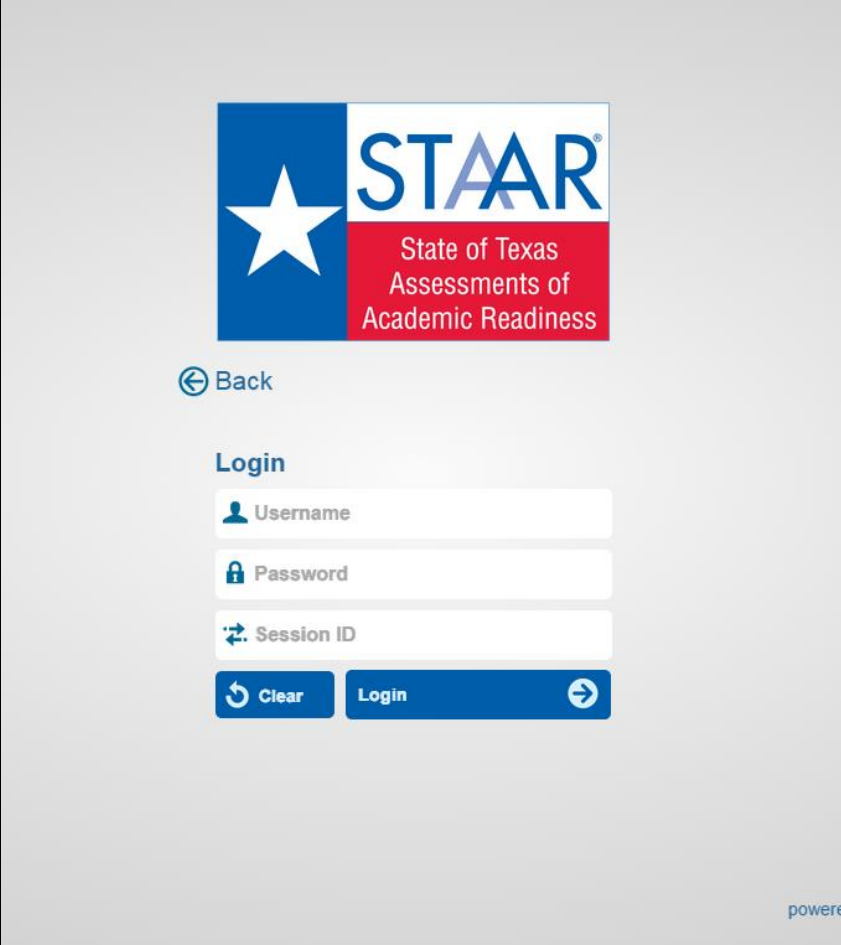
#	Student Name	PEIM S ID	Version	Score Code	Status	Actions
1	Anderson, Mike	*****1231	STAAR		Jan 15 12:25pm	
2	Edwards, Connie	*****1232	STAAR	S-Score	Jan 16 10:00am	
3	McCoy, David	*****1233	STAAR	S-Score	Jan 23 12:25pm	
4	Nguyen, Naomi	*****1234	STAAR	S-Score	Jan 15 2:00pm	
5	Paul, Amber	*****1235	STAAR	S-Score	Jan 16 12:25pm	
6	Perkins, Opal	*****1236	STAAR-A	S-Score	Jan 16 12:25pm	
7	Quenns, Ophelia	*****1237	STAAR	S-Score	Jan 23 11:20am	
8	Smith, Dewayne	*****1238	STAAR		Jan 23 10:25am	

Print All Tickets & Rosters

Print Selected Tickets & Rosters

Monitor and Manage Online Tests

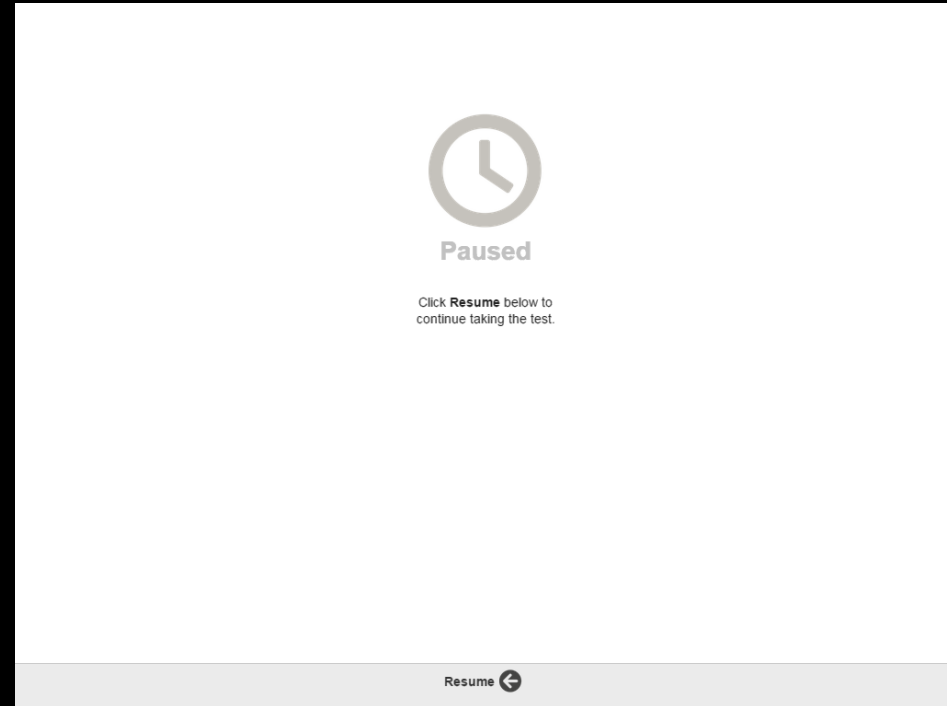
- Start a Test
 - Student enters test ticket information to log in to the test



The screenshot shows the STAAR login page. At the top is the STAAR logo, which consists of a blue square with a white star and a red rectangle with the text "STAAR" in blue and "State of Texas Assessments of Academic Readiness" in white. Below the logo is a "Back" link with a left-pointing arrow. The "Login" section contains three input fields: "Username" with a person icon, "Password" with a lock icon, and "Session ID" with a key icon. At the bottom of the login section are two buttons: a "Clear" button with a circular arrow icon and a "Login" button with a right-pointing arrow icon. The word "powered" is partially visible in the bottom right corner.

