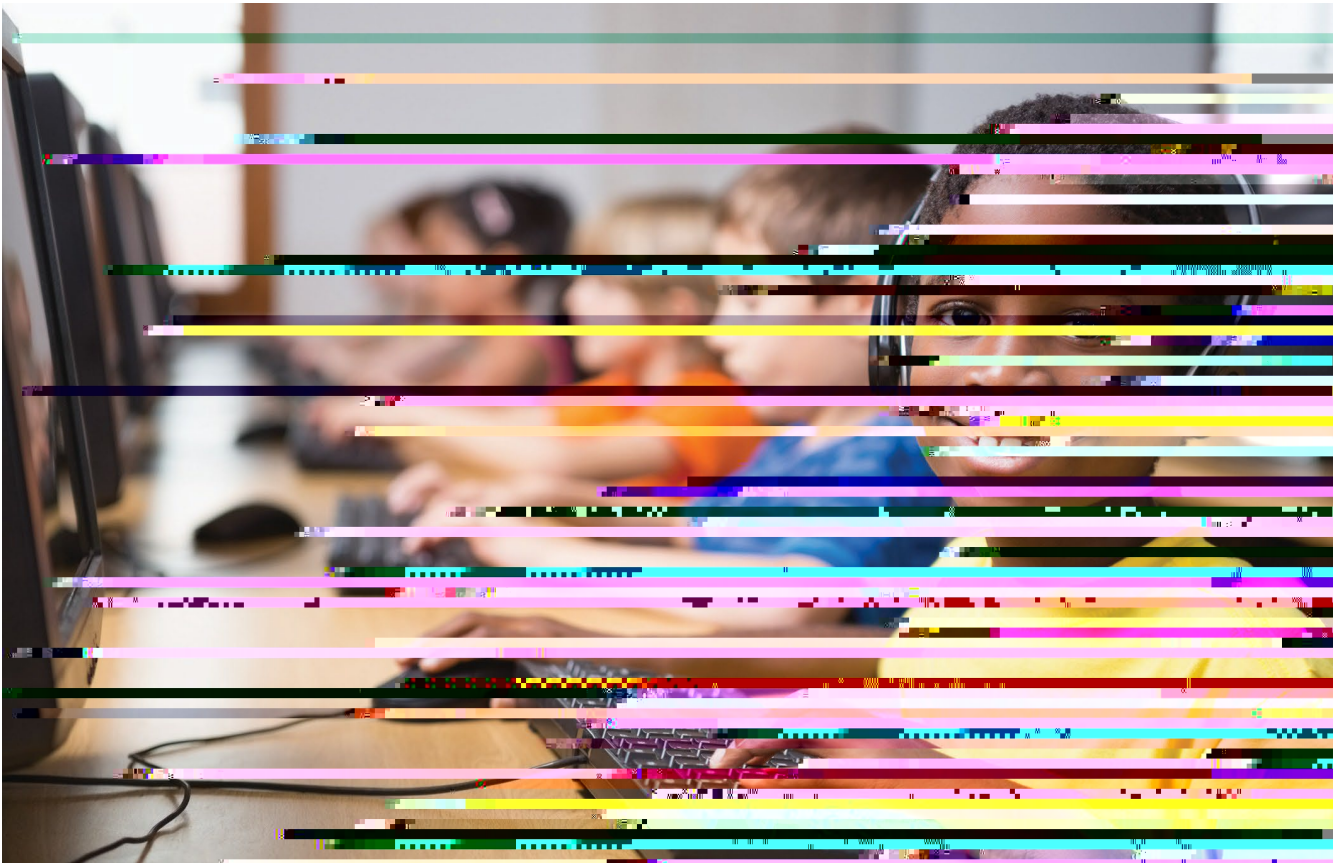# Test Administrator Manual

State of Texas Assessments of Academic Readiness

STAAR

2024–2025

Information about the Texas Assessment Program can be found on the [Student Assessment](#) website.

