Testing Coordinator Training for the STAAR Alternate 2 Assessment Management System
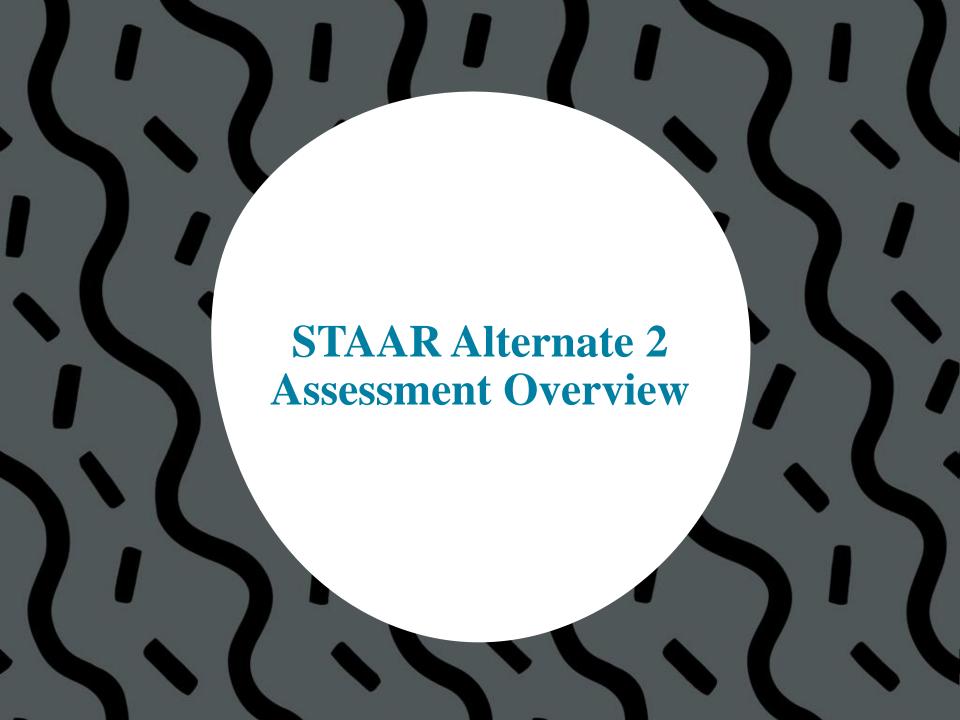
PEARSON

Preparing for and Administering
STAAR Alternate 2
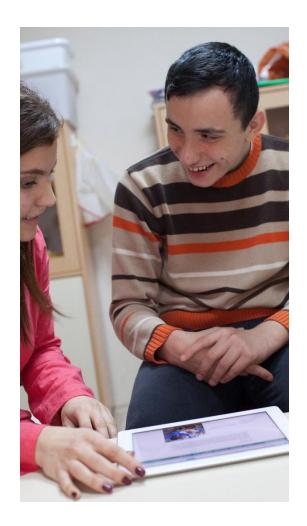Spring 2016

Agenda

STAAR Alternate 2 Assessment Overview

STAAR Alternate 2

State of Texas Assessments of Academic Readiness (STAAR®) Alternate 2 is:

- a standardized item-based assessment administered individually to each eligible student enrolled in grades 3-8 and end-of-course (EOC) subjects.

- administered to eligible students with significant cognitive disabilities who are receiving special education services in the following grades and subjects:
  ◦ grades 3-8 reading
  ◦ grades 3-8 mathematics
  ◦ grades 5 and 8 science
  ◦ grade 8 social studies
  ◦ grades 4 and 7 writing
  ◦ Algebra I, English I, English II, biology, and U.S. history EOC assessments

Key Dates

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.