Monitor and Manage Online Tests

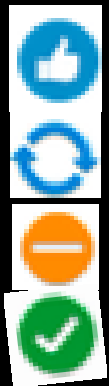
- Pause/Resume
 - Student can pause test for up to 30 minutes
 - Student will resume the test
 - Inactivity logout – 30 minutes



Monitor and Manage Online Testing

- Monitor Status

- Online Testing>Manage Online Testing
- Campus can view testing status of students



- Ready to Test
- In Progress
- Inactive
- Submitted

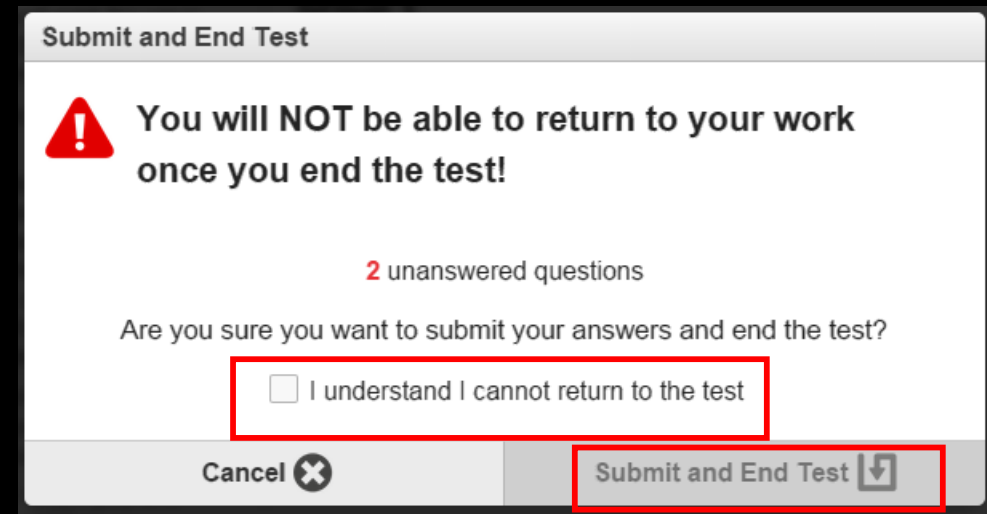
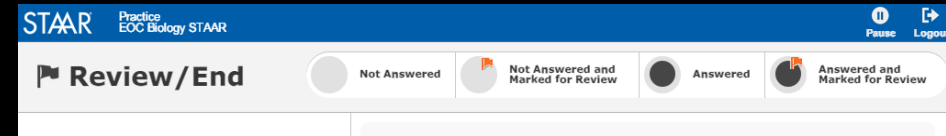
Total Students: 8

#	<input type="checkbox"/>	Student Name	PEIMS ID	Version	Score Code	Status	Actions
1	<input type="checkbox"/>	Anderson, Mike	*****1231	STAAR		Jan 15 12:25pm	
2	<input type="checkbox"/>	Edwards, Connie	*****1232	STAAR	S-Score	Jan 16 10:00am	
3	<input type="checkbox"/>	McCoy, David	*****1233	STAAR	S-Score	Jan 23 12:25pm	
4	<input type="checkbox"/>	Nguyen, Naomi	*****1234	STAAR	S-Score	Jan 15 2:00pm	
5	<input type="checkbox"/>	Paul, Amber	*****1235	STAAR	S-Score	Jan 16 12:25pm	
6	<input type="checkbox"/>	Perkins, Opal	*****1236	STAAR-A	S-Score	Jan 16 12:25pm	
7	<input type="checkbox"/>	Quenns, Ophelia	*****1237	STAAR	S-Score	Jan 23 11:20am	
8	<input type="checkbox"/>	Smith, Dewayne	*****1238	STAAR		Jan 23 10:25am	

[Print All Tickets & Rosters](#) [Print Selected Tickets & Rosters](#)

Monitor and Manage Online Tests

- End and submit test
- Reopen inadvertently submitted test
 - Contact Texas Assessment Support Center within 2 hours
 - After two hours you must contact TEA



Monitor and Manage Online Testing

- Update Score Codes and Accommodations
- Online Testing>Manage Online Testing
- Use Test Attributes action to update score codes and accommodations

The screenshot shows the 'Test Attributes' form, which is used to manage online testing settings. The form is titled 'Test Attributes' and has a blue header bar. It contains several sections with checkboxes and a dropdown menu. The 'Score Code' section has a dropdown menu set to 'A - Absent'. The 'Accommodations' section has four checkboxes: 'General Accommodation', 'Large Print', 'Extra Day', and 'Linguistic Accommodations'. The 'Test Indicators' section has a checkbox for 'HSEP Indicator'. The 'Local Use' section has four checkboxes: 'Substitute Assessment' and 'TMIP Indicator'. The 'Student Indicators' section has a checkbox for 'New to Texas'. At the bottom of the form are 'CANCEL' and 'SUBMIT' buttons. To the right of the form is a sidebar with a 'SEARCH' button, an 'Actions' section with two printer icons, and a 'Showing 1 of 1' indicator. The ETS logo and tagline 'Measuring the Power of Learning' are at the bottom right. Copyright information is at the bottom center.

Test Attributes

Score Code
Change Score Code to: *

A - Absent

Accommodations

☐ General Accommodation
☐ Large Print
☐ Extra Day
☐ Linguistic Accommodations

Test Indicators

☐ HSEP Indicator

Local Use

☐ ☐ ☐ ☐
☐ Substitute Assessment
☐ TMIP Indicator

Student Indicators

☐ New to Texas

CANCEL **SUBMIT**

SEARCH

Actions

Showing 1 of 1

ETS
Measuring the Power of Learning™

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Post Administration - Student Resolution

- Resolve Student Warnings and Errors
- Students>Resolution
 - Resolve inconsistent or missing student information or a mismatch between the most recent answer document and the records within the system

The screenshot displays the STAAR Assessment Management System interface. On the left, a sidebar menu shows 'Students' and 'Resolution' highlighted. The main content area is titled 'Student Resolution' and includes a 'Filter Records Requiring Resolution' section with dropdowns for 'District' and 'Test Administration'. Below this, a 'Resolve Hold' modal is open, showing a warning message about answer sheet data mismatches. The modal contains a table for 'Answer Document Data' and a 'Data Resolution' section with a table for resolving student information.

Answer Document Data

Local ID: 120 Test Admin: FALL 2015 EOC Test Version: STAAR
Subject: U.S. History Grade: District: (258999000) ZZ CRUSE ISD
Home Campus: (258999001) H S Testing Campus: (258999001) ZEBRA H S

Data Resolution

Student Info Type	Potential Match (Not Found)	Answer Document Data	Resolution Data
PEIMS ID	---	910000120	910000120
First Name	---	Q000000000	Q000000000
Middle Initial	---	Q	Q
Last Name	---	---	Enter Last Name
Date of Birth	---	---	Select Date of Birth
Sex	---	M	M

CANCEL RESET SUBMIT RESOLUTION

View Published Reports

- Reports>Results
- Standard reports showing student performance on the STAAR assessments are available for download from the system.

The following standard reports are available for download from the system:

- Confidential Student Reports
- Confidential Student Labels
- Confidential Campus Rosters
- STAAR Reporting Student Data Files
- Summary Reports

The screenshot displays the STAAR Assessment Management System interface. The top navigation bar includes the STAAR logo, the title "Assessment Management System", and links for Dashboard, Profile, TAMS, Help, and Logout. A left sidebar contains a menu with "Organizations", "Users", "Students", "Orders", "Reports", "Organizations", "Students", "Orders", and "Results". The "Reports" and "Results" items are highlighted with red boxes. The main content area is titled "Results Report" and features a sub-header "Reports > Results". Below this, there is a search instruction: "Search and download PDF Results by criteria". The "Results Report" section includes a "Select Test Administration*" dropdown menu set to "DEC 2015 STAAR EOC", an "Organization*" field with the value "H S [258999001]" and a blue 'X' icon, a "Report" dropdown menu set to "All", and a "Date Range" dropdown menu set to "All". A "SEARCH" button is located to the right of the search criteria. Below the search criteria, the results are displayed as a table with the following data:

#	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	

Texas Assessment Management System

- Technology Systems and Supports

STAAR Online Testing Webinar
February 2016

Technology Systems and Supports

STAAR Grades 3–8 and EOC

- [STAAR Assessment Management System User's Guide \(PDF\)](#)
- [STAAR Assessment Management System User Roles and Permissions \(PDF\)](#)
- STAAR Online Testing Platform Secure Browsers
 - [For Windows](#)
 - [For Mac](#)
 - [For Chromebook](#)
 - [For iPad](#)
- [STAAR Online Testing Platform Technology Guide \(PDF\)](#)
- [STAAR Online Testing Platform Local Caching Software \(LCS\) District Guide \(PDF\)](#)
- [Online Readiness Tools](#)
- [Quick Guide to Online Testing \(PDF\)](#)
- [2015 STAAR End-of-Course Reporting Student Data File Format \(PDF\)](#)

STAAR Alternate 2, TELPAS, and TAKS

- [Training Modules for the STAAR Alternate 2, TELPAS, and TAKS Assessment Management System](#)
- [STAAR Alternate 2, TELPAS, and TAKS Assessment Management System User's Guide](#)
- [User Roles and Permissions for the STAAR Alternate 2, TELPAS, and TAKS Assessment Management System \(PDF\)](#)
- [Installable TestNav \(for Windows, Mac, Linux Fedora and Ubuntu, iPad, Android, and Chromebook\) and ProctorCache Installers \(for Windows and Mac\)](#)
- [STAAR Alternate 2, TELPAS, and TAKS Assessment Management System Training Site](#)
- [TestNav 8 Online Support](#)

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 \(PDF\)](#)

Texas Assessment Data Portal


- [Student Portal Help Guide \(PDF\)](#)
- [Analytic Portal Help Guide](#)
- [Data Interaction Hardware and Software Requirements \(PDF\)](#)



STAAR A

Overview of STAAR A

Several resources are provided to assist educators in understanding and explaining to parents STAAR A. A link to the STAAR Resources webpage is provided since STAAR A is also the general assessment and shares the same assessed curriculum, test blueprints, academic achievement standards, progress measures, and other resources as STAAR.

- Educator Guide for STAAR A  Still pending (as of 2/27/2016)
- [STAAR Resources](#)
- [STAAR A Accommodation Guidelines](#) (PDF posted 01/11/16)
- [Information about Your Child's STAAR A Test Results](#) (PDF posted 04/21/15)
- [Información de los resultados de su hijo en la prueba STAAR A](#) (PDF posted 04/21/15)

STAAR A Educator Guide

2016 STAAR A UPDATES

TETN Event #39786
TEA's Student Assessment Division

Updated
2/09/2016

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



GENERAL REMINDERS

- STAAR A is the **SAME as STAAR** in the following ways:
 - Same passing standards
 - Same time limits
 - Same assessed curriculum
 - Same test blueprint
 - Same progress measure
- STAAR A is **different from STAAR** in the following ways:
 - STAAR contains accommodated STAAR questions and selections; however not necessarily the same ones as STAAR on the day of the test
 - No field test questions
 - Online administration
 - Embedded accommodations
 - Braille and Spanish version not available

Who can take STAAR A?

Eligibility Requirements

The decision to administer STAAR A is based on...

- the determination that STAAR with and without accommodations does not meet the student's needs.
- the accommodations the student routinely receives in the classroom and are documented in student's IEP or IAP.
- the eligibility criteria outlined in Step I and Step II.

**STAAR A Eligibility Requirements**

Student Name _____ Grade _____ Date _____

Name of District Personnel Completing Form _____ Position _____

STAAR A is an online version of STAAR that contains certain embedded accommodations such as pop-ups, rollovers, and oral administration (i.e., text-to-speech). Both STAAR and STAAR A are considered the general assessment; however, STAAR with approved or allowable accommodations (as outlined in the Accommodations Triangle) should be the first consideration when determining which assessment is most appropriate for a student. The decision to administer STAAR A should not be based solely on the student's disability category, disabling condition, placement setting, or the student's previous performance on a state assessment. Admission, review, and dismissal (ARD) and Section 504 committees should ensure the following when making assessment decisions.

- _____ The decision to administer STAAR A is based on the determination that STAAR with or without approved or allowed accommodations does not best meet the student's needs.
- _____ The decision to administer STAAR A is based on the accommodations the student routinely receives in the classroom and that are documented in the student's individualized education program (IEP) or individualized accommodation plan (IAP).
- _____ The decision to administer STAAR A is based on the eligibility criteria outlined in Step I and Step II of this documentation form. According to 19 Texas Administrative Code (TAC) §101.27(b), school districts are required to follow the procedures specified in the applicable test administration materials. **As a result, the ARD or Section 504 committee (in conjunction with the language proficiency assessment committee (LPAC) if the student is an English language learner (ELL)) must include this form in the student's IEP or IAP to document eligibility for STAAR A.**

Step I: Indicate Eligible Services Indicate the service the student is receiving. If a student is not receiving either of these services, the student is not eligible to participate in STAAR A and must take one of the other state assessments.

- ☐ The student has an identified disability and is receiving special education services.
- ☐ The student is identified with dyslexia or a related disorder as defined in Texas Education Code (TEC) §38.003, and is receiving Section 504 services.

Step II: Review Eligibility Criteria The ARD or Section 504 committee (in conjunction with the LPAC if the student is an ELL) must circle the subject(s) for which STAAR A is being considered and check the accommodation(s) the student routinely receives in the classroom for that subject. If a particular subject is not applicable, circle NA. To be eligible to participate in STAAR A in a particular subject, **TWO OR MORE** accommodations must be checked in that subject. If fewer than two accommodations are checked, the student is not eligible to participate in STAAR A in that subject.

NA Reading 3-8	<input type="checkbox"/> Preview text before reading to activate prior knowledge, draw conclusions, and set a purpose for reading	<input type="checkbox"/> Clarification or rewording of vocabulary, complex sentences, and concepts using definitions, similes, literal language, graphics, animation, etc.	<input type="checkbox"/> Direct student attention to specific information (e.g., parts of the selection, parts of a graphic, parts of an answer choice)			
NA Writing 4/7	<input type="checkbox"/> Preview text before reading to activate prior knowledge, draw conclusions, and set a purpose for reading	<input type="checkbox"/> Clarification or rewording of complex questions and concepts using definitions, similes, and literal language, etc.	<input type="checkbox"/> Direct student attention to specific information (e.g., parts of the selection, parts of an answer choice)	<input type="checkbox"/> Use of writing process checklist	<input type="checkbox"/> Reading Support (i.e., revising passages and questions)	
NA English I English II	<input type="checkbox"/> Preview text before reading to activate prior knowledge, draw conclusions, and set a purpose for reading	<input type="checkbox"/> Clarification or rewording of vocabulary, complex sentences, and concepts using definitions, similes, literal language, graphics, animation, etc.	<input type="checkbox"/> Direct student attention to specific information (e.g., parts of the selection, parts of a graphic, parts of an answer choice)	<input type="checkbox"/> Scaffold understanding of open-ended questions about texts (i.e., short answer questions)	<input type="checkbox"/> Use of writing process checklist	<input type="checkbox"/> Reading Support (i.e., revising passages and questions)
NA Mathematics 3-8 Algebra I	<input type="checkbox"/> Clarification or rewording of vocabulary, complex sentences, and concepts using definitions, similes, literal language, graphics, animation, etc.	<input type="checkbox"/> Direct student attention to specific information (e.g., parts of a graphic, parts of an answer choice)	<input type="checkbox"/> Scaffold steps in a process (i.e., bullet each step, space out each step)	<input type="checkbox"/> Use of generic and question-specific graphic organizers	<input type="checkbox"/> Identification of formula(s) to use with specific questions	
NA Science 5/8 Biology	<input type="checkbox"/> Clarification or rewording of vocabulary, complex sentences, and concepts using definitions, similes, literal language, graphics, animation, etc.	<input type="checkbox"/> Direct student attention to specific information (e.g., parts of a graphic, parts of an answer choice)	<input type="checkbox"/> Scaffold steps in a process (i.e., bullet each step, space out each step)	<input type="checkbox"/> Use of generic and question-specific graphic organizers	<input type="checkbox"/> Identification of formula(s) to use with specific questions	
NA Social Studies 8 U.S. History	<input type="checkbox"/> Clarification or rewording of vocabulary, complex sentences, and concepts using definitions, similes, literal language, graphics, animation, etc.	<input type="checkbox"/> Direct student attention to specific information (e.g., parts of a graphic, parts of an answer choice)	<input type="checkbox"/> Scaffold steps in a process (i.e., bullet each step, space out each step)			