[Texas Educator Committees](#)

The Texas Education Agency encourages highly qualified educators to apply to particil-11.7 (u)1..8 (i)4 2 (d)116 (t)1.1.7 (r8-0.00qTw 10.091 0 Td ( )Tj -0008 Tc 0.01 Tw 0.261 0 Td8 (i

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Resources

- x [Texas Assessment Program](#) at https://tea.texas.gov/student-assessment/student-assessment-overview
- x [STAAR Resources](#) at https://tea.texas.gov/student-assessment/staar
- x [STAAR Spanish Resources](#) at https://tea.texas.gov/student-assessment/staar/staar-spanish-resources
- x [Assessments for Special Populations](#) at https://tea.texas.gov/student-assessment/assessments-for-special-populations
- x [Test Administration Resources](#) at https://tea.texas.gov/student-assessment/test-administration-resources
- x [Test Administrator Practice Site](#) at https://txpt.cambiumtds.com/testadmin
- x [Student Practice Test Site](#) at https://txpt.cambiumtds.com/student

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- o U.S. History, and
- x Spanish assessments for:
  - o grades 3–5 mathematics,
  - o grades 3–5 RLA, and
  - o grade 5 science.

STAAR grades 3–

Policies and Procedures

STAAR Participation Requirements

All students enrolled in Texas public schools and open- enrollment charter schools, including virtual schools, are required by federal and state law to participate in the Texas Assessment Program. Students are required to take academic achievement assessments in specific grades

Participation Requirements for Students Enrolled in High School Courses

offer the Algebra I assessment on Tuesday and Thursday of week 1. If a district or campus administers a specific assessment on different days or on multiple days, district and campus testing personnel must maintain the security of the assessment to ensure that the test content remains valid throughout the testing window.

TEA highly recommends that district personnel plan to test during the first week and a half of the testing window to ensure that all students have an opportunity to test in case of absences or technical, weather, or emergency issues. District personnel should reserve the last two to three days of each testing window to submit data in DEI and to enter score codes, non-embedded supports, and medical exclusions in the Test Information Distribution Engine (TIDE). For EOC assessments, TAKS/TAAS/TEAMS and high school equivalency program information must also be entered in TIDE. District personnel should verify that student demographic information and additional student information fields in TIDE are complete and accurate. In addition, district personnel should verify that all students have been accounted for by 11:59 p.m. (CT) on the last day of each two-week testing window based on online assessment submissions and DEI submissions.

Testing Time

District testing personnel should schedule STAAR test sessions for three to four hours, as students are expected to complete assessments in about three hours. District testing personnel should begin testing within one hour of the start of the school day. TEA does not recommend starting a test session after lunch for students who are late, as they may not have sufficient time to complete the assessment before the end of the school day.

Students must complete the assessment within the same school day unless the student has been approved for an extra day or becomes sick during testing. Any student who needs additional time may continue testing until the end of the regularly scheduled school day. It is not necessary to track the time for lunch or breaks, but students may not spend more than seven hours working on the assessment.

Consolidation of Testers

Students who are not testing or who have completed testing should be participating in a regular or alternate class schedule in which enrichment activities (e.g., instruction beyond the required TEKS) are being shared. Students who are still testing after about four hours should be consolidated to continue testing.

Each campus administering STAAR must have a plan in place to consolidate students who are still testing after a certain point. Campus plans may vary based on the total number of students testing, the subject being tested, the availability of staff and space, the class schedule used on testing days, etc. Test administrators must inform students that, at some point, students who are still testing will be grouped together and students who have completed testing will join a regular or alternate class schedule.

Late -Arriving Students

District testing personnel must determine if a late -arriving student will have sufficient time to test during that school day or if the student should test on another day within the testing window, keeping in mind the following requirements:

x

x Students' test results or test performance were improperly shared (i   .e.e

Violation	Explanation or Example
Failing to report to an appropriate authority	

- o Permissive Mode
- o Use of an Electronic Device to Monitor a Health Condition
- x Language Supports
  - o Signing Test Administration Directions
  - o Translating Test Administration Directions
  - o Bilingual Dictionary
- x Setting Supports
  - o Individual Test Administration
  - o Small Group Administration
- x Timing Supports
  - o Reminding Students to Stay on Task

Test administrators must understand how to implement these procedures and use these materials. In some cases, a student who uses   aca34gg n some casux8 (sux8 (sux)10.3 (st)0.7 (a)383Span <<8 (n0

criteria. If so, an Accommodation Request Form must   be submitted in TIDE by the date indicated on the Calendar of Events.