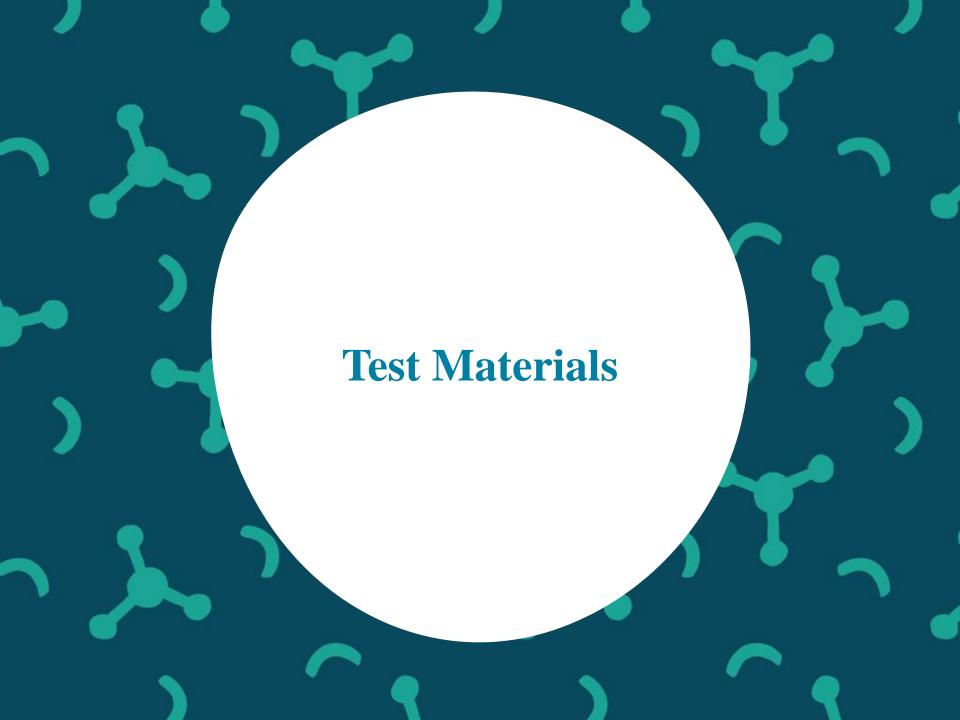**Districts may choose when to administer each subject and grade-level test within the window.**

Testing Coordinator Responsibilities

Testing Coordinator Responsibilities

District Coordinator	Campus Coordinator
• Designate and train campus coordinators • Receive, verify, and distribute shipment of test materials • **Prepare for online activities** • Monitor administration • Direct the collection and return of nonscorable materials • Ensure security oaths are signed and returned	• Designate and train test administrators • Prepare and distribute test materials on the campus for each administration • **Coordinate online administration activities on the campus** • **Ensure that student records are verified** • Prepare testing materials for return to the district coordinator at the conclusion of test administrations

Test Materials

Test Materials

- Materials will be delivered between Feb 29th – March 4th
- Test administrators who have been trained on security and confidentiality and have signed an oath of test security may preview the STAAR Alternate 2 test materials beginning on March 21, 2016.

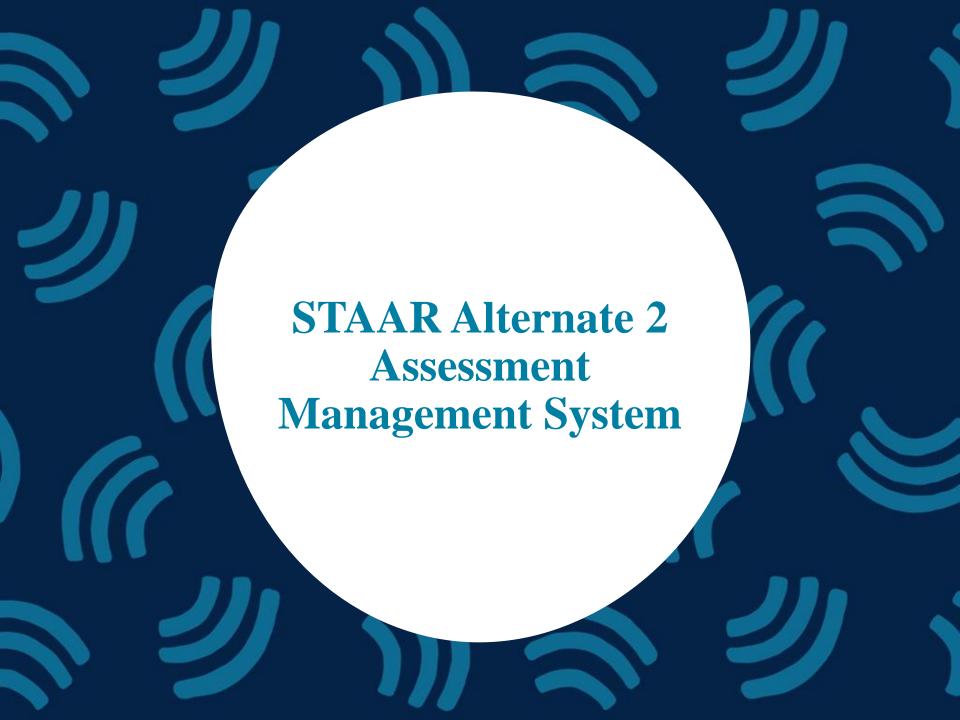| STAAR Alternate 2 Test Administrator Manual	Student Booklet	STAAR Alternate 2 Scoring Document
Secure Material	**Secure Material**	**Secure Material (during and after use)**
Provides a guide to administering the test, as well as specific instructions for administering each question	Contains the images and text for the questions and answer choices presented to the student.	A single sheet with answer bubbles for recording student responses for later input into the online transcription form in TestNav.