Step III: Summarize Assessment Decision The ARD or Section 504 committee (in conjunction with the LPAC if the student is an ELL) should indicate the STAAR A test(s) the student will take for the school year under consideration. **This form must be included in the student's IEP or IAP to serve as the required documentation of the state academic achievement decision.** Additional testing accommodations may be allowed and must be documented in the student's paperwork as well. Refer to the Accommodation Triangle on the TEA Student Assessment website for more information.

Indicate the STAAR A tests the student will take for the school year under consideration.

- | | | | |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Reading Grade _____ | <input type="checkbox"/> English II | <input type="checkbox"/> Science Grade _____ | <input type="checkbox"/> U.S. History |
| <input type="checkbox"/> Writing Grade _____ | <input type="checkbox"/> Mathematics Grade _____ | <input type="checkbox"/> Biology | |
| <input type="checkbox"/> English I | <input type="checkbox"/> Algebra I | <input type="checkbox"/> Social Studies Grade 8 | |

Step 1

Indicate Eligible Services

- ☐ The student has an identified disability and is receiving special education services.
- ☐ The student is identified with dyslexia or a related disorder and is receiving Section 504 services.

Step II

Review Eligibility Criteria

- must circle the subject(s) for which STAAR A is being considered and **check the accommodation(s)** the student routinely receives **in the classroom**
- **TWO OR MORE** accommodations must be checked in that subject.

Step III

Summarize Assessment Decisions

- indicate the STAAR A test(s) the student will take for the school year
- must be included in the student's IEP or IAP
- additional testing accommodations may be allowed

SCHEDULING ONLINE TEST SESSIONS

- TEST DATES may be adjusted should conflicts arise within the testing week with the **exception of Grade 4 and 7 writing and English I and II assessments.**
- If technology infrastructure causes issues with scheduling contact:









**STUDENT ASSESSMENT DIVISION TEST
SECURITY TEAM
(512-563-9536)**














TEST ADMINISTRATOR DIRECTIONS

- Online testing directions are **MUCH** shorter.
- Directions for moving through screens are NOT in manual but embedded in the online system.
- Test Administration manual contains **appendix** that explains the functions of each tool.

Use the chart below when a student has a question about one or more of the tools in the online system. If a student is having trouble locating a tool, use the ICON column to identify and point to the proper icon onscreen. If a student asks how a tool or button functions, you can read the information in the TEXT column. The information in this column may be read verbatim, paraphrased, or clarified as needed.

ICON	NAME	TEXT
Next 	Next	You can use Next to move forward through the test.
 Back	Back	You can use Back to move backward through the test.
Review/End 	Review/End Screen	<p>You can click on Review/End at any time to go to the review screen at the end of the test.</p> <p>On the Review/End screen you can see which questions you have not answered yet and which questions you have flagged for review.</p>
	Help	You can click on Help in the upper-right corner to learn about the tools.
 Mark for Review	Mark for Review	You can click Mark for Review to flag a question to review later. When you mark a question for review, a flag will appear on the question number.
 Highlight  Erase Highlights	Highlight/Erase Highlights	You can highlight important words or numbers by selecting them and then clicking Highlight . You can erase highlights by selecting the highlighted words or numbers and clicking Erase Highlights .
	Eliminator	You can use Eliminator to cross out answer choices that you think are not correct.

	Guideline	You can use Guideline to help you keep your place while reading.
	Writing Tools	Use the Writing Tools to format the text you entered. You can redo or undo text. You can copy, cut, and paste text. You can make text bold, italicized, or underlined. You can also indent text to the right or left.
	Calculators	You can use a basic four-function, scientific, or graphing Calculator depending on the test. The type of Calculator will be shown in the label under the icon.
	Ruler	You can use Ruler to measure images on the screen.
	Graph Paper	You can use Graph Paper on the test.
	Reference Materials	You can click on Reference Materials to show information like formulas to help you with the test.
	Zoom	You can use Zoom to make everything on your screen larger. You can use the arrow buttons to move the page up and down and from side to side when it is enlarged.
	Color	You can use Color to change the colors you see on your screen.
	Pop-ups	You can click on a word or phrase with a dotted underline, and helpful information will Pop-up .
	Rollovers	You can click on the Rollover button to show a different version of the sentences.
	Audio	You can use Audio to adjust the volume and speed of the text being read aloud.

NAVIGATING THE ONLINE TEST

- Appendix may be used to assist students that are having trouble navigating through the assessment.
- Test administrator will **read text next to the icon** the student is struggling with.
- A “**reminder card**” that indicates settings (color, speaking rate, zoom size) the student prefers.

Suggested Format for Preparing Students for ONLINE testing

- Communicate participation in online testing with students
- Allow students three practice sessions to the online testing platform after taking tutorial
 - Tutorial - to learn tools and features
 - First practice session – to play with the features
 - Second practice session – to determine appropriate feature settings and document (reminder card)
 - Third practice session – to mimic testing situations using preferred settings
- All student practice sessions are documented.



STAAR
Online...

STAAR A Practice Performance Checklist

This checklist is intended to serve as a tool to assist educators in tracking student progress as they practice and familiarize themselves with the tools and embedded accommodations in the STAAR A assessment. Performance on the practice tests should not be a consideration when determining if a student meets eligibility for participation on STAAR A. When considering eligibility, refer to STAAR A Eligibility Criteria on the TEA Webpage. (<http://tea.texas.gov/student.assessment/STAARA/>)

STAAR A tutorials can be found at www.texasassessment.com (<http://www.texasassessment.com/educators/>) by selecting the PDF link, you will download an app based on the operating system you are using (i.e. PC, Mac, iPad, Chromebook, Android, Linux, etc). If you experience difficulty with the app, please refer to the Unified Minimum System Requirements and confirm you desktop, laptop, or device has the minimum requirements for installation. (http://www.texasassessment.com/s/texasassessment/pdf/Unified_System_Reqs.pdf)

Mark items with an x when student completes proficiency, mark n/a if not applicable.

Student Name: _____

GENERAL NAVIGATION:	DATE:	DATE:	DATE:	NOTES:
Select subject, grade, and test and login				
Locate and use SPEAK TEXT to check audio prior to test				
Access NEXT BUTTON to move between screens				
Select SPEAK , locate and use PLAY button				
PAUSE the Playback of the content				
Select CLICK WORDS to hear specific words on screen				
Move SPEAK bar around screen				
Close SPEAK tool independently				
Click and pull selected area to be read aloud. SPEAK				
Use AUDIO tool to increase/decrease volume				
Use AUDIO tool to increase/decrease rate of reading.				
Locate and use BACK button to navigate questions				
Click question numbers (bottom of screen) to go directly to that page				
Identify and locate text that is indicated by a dotted line as a POP-UP where additional information is located.				