Campus coordinators must provide test administrators with information and training about the supports that a student is to receive on test day.

Training

Test administrators and other campus personnel participating in STAAR administrations are required to be trained on test security and administration procedures. Training should be provided annually to ensure a standardized test administration and the best testing experience for Texas students. Annual training is especially important for understanding and implementing new or updated policies and procedures. It is imperative that all individuals participating in STAAR administrations preserve the integrity of test content and student data through strict adherence to the instructions and procedures contained in this manual. Lack of annual training typically results in testing incidents that may impact students' test scores, campus and district accountability ratings, and, ultimately, an educator's teaching certificate.

q Understand Test Administrator Responsibilities

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- *ƒ* preparing for online administrations
- *ƒ* preparing for paper administration s, as applicable
- o Testing with accommodations
  - *ƒ* understanding accessibility features
  - *ƒ* understanding designated supports policies
  - *ƒ* ensuring that students have allowed and approved accommodations
  - *ƒ* preparing materials and accommodations for eligible students
  - *ƒ* preparing testing locations for students who need certain accommodations (e.g., oral administration, individual or small -group administration)
- o During test administrations
  - *ƒ* proper testing procedures
  - *ƒ* breaks for test administrators
  - *ƒ* hall monitors
  - *ƒ* implementing campus consolidation plan
  - *ƒ* availability of campus coordinator and other testing supervisors
- o Entering and verifying student data in TIDE, as applicable
- o Returning materials to the campus coordinator

q Review and Sign an Oath of Test Security and Confidentiality

- x Test administrators and other campus personnel participating in STAAR administrations must complete an <u>Oath of Test Security and Confidentiality</u> after training and before handling secure test materials and content.
- x Test administrators and other campus personnel must initial each item on the test security oath, as applicable .
- x Test administrators and other campus personnel who are authorized to provide special administrations or who are responsible for submitting student responses in DEI must confirm compliance with security requirements by completing specific section s of the test security oath.
- x A

Prepare for Online Administrations

q Understand Responsibilities

Test administrators must:

- x   help students log in to and   access their assessments;

- x   maintain test security,   including active monitoring;

- x   not duplicate, record, or electronically capture (e.g., photograph or screenshot   ) confidential test content unless specifically authorized to do so by TEA or procedures outlined in this manual;

- x   manage any interruptions during testing, such as restroom breaks or student illness;

- x   allow students who have completed their assessments to leave the testing room during consolidation; and

- x   complete seating charts, including all required information   .

q Ensure Students A re Familiar with the Online Practice Tests

Students should be provided with opportunities to use the online practice tests   available on the Practice Test Site. The test directions in the   operational   assessment

Monitor Online Administrations

q Ensure a Proper Testing Environment

  x No element of the testing room environment should hinder any   student's performance.

  x A "Testing—Do Not Disturb" sign should be posted outside the testing room.

  x An instructional environment should be maintained during testing windows.   It is not necessary to conceal or remove instructional or reference materials in testing area   s, classrooms, or hallways unless they could provide assistance or are a direct source of answers for the subject -area assessment being administered.   Example guidelines for dealing with materials that could provide assistance or answers   include, but are not limited to, the following:

       o Mathematics tables for addition, subtraction, multiplication, and division facts should be concealed or removed from the testing area during mathematics assessments.

       o Graphic organizers, figurative language defined and modeled, or writing convention rules should be concealed or removed from the testing area dr8[(d)-3.6(t)1.R (g)16.L(e)1.1 Atgeoassessn

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q Ensure Proper Testing Procedures

Test sessions must be conducted under the best possible conditions to ensure a valid and reliable administration . Follow the procedures listed below to ensure the security and confidentiality of the STAAR assessment program and the uniform evaluation of all students throughout the state :

- x District testing personnel may establish specific days and start times for testing, but testing should begin within one hour of the start of the school day.