STAAR Alternate 2 Assessment Management System

Test Administration Process

1
Register Students and Create Online Test Sessions

Coordinators or assigned staff will need to create and manage test sessions.

– Create test sessions.

– Generate login information for staff who will transcribe answers into the online system.

2
Transcribe Answers into the Online System

Using login information, staff will login to TestNav and input scoring information for individual students.

– Screen will have one question per page.

– Staff will enter scoring information by selecting the appropriate bubble.

3
Enter Score Codes and Accommodation Information

If directed by coordinator, test administrators enter score codes and accommodations.

– Some score codes are determined by the ARD committee and must be documented in a student's IEP.

– If a student was provided accommodations, they must be indicated

4
Test Administrators Return Test Material to Campus Coordinator

After each test session, the test administrator must return all test materials to the campus coordinator.

– Return all manuals, booklets, scoring documents, and photocopies of secure test materials to CTC/DTC.

– Accompanying pictures, objects, textured materials, or instructional tools do not need to be returned to CTC.

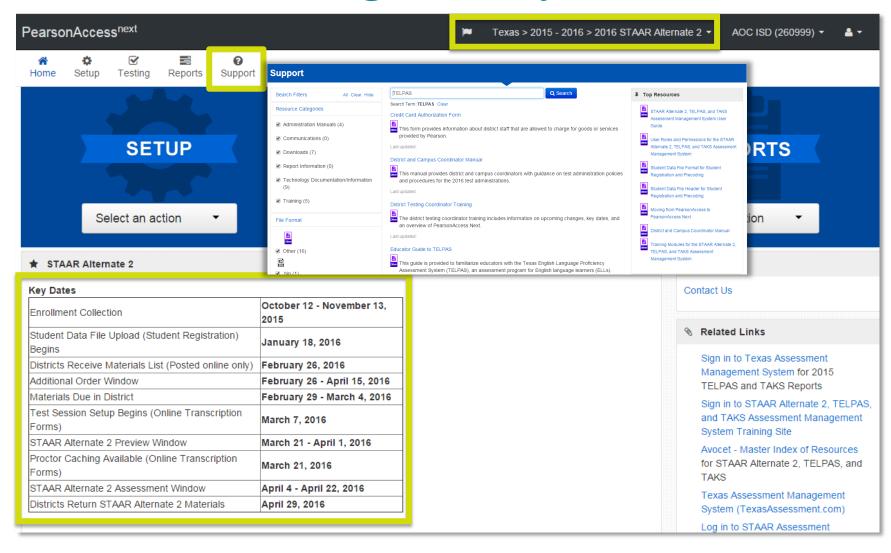# Setting Up Online Infrastructure

For information on setting up your STAAR Alternate 2 online infrastructure, please refer to the available technology resources listed below. They are located in the support section of the Assessment Management System.