Adapted from materials provided by REGION 20 ESC

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

Adapted from materials provided by REGION 20 ESC

Adapted from materials provided by REGION 20 ESC

Adapted from materials provided by REGION 20 ESC

READING SUPPORT

- ELIGIBILITY for or documented for **Oral/Signed Administration** is **NOT determined for STAAR A!** TEXT-TO-SPEECH is available for ALL students taking STAAR A !
- Feature does not work on pop-ups and rollovers.
- Test administrator may read aloud IF:
 - **There is NO “DO NOT READ ICON”** (reading selections, editing selections, editing questions)

**TEST ADMINISTRATORS MUST BE TRAINED IN ORAL SIGNED
ADMINISTRATION GUIDELINES**

POLICY: 4th GRADE WRITING

- 4th grade students are **NOT REQUIRED to meet Basic Transcription** eligibility for their writing essay to be transcribed into the online system.
- Decision to transcribe is made on individual basis.
- Students in **all other grade levels MUST meet Basic Transcription eligibility** as outlined in Accommodation Triangle!



TECHNOLOGY-BASED SPELLING ASSISTANCE

- **Spell check IS NOT embedded** in STAAR A.
- If student meets eligibility, they will access just as they do in class!
- If student typically access uses speech-to-text, text-to-speech, or word predictor, they will NOT be able to access while they are logged on to the online system.
- Possible solutions:
 - **OPTION 1:** Use a second laptop/computer to type response while still logged in to STAAR A. Must transfer response to composition text box.
 - **OPTION 2:** Exit the test. Respond to response and print out then log back in to STAAR A to transfer response to text box.

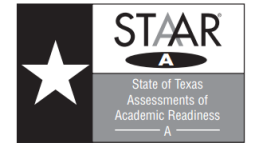
STUDENTS WHO ARE DEAF OR HARD OF HEARING PARTICIPATING IN ONLINE ASSESSMENT

- Signing or oral interpreting (lip-reading) are allowable access methods of delivery for sections of the test where reading is allowed or available.
- REQUIREMENTS:
 - TRAINING – Oral/Signed Administration Guidelines
General Instructions for Administering to Students Who Are Deaf or Hard of Hearing
 - ADMINISTRATION – Test administrator may move around room reading or signing as needed or can read aloud/sign to an entire group.

REFERENCE MATERIALS

- Mathematics and Science reference materials are available in online test
- Punnett Squares are available for Biology
- Writing checklists are available in 4, 7 writing and English I and II
- Paper versions may be downloaded and printed from Texas Assessment Resources webpage.

PAPER REQUEST PROCESS



STAAR A
Non-Secure Front Matter

March 2016

PAPER ADMINISTRATION GUIDE

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- The district testing coordinator must submit a request to TEA for approval to administer a paper test for STAAR L, STAAR A, TELPAS reading, or TAKS.
- To submit a request, access the [form](#) and submit to TEA.
- All requests must be received by TEA at least two weeks in advance of the administration of a test as scheduled on the Student Assessment Testing Calendar.
- Once TEA has approved the request for a paper administration, a materials order will be issued to the appropriate testing contractor on behalf of the district.

PAPER REQUEST PROCESS

- **ACCOMMODATIONS CANNOT BE APPLIED:** A student may need a testing accommodation that is not possible to provide in an online setting.
- **TECHNOLOGY ACCESS IS PRECLUDED:** Districts must make every effort to administrate STAAR A online. IN rare situations where **computers or technology are absolutely not available**, as may occur on occasion with **homebound students or jails**, districts may seek permission to administer a paper test.

http://tea.texas.gov/Student_Testing_and_Accountability/Testing/Student_Assessment_Overview/Request_for_Paper_Administrations_of_STAAR_L_STAAR_A_TELPAS_Reading_and_TAKS/



STAAR Alternate 2

<https://tx.pearsonaccessnext.com>

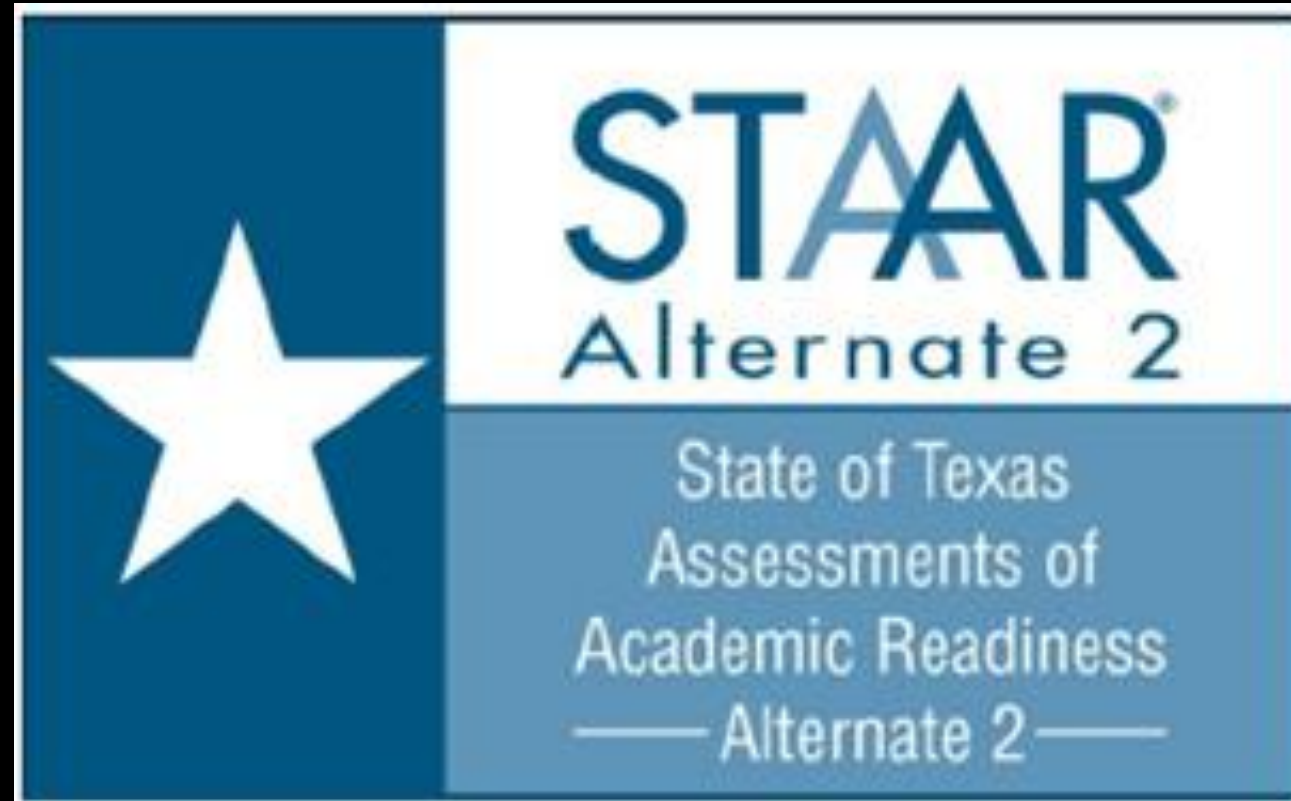
STAAR Alternate 2 Key Dates

Activity	Date
Enrollment Collection	October 12–November 13, 2015
Student Data File Upload (Student Registration) Begins	January 18
Districts Receive Materials List (posted online only)	February 26
Materials Due in District	February 29–March 4
End date for Campus Coordinator Training	March 4
Test Session Setup Begins for Online Transcription Forms	March 7
Deadline for Security Training	March 11
End Date for Test Administrator Training*	March 18
STAAR Alternate 2 Preview Window	March 21–April 1
Proctor Caching Available for Online Transcription Forms	March 21
STAAR Alternate 2 Assessment Window	April 4–April 22
Districts Ship All STAAR Alternate 2 Materials	April 29

*Test Administrators must receive training before previewing test materials.