- x District testing personnel should schedule test sessions for three to four hours. Students who are still testing after about four hours should be consolidated into a general testing area to continue testing. Students must complete the assessment within the same school day, and no test session may exceed seven hours. Exceptions exist for students who have a TEA -approved Extra Day designated support.

- x A student who arrives after a test session has started may be tested if sufficient time remains in the day for the student to complete the assessment. District testing personnel should exercise judgment about starting a test session after lunch for student s who are late, as they might not have sufficient time to complete the assessment before the end of the school day.

- x If students are not present for the test session for which they were initially scheduled,

- x Test administrators must complete seating charts for each test administration.

  - o Seating charts must include the names of the students testing, the assigned seat for each student, the start and stop times for each test session, and the names of all test administrators and monitors involved in the session.

  - o Additional seating charts must be completed for students who are moved to another location to continue testing.

- x Once a student has completed and submitted the assessment, the test administrator should allow the student to leave the testing area based on the campus consolidation plan so other students may continue testing.

q Distribute Test Materials to Students

Before reading the administration directions aloud, distribute the following materials to students:

- x scratch paper for all mathematics assessments and as requested for other assessments ,

- x pencils or pens for use with scratch paper

- x one pair of headphones for each student receiving a TTS accommodation when multiple students are testing in the same room

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- o Launch the secure browser on student devices for students who are in grades 3–5 or who would need assistance doing it themselves. Be sure to use the secure browser instead of a conventional browser.
  - o When the connection is established, the Please Sign In screen is displayed. The device is now ready for the student to log in.
- x Start online assessments.
  - o As indicated in the Administration D irections for STAAR section of this manual , test administrators must provide a test ticket to each student.
  - o The student will launch the secure browser application if the test administrator has not already completed this step and will log in using their first name, the Texas Student Data System (TSDS) ID provided on the student test ticket, and the session ID provided by the test administrator.
  - o Test administrators should ensure that students select the correct assessment and that they do not begin a practice test or an interim assessment.
- x Monitor proctored test sessions.
  - o The proctor must have a device (e .g., computer, laptop, tablet) open and running the test session for the entirety of the test session.
  - o The proctor must approve student requests to enter the test session and begin

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minutes. Once the emergency has been resolved, students should resume testing on the same day when possible.

- x If testing cannot be resumed on the same day, students' test tickets should be collected. Students can then resume testing the following day using their original test tickets. If the test session has ended, a new session must be created. Students will resume the assessment from where they left off. Test questions students have responded to or begun a response to will be locked.

Power Outages or Other System Interruptions

x translate assessment questions or passages into another language (except sign language)

x rephrase or add information to test questions

x assist students with responses to test questions

q Submit Online Assessments

x The assessment will be submitted for scoring when the student clicks the Submit Test button. Once a student has submitted an assessment, the student will no longer be able to access the assessment ID 7 >>BDC 0.129 0.773 14.443 caql td toat3 (e)4 (d)0.r.1.47.5 (sse)40.7 -nts

Complete Online Administration   s

q Collect Test Materials

Before students leave the testing area, collect   the following:

- x   used and unused student test tickets
- x   used and unused session IDs
- x   used and unused scratch paper, graph paper, and reference   materials
- x   any additional TEA -

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

Completar esta prueba debería llevarle s entre tres y cuatro horas. No dedique n demasiado tiempo a una sola pregunta. Si no están seguros de una respuesta, pongan la mejor respuesta que puedan. Si quieren revisar esa respuesta, marquen la respuesta para revisión. Al final de la prueba, pueden regresar a revisar las respuestas. ¿Tienen alguna pregunta?

Answer any questions before continuing.

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

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

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

For Students Receiving Content and Language Supports, All Subject Areas

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

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

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

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

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

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

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

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

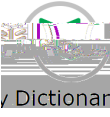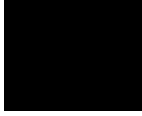Answer any questions before continuing.