- **TestNav 8 Online Support Guide**
  Online document provides system requirements, instructions for setup, troubleshooting steps, and information on features and demos

- **Technology Coordinator Training**
  Power point created specifically for technology coordinators
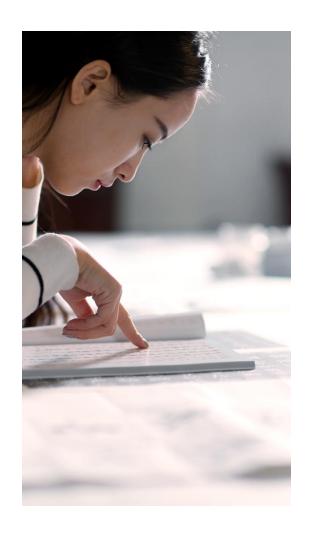
Technology Resources
support.assessment.pearson.com

Assessment Management System

Registration Updates

- Districts must submit current year student data files. Pearson **will not** load previous year STAAR Alternate 2 students data files.

- All student data files must be submitted as CSV files. Text files are no longer supported.

- The End-of-Course (EOC) Code field (CSV location AI) is mandatory for STAAR Alternate 2 grades 9–12.

- There is no code field for grades 3–8, these subjects are assigned automatically when students are registered.

- Districts are not required to assess students who meet eligibility for STAAR Alternate 2 and who enroll in the district on or after April 5, 2016.

Registering Students

Pearson will not load student data from the previous year. There are two methods to register a student.

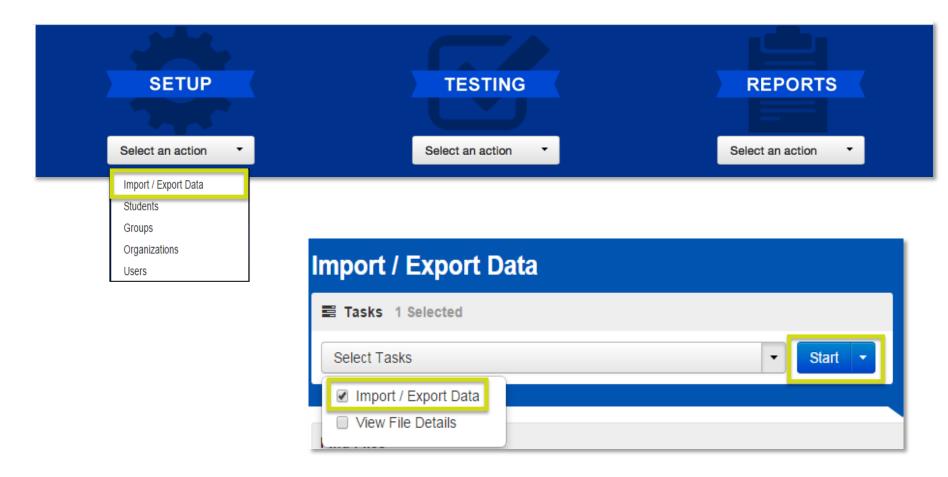- Student registration import
- Enter details directly into the system
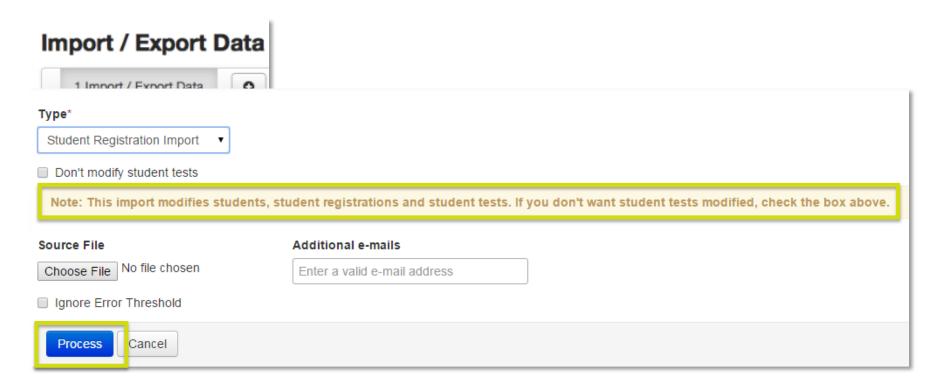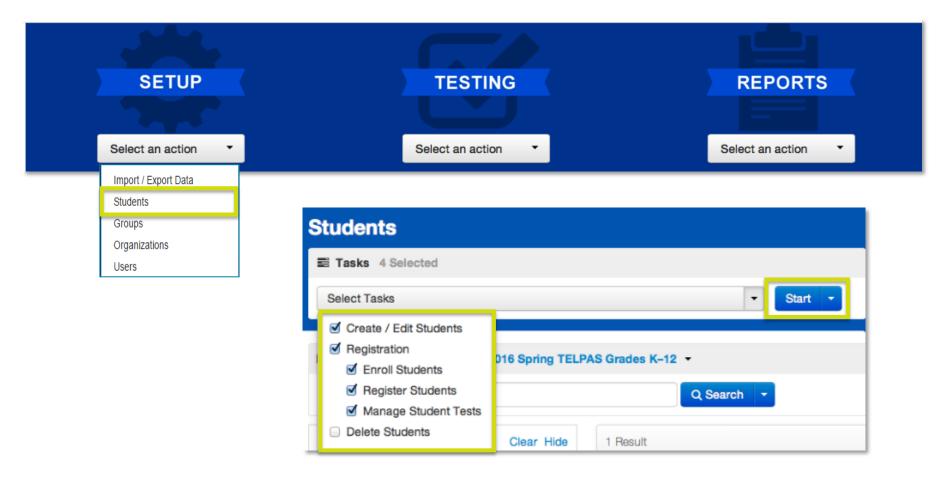