Districts may choose when to administer each subject and grade-level test within the window.

STAAR Alternate 2: Spring 2016



February 12, 2016 TETN

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

#39874

It is not based solely on the student's:

- [illegible]

Question 1:

Does the student have a significant cognitive disability?

- Based on evaluation information performed by a qualified evaluation team.
- Most affect the student's intellectual potential and be documented in the IEP.
- Student has limited potential to reach grade-level expectations.

Question 2:

Does the student require specialized supports to access the grade-level curriculum and environment?

- Needs specialized academic instruction as well as support throughout the day in areas other than academics.

Question 3:

Does the student require intensive, individualized instruction in a variety of instructional settings?

- Student needs specialized academic instruction and techniques over a period of time to ensure learning, retention, and transfer skills to other settings.

Question 4:

Does the student access and participate in the grade-level TEKS through prerequisite skills?

- Student requires access to the TEKS through prerequisite skills that are linked to the grade-level curriculum.

Medical Exception

Students who are medically fragile and cannot attend to or tolerate any academic interaction can qualify for a medical exception if the student is:

- in the final stages of a terminal or degenerative illness.
- receiving extensive short-term medical treatment due to a medical emergency or serious injury in an accident.
- unable to interact with peers or staff without risk of infection or contamination to him/herself or others.
- receiving non-academic homebound services due to medical issues and does not receive academic instruction.

Effective 2015-2016 School Year State-Required Form

STAAR ALTERNATE 2 MEDICAL EXCEPTION ELIGIBILITY REQUIREMENTS

Student Name _____ Grade _____ Date _____ Name _____
of District Personnel Completing Form _____ Position _____

ELIGIBILITY CRITERIA

If the admission, review, and dismissal (ARD) committee has previously determined that a student meets the eligibility criteria for STAAR Alternate 2 and the student is being considered for a medical exception designation, the ARD committee must discuss the eligibility criteria below. At least one of the specific medical conditions listed below should describe the medical condition of the student. Additionally the ARD committee must discuss the three assurances. All of these assurances must be initialed by district personnel in order for the student to receive a medical exception. Students qualifying for a medical exception will not be required to participate in the administration of STAAR Alternate 2 for any course or subject for which they are enrolled in the current year. A score code of "M" must be recorded for all tests the student would have taken.

Specific Medical Condition Eligibility Criteria

- The student is unable to respond to test questions due to a chronic illness.
- The student is receiving extensive short-term medical treatment due to a medical emergency or serious injury in an accident.
- The student is unable to interact with peers or educators without risk of infection or contamination to himself/herself or others.
- The student is unable to receive sufficient or consistent homebound services due to medical issues.

Discuss and Initial Assurances

If the medical condition of the student is described by at least one of the eligibility criteria, the ARD committee must discuss the following assurances. All three assurances must be initialed by district personnel for the student to be eligible for the STAAR Alternate 2 medical exception. The ARD committee must ensure the medical exception is documented in the student's individualized education program (IEP), and this form must be included in the IEP.

The medical incident or condition must prevent the student from participating in sufficient _____ instruction offered at school, at home, at a hospital, or at a residential facility.

The information used to make the medical exception determination must reflect the student's situation just prior to and throughout the testing window.

The medical incident or condition must be identified and verified in writing by a licensed physician and kept on file by the local district.

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No Authentic Academic Response (NAAR)

Students who are unable to respond authentically to any verbal, visual, or tactile stimuli during academic instruction due to level of cognition rather than a medical condition can qualify for a NAAR exception if the student:

- does not show any observable reaction to a specific stimuli.
- exhibits only startle responses.
- tracks or fixates on objects at random and not for a purpose.
- moves or responds only to internal stimuli.
- vocalizes intermittently regardless of changes in the environment around them.
- unable to receive any visual, auditory, or tactile information during the assessment.

Effective 2015–2016 School Year State-Required Form

**STAAR ALTERNATE 2 NO AUTHENTIC ACADEMIC RESPONSE (NAAR)
ELIGIBILITY REQUIREMENTS**

Student Name _____ Grade _____ Date _____

Name of District Personnel Completing Form _____ Position _____

ELIGIBILITY CRITERIA

If the admission, review, and dismissal (ARD) committee has previously determined that a student meets the eligibility criteria for STAAR Alternate 2 and the student is being considered for a No Authentic Academic Response (NAAR) designation, the ARD committee must discuss the eligibility criteria below. The answer to at least one of the two NAAR Eligibility Criteria questions listed below must be YES. Additionally, the ARD committee must discuss the two assurances. Both assurances must be initiated by district personnel in order for the student to receive a NAAR designation. Students qualifying for NAAR will not be required to participate in the administration of STAAR Alternate 2 for any course or subject. A score code of 'N' must be recorded for all tests the student would have taken.

No Authentic Academic Response Eligibility Criteria	Select Yes or No
Because of multiple impairments, the student is unable to receive information during instruction and assessment. For example, the student may have a combination of visual, auditory, and/or tactile impairments.	Yes / No <input type="radio"/> <input type="radio"/>
The student is consistently unable to provide an authentic academic response during instruction. His or her behavior may be described by one or more of the following characterizations: <ul style="list-style-type: none">• The student is unable to demonstrate any observable reaction to a specific stimulus.• The student exhibits only startle responses.• The student tracks or fixates on objects at random and not for a purpose.• The student moves or responds only to internal stimuli.• The student vocalizes intermittently regardless of changes in environment around him/her.	Yes / No <input type="radio"/> <input type="radio"/>

Discuss and Initial Assurances

If the response of the student is described by at least one of the eligibility criteria, the ARD committee must discuss the following assurances. Both assurances must be initiated by district personnel for the student to be eligible for the STAAR Alternate 2 NAAR designation. The ARD committee must ensure the NAAR designation is documented in the student's individualized education program (IEP), and this form must be included in the IEP.

_____ The student is unable to receive information during instruction and assessment and/or the student is unable to provide an authentic academic response.

_____ The NAAR designation is based on educational records and describes the student in all settings.

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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.

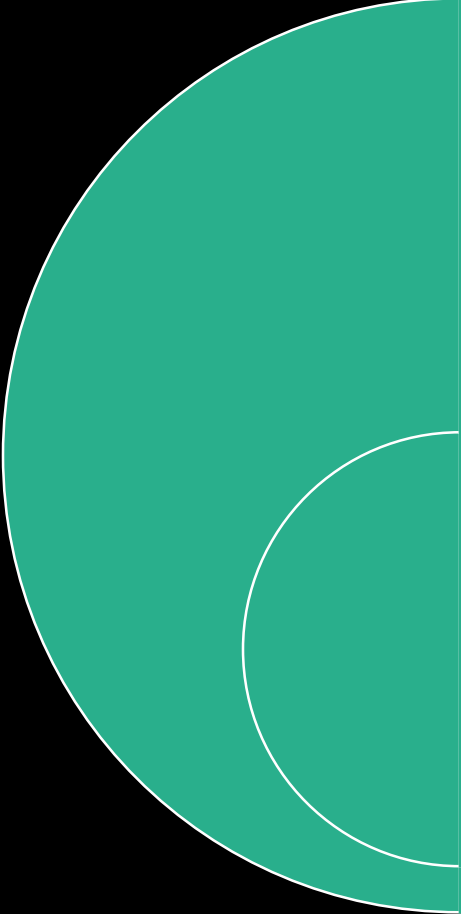
The test will be administered in the following grades and subjects:

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 Updates

- Students who are eligible for STAAR Alternate 2 and enroll in the district on **April 5, 2016** or later may be exempted from testing.
- 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.