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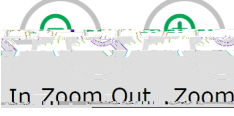
that for you; just do the best you can" or "No te puedo responder esa pregunta; sólo contesta lo mejor que puedas."

x Periodically remind students that they should not click the Submit d [23-l.8 (ue.7 (i)2oA)]TJ /TT1 1 Tf 0 -
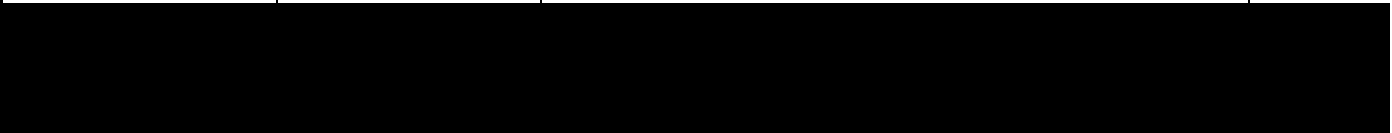
Appendix A
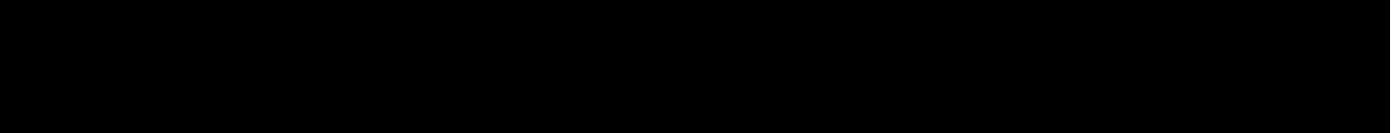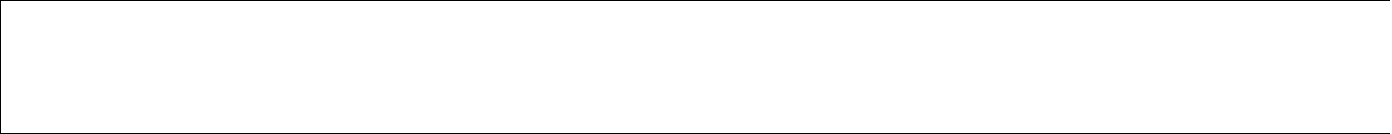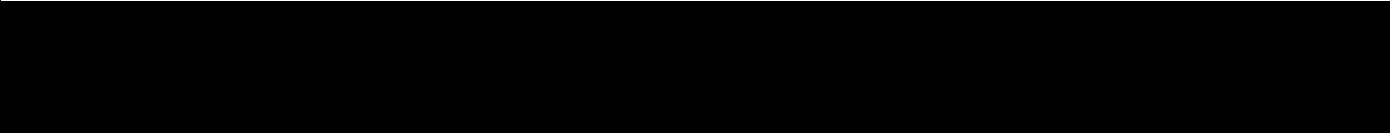
Online Tools (English)

Use the chart below when a student has a question about one or more of the tools in the online system. If a student is having trouble locating a tool, point to the proper icon in the ICON

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

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ICON	NAME	TEXT
	Speak	You can use Speak to listen to text in questions, answer choices, pop- ups, notepad, and rollovers being read aloud.
	Microphone	You can use Microphone to activate speech -to-text.
	Rollover	You can use Rollover to see a different version of Mt

Appendix B

Online Tools (Spanish)

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

ICON	NAME	TEXT
	Siguiente	Puedes usar Siguiente para avanzar en la prueba.
	Volver	Puedes usar Volver para regresar en la prueba.
	Marcar para revisar	Puedes usar Marcar para revisar para señalar una pregunta para revisarla después. Cuando marques una pregunta para revisarla, aparecerá una bandera junto al número de la pregunta.
	Ayuda	Puedes usar Ayuda para recordar cómo usar las herramientas.
	Configuración del sistema	Puedes usar Configuración del sistema

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

ICON	NAME	

Appendix C

Directions for STAAR Paper Administrations

For all mathematics :

SAY   You may use the reference materials

- x Test administrators are not allowed to answer any questions related to the content of the assessment itself. If a student asks a question that a test administrator is not permitted to answer, the test administrator may respond, for example, "I can't answer that for you; just do the best you can" or "No te puedo responder esa pregunta; sólo contesta lo mejor que puedas."

- x