Before Testing Training Module

Assessment Management System Training Modules
support.assessment.pearson.com

Registering Students

Student registration import:

Registering Students

Student registration import:

Import / Export Data

1 Import / Export Data

Type*

Student Registration Import ▼

☐ Don't modify student tests

Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.

Source File

Choose File   No file chosen

☐ Ignore Error Threshold

Additional e-mails

Enter a valid e-mail address

Process   Cancel

Registering Students

Enter details directly into the system:

Registering Students

Registering Students

Select the checkbox for the campus.

Registering students
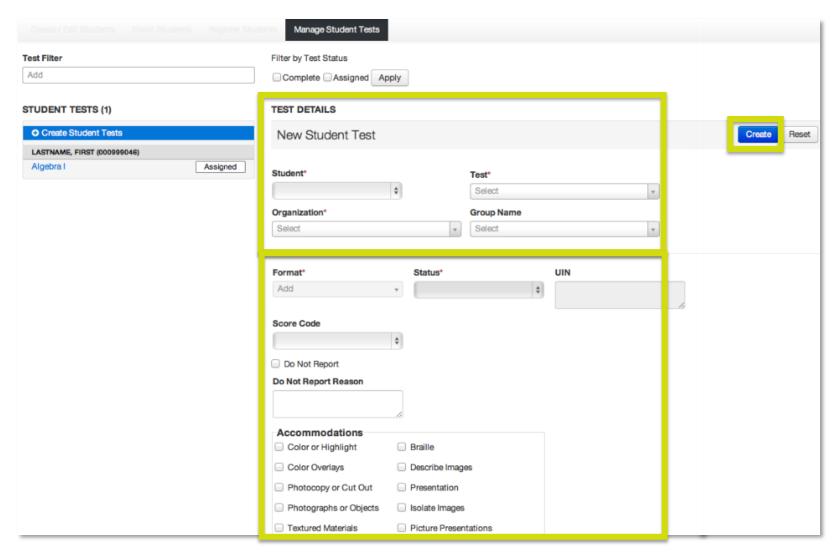
Add registration details, including demographic information.

Registering students

Creating Online Sessions

This module shows administrators how to create and manage online test sessions in the assessment management system.