STAAR Alternate 2 Test Administrator Training



Test administrators are required to receive annual training in test security and general testing procedures, as well as procedures unique to specific tests.

Test administrators must be trained prior to beginning preview activities.

STAAR Alternate 2 Test Administrator Training by March 4

Test administrator responsibilities include

- maintaining security of test materials until returned to the coordinator,
- preparing test materials for each administration,
- implementing the test administration processes and procedures stated in the manuals,
- monitoring and maintaining test security,
- reporting any suspected violation of test security to the campus coordinator,
- transcribing student responses into an online transcription form, and
- preparing test materials for return to the campus coordinator at the conclusion of test administrations.

Test security

- test security procedures and oaths
- STAAR Alternate 2 Materials Control Form
- response to testing irregularities
- consequences of cheating

Scheduling test administrations

- testing window
- administering individual tests in more than one session
- setting up testing across grades and subjects

Preparing for test administrations

- identifying eligible students
- receiving and storing test materials
- preparing for administrations in alternative education settings

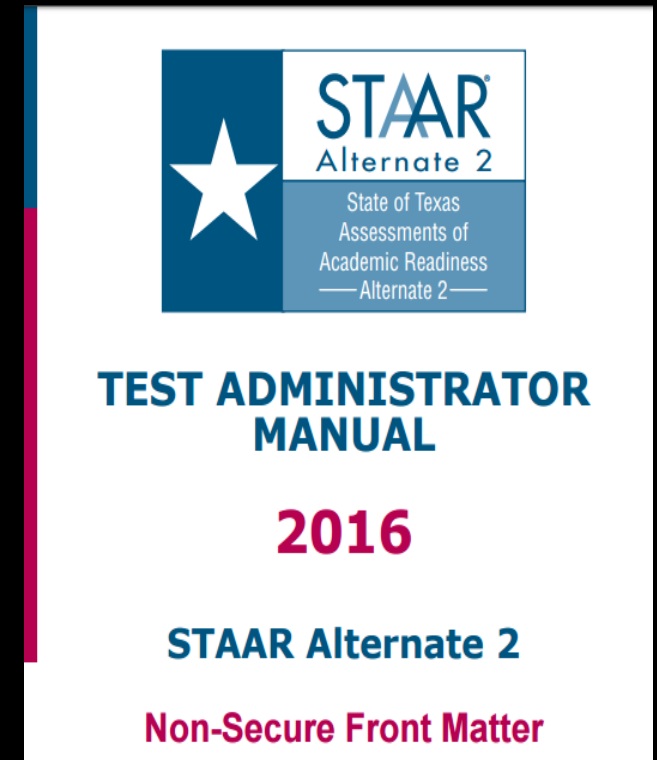
Testing with accommodations

- understanding allowable test administration procedures and materials
- understanding accommodation policies
- ensuring that testing personnel have a current list of each student's testing accommodations
- reviewing secure materials during the preview period and preparing accommodations for eligible students
- collecting materials and preparing test accommodations
- preparing testing locations for students who need certain accommodations or allowable procedures

STAAR Alternate 2 Test Administrator Training

- Group training must include only the non-secure front matter from the *STAAR Alternate 2 Test Administrator Manual* located on the TEA's Coordinator Manual Resources webpage.
- The test instructions located in the back of each test administrator manual are considered secure and may be viewed only by the test administrator during the preview and testing windows.

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



Test Administrator Training Resources

Other Resources:

- UPDATED STAAR Alternate 2 Test Administration TETN
<http://tea.texas.gov/student.assessment/special-ed/staaralt/>
- District Campus Coordinator Manual 2016
- 2016 STAAR Alternate 2 Educator Guide



The STAAR Alternate 2 test administrator:

- **must have a high level of familiarity with the student** so that testing accommodations can be prepared appropriately and the student's typical response modes can be understood.
- **must receive training** as defined in campus test coordinator's responsibilities on test security and general testing procedures before handling secure test materials.
- **must initial and sign the test administrator oath.**

Test Administrators

Test administrators may include:

- teachers (including those who hold teaching permits or probationary certificates)
- counselors
- librarians
- paraprofessionals (certified and noncertified)
- substitute teachers
- other professional educators (such as retired teachers)
- **related service staff** (currently employed by the district and routinely work with students in the classroom)

Paraprofessionals

Certified and noncertified paraprofessionals and **related service staff** may serve as test administrators or test administrator assistants if they:

- are currently employed by the district, and
- routinely work with students in the classroom.

*Paraprofessionals must be supervised by a certified professional on the same campus throughout the test administration, receive training, and sign the test administrator oath.

Test Administrator Assistants

Test administrator assistants can provide assistance including:

- preparing allowable accommodations as directed,
- manipulating materials during the testing session,
- translating or signing information for the student, and
- managing student behavior.

Test Administrator Responsibilities

- maintaining security of test materials while in their possession until returned to the coordinator,
- preparing test materials for each administration including accommodations,
- implementing the test administration processes and procedures stated in the manuals.
- reporting any suspected violation of test security to the campus coordinator,
- transcribing student responses into the online transcription form, and
- preparing test materials for return to the campus coordinator at the conclusion of test administrations.

STAAR ALT 2 Test Administration Materials

STAAR Alternate 2
Test Administrator Manual—
secure;

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

Student booklet—secure;

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

STAAR Alternate 2 Scoring
Document—secure during
and after use;

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 of Test Materials

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

- prepare accommodations up until the test administrator begins to administer the assessment according to the guidelines outlined in the “Accommodations” section of the manual.
- practice reading the script and following the “Presentation “Instructions and “Scoring Instructions” for each item.

Materials Preview and Testing Window

Revised 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.

Materials Control Form

- Test administrators must verify that they have received the exact number of secure test materials recorded as issued, and initial the “Out” box.
- The test administrators’ initials also signify that they have signed their security oaths.
- Retain completed STAAR Alternate 2 Materials Control Forms

Test administrators are responsible for student booklets and STAAR Alternate 2 test administrator manuals until they are returned to CTC .

When the materials are returned, CTC initial the “In” box. Your initials indicate that the test administrators have returned all secure test materials checked out to them as listed on the STAAR Alternate 2 Materials Control Form.

[illegible]

Plan and Prepare Accommodations

Reformatted allowable accommodations chart is in both *The Educator Guide for STAAR Alternate 2* and the *STAAR Alternate 2 Test Administrator Manual* with the addition of “provide structured reminders”

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
<ul style="list-style-type: none">■ Color or highlight images or text■ Place color overlays on images or text■ Photocopy and cut out images or text<ul style="list-style-type: none">• can be affixed to appropriate presentation media• answer choices must be placed in the same order as they appear in the test booklet■ 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 to arrive at response■ Reread sections of the text beyond what is included in test administrator instructions■ 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.
- 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.