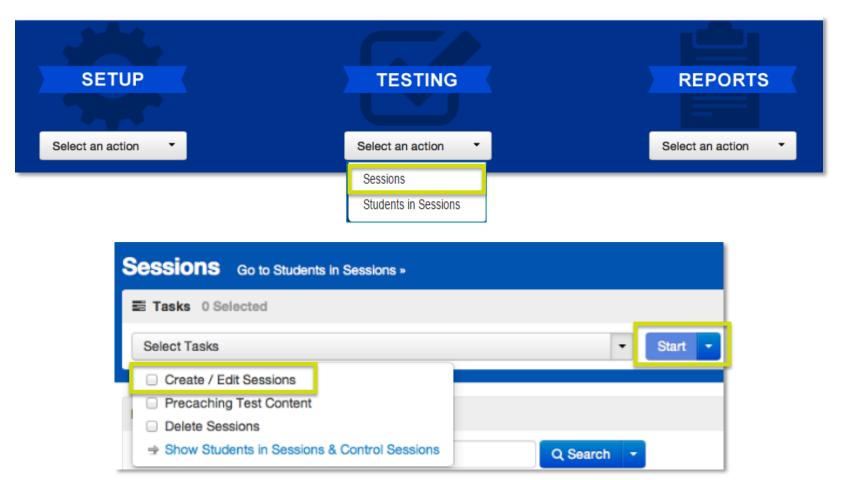**Manage Testing Training Module**

Assessment Management System Training Modules
support.assessment.pearson.com

Creating Online Sessions
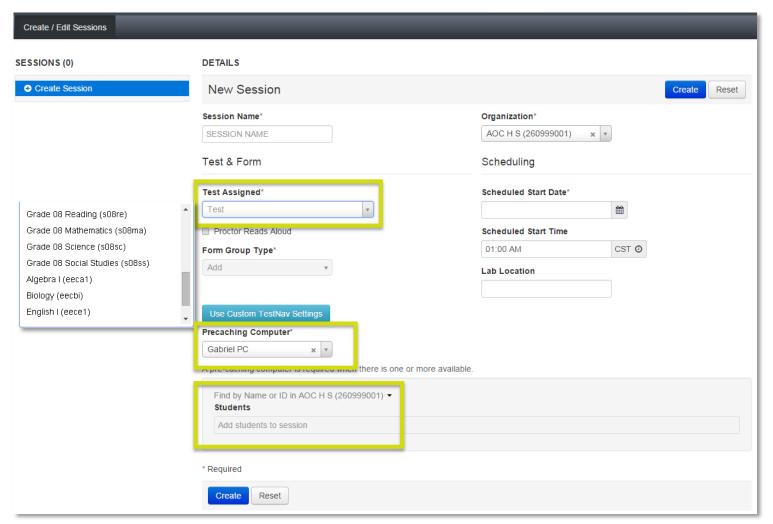
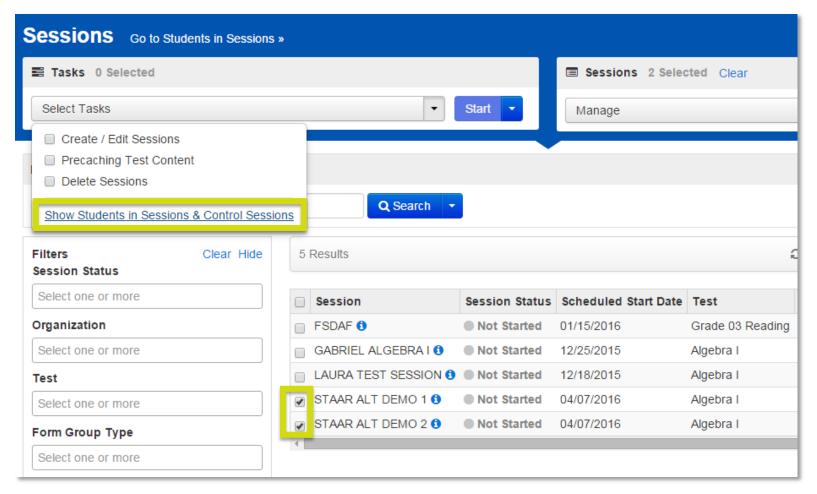How to create a STAAR® Alternate 2 online session:

Creating Online Sessions

Enter test session details:

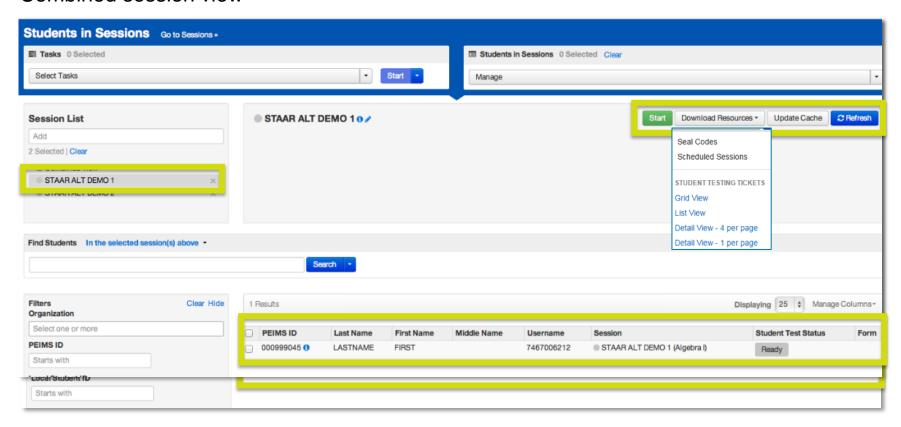# Creating Online Sessions

How to manage a STAAR® Alternate 2 online session:
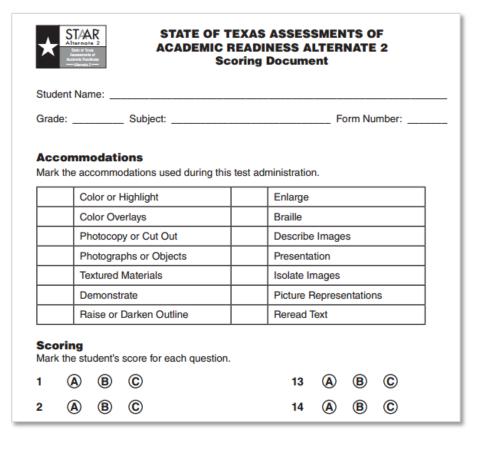
Creating Online Sessions

Combined session view

Transcribing Students' Answers Online

Students taking the STAAR Alternate 2 administration communicate answers directly to the test administrator. The test administrator records the student's answers onto the STAAR Alternate 2 Scoring Document based on scoring information provided for each item.

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.

	Color or Highlight		Enlarge
	Color Overlays		Braille
	Photocopy or Cut Out		Describe Images
	Photographs or Objects		Presentation
	Textured Materials		Isolate Images
	Demonstrate		Picture Representations
	Raise or Darken Outline		Reread Text

Scoring
Mark the student's score for each question.

1 Ⓐ Ⓑ Ⓒ   13 Ⓐ Ⓑ Ⓒ

2 Ⓐ Ⓑ Ⓒ   14 Ⓐ Ⓑ Ⓒ

Transcribing Students' Answers Online

The scoring information is then transcribed into an online transcription form. There is a separate online transcription form for each grade, subject, and form number.

Grade 3 Mathematics FORM 5

TRANSCRIPTION FORM

Transcribing Students' Answers Online

In order to access the online transcription form, authorized staff will need to be provided login information. Staff will then access TestNav and transcribe the student's answers.

STUDENT TESTING TICKET

Student Name	LASTNAME, FIRST
Session	STAAR ALT DEMO 2
Date of Birth	12/18/1999
Location	
Test	Algebra I

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

IF TESTING IN A BROWSER:
Go to **http://tx.testnav.com/**

IF TESTING IN THE APPLICATION:
Select **Texas** on the home page

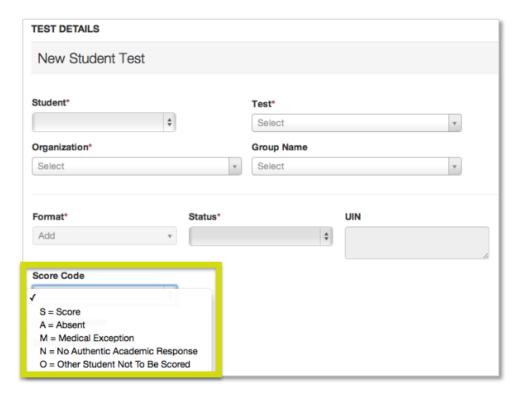|	
Username	6269909114
Password	18f794

Transcribing Students' Answers Online

- Each screen will have one question.