Allowable Accommodations
<ul style="list-style-type: none">■ Color or highlight images or text■ Place color overlays on images or text■ Photocopy and cut out images or text<ul style="list-style-type: none">• can be affixed to appropriate presentation media• answer choices must be placed in the same order as they appear in the test booklet■ 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 to arrive at response■ Reread sections of the text beyond what is included in test administrator instructions■ Provide structured reminders<ul style="list-style-type: none">• personal timers, token systems, color-coded or handwritten reminders, or visual schedules

Administer the Assessment

- Test items must be **administered in the order they appear** in the student booklet.
- The test administrator is given directions to **present** the item, specifically what to **direct** the student to, and what to **communicate** to the student.
- Students can be alerted back to the task or materials or be encouraged to stay focused at any time during testing.
- **At no time may a student go back to previously answered items**, including after an administration has been stopped and resumed for an emergency.
- Students **can request to have information repeated**.

Administer the Assessment

Repeating Presentation Instructions

- Before the “find” statement is given
- The test administrator **can repeat sections of the presentation instructions without a student request if the student is distracted during the presentation**, up until the answer choices and the “find” statement are given.
- Passages can be reread as needed before the answer choices and the “find” statement are given.

Administer the Assessment

- After the “find” statement is given
- Once the answer choices and “find” statement are given, the test administrator **must wait at least 5 seconds for the student to respond.**
- If no response is given, after a reasonable wait time, the **answer choices and “find” statement can be repeated *once*.**
- The **order in which the bullets for the answer choices and “find” statement in the presentation** instructions are communicated **can be reversed** from the order listed in the instructions.
- **Once a student gives an answer, the test administrator must follow the scoring instructions** to determine how to proceed.

Administer the Assessment

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.**

EXAMPLES:

- 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



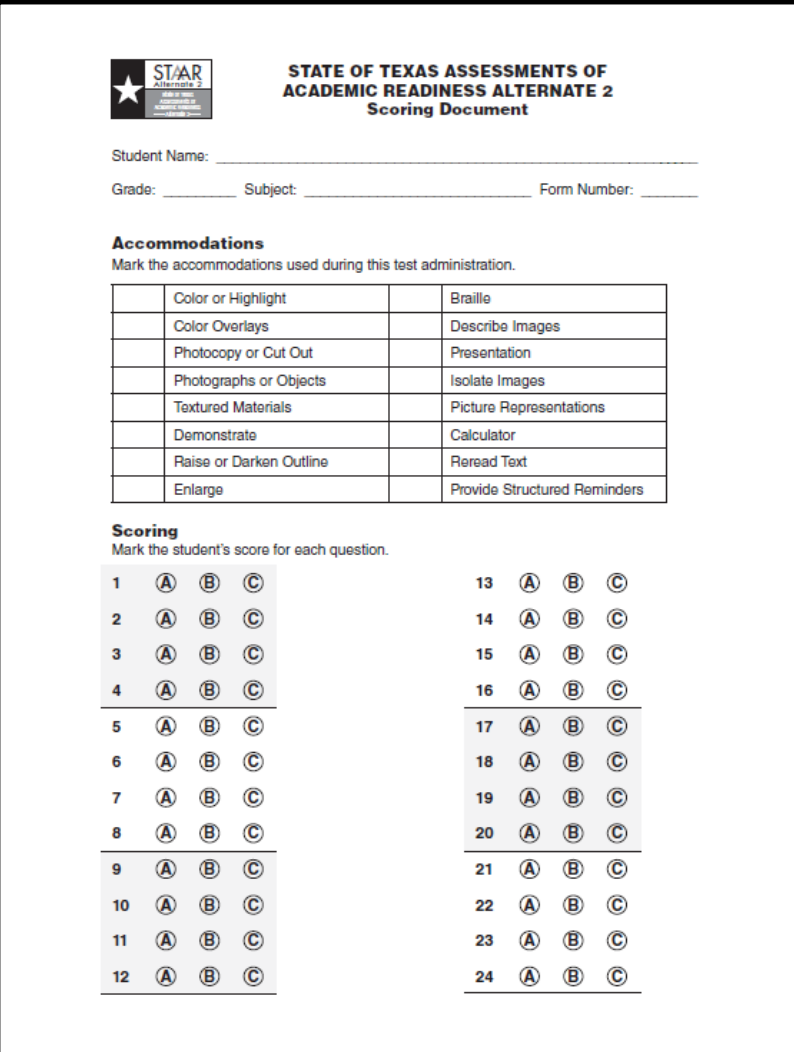
Administer the Assessment

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 on-line transcription form.
- Testing personnel will log into the online transcription form using the student's authorization ticket and transcribe student responses.
- Scoring documents can be found in the back of STAAR Alt 2 Test Administrator Manuals or in the resources section at assessmentmanagementsystem.com under Support > Documentation



The image shows a sample STAAR Alternate 2 Scoring Document. At the top left is the STAAR Alternate 2 logo. To its right is the title "STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS ALTERNATE 2 Scoring Document". Below the title are fields for "Student Name:", "Grade:", "Subject:", and "Form Number:". The "Accommodations" section includes a table for marking accommodations used during the test administration. The "Scoring" section includes a table for marking the student's score for each question, with questions numbered 1 through 24.

STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS ALTERNATE 2 Scoring Document

Student Name: _____

Grade: _____ Subject: _____ Form Number: _____

Accommodations
Mark the accommodations used during this test administration.

<input type="checkbox"/>	Color or Highlight	<input type="checkbox"/>	Braille
<input type="checkbox"/>	Color Overlays	<input type="checkbox"/>	Describe Images
<input type="checkbox"/>	Photocopy or Cut Out	<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Photographs or Objects	<input type="checkbox"/>	Isolate Images
<input type="checkbox"/>	Textured Materials	<input type="checkbox"/>	Picture Representations
<input type="checkbox"/>	Demonstrate	<input type="checkbox"/>	Calculator
<input type="checkbox"/>	Raise or Darken Outline	<input type="checkbox"/>	Reread Text
<input type="checkbox"/>	Enlarge	<input type="checkbox"/>	Provide Structured Reminders

Scoring
Mark the student's score for each question.

1	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
2	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
3	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
4	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
5	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
6	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
7	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
8	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
9	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
10	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
11	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
12	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
13	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
14	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
15	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
16	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
17	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
18	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
19	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
20	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
21	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
22	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
23	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
24	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C

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 (including photocopies of secure test materials, if used)

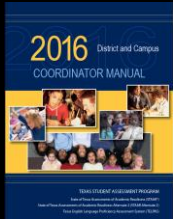
Pack STAAR Alternate 2 materials either by campus or by district. If packing by district, be sure that all the materials for a single campus are grouped together and packed in the box before adding materials from another campus.

**Do not mix STAAR Alternate 2 materials with
STAAR or TELPAS materials in the same shipment.**

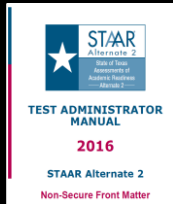
STAAR Alternate 2 Resources



*Educator Guide State of Texas Assessment of Academic Readiness Alternate 2 (STAAR Alternate 2)—
Revised September 2015*



2016 District and Campus Coordinator Manual



Test Administrator Manual 2016 STAAR Alternate 2 (Non-Secure Front Matter)



[Assessments for Students with Disabilities 2015 Fall Update TETN](#) (PPT posted 09/17/15)



UPDATED STAAR Alternate 2 Test Administration TETN (PPT)