- Authorized staff will enter the scoring information by selecting the appropriate bubble.

  -Staff should make sure all scoring information has been transcribed before submitting the form.

Entering Score Codes

Campus coordinators may direct test administrators to assign score codes on the Student Test Details screen. Some score codes are determined by the ARD committee and must be documented in the student's IEP.

TEST DETAILS

New Student Test

Student*

Test*
Select

Organization*
Select

Group Name
Select

Format*
Add

Status*

UIN

Score Code

✓
S = Score
A = Absent
M = Medical Exception
N = No Authentic Academic Response
O = Other Student Not To Be Scored

Entering Accommodations

If a student was provided accommodations, they must be indicated in the accommodations menu on the Student Test Details screen. You should only indicate the accommodations that were used during the administration of the assessment. Mark accommodations used for each assessment after the student performance data has been transcribed.

Accommodations

- ☐ Color or Highlight
- ☐ Color Overlays
- ☐ Photocopy or Cut Out
- ☐ Photographs or Objects
- ☐ Textured Materials
- ☐ Demonstrate
- ☐ Raise or Darken Outline
- ☐ Enlarge

- ☐ Braille
- ☐ Describe Images
- ☐ Presentation
- ☐ Isolate Images
- ☐ Picture Presentations
- ☐ Calculator
- ☐ Reread Text
- ☐ Provide Structured Reminders

Pearson

Returning Test Material

Test administrators must return all test materials to the campus coordinator by April 26, 2016.

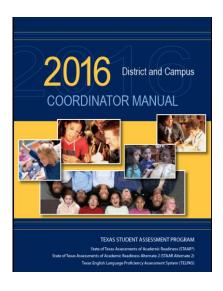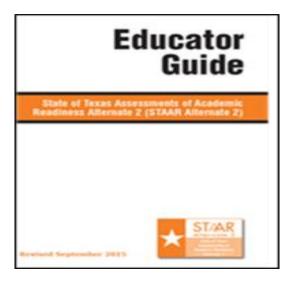District coordinators must return materials to Pearson by April 29, 2016.

Resources

Resources

District and Campus Coordinator Manual

Educator Guide for STAAR Alternate 2

STAAR Alternate 2 Test Administrator Manual

Contact Information

Texas Education Agency

TEA
Telephone: 512-463-9536   Fax 512-463-9302
TEA Student Assessment website   www.tea.texas.gov/student.assessment/

Call TEA's Student Assessment Division for assistance with:

- Information about online testing or online testing procedures
- Testing accommodations
- Notification of a disruption in online testing
- Requesting changes to the testing schedule
- Questions about the time-limit policy including taking breaks
- Testing beyond normal school hours
- Handling unusual circumstances on test days

- Violations of test security
- Handling school emergencies that affect testing
- Questions about general online testing policy
- Questions about oral administration of test sessions
- Assistance with technology applications
- Questions about monitoring TELPAS rating training activities
- Questions about TEA communications

Customer Service Center

Customer Service

7:30 AM – 5:30 PM CT Monday–Friday

Toll free: 800-627-0225

E-mail: TxPearsonAccess@support.pearson.com

Call or email the Customer Service Center for assistance with:

- Information about online testing or online testing procedures
- Navigating the Assessment Management System
- Accessing and using the Training Center
- Managing examinee data
- Setting up test sessions
- Assigning usernames and passwords
- Accessing resources
- Questions about Pearson Online Testing communications

- Setting up a test run of the TestNav test delivery system
- Network problems
- Proctor caching issues
- Evaluating infrastructure
- Hardware and software requirements or problems
- The TestNav Early Warning System
- Wireless networking issues
- Technical emergencies
- Solving online testing set-up issues

Thank you!