

For each student or test administration room who is participating in a paper administration of STAAR, you must record the information described below.

- The amount of time a student spends from the actual start of testing until completion of testing, including break time, does not stop the time clock.

If a student completes the assessment in less than an hour, you will record the time as 60 minutes or less.

If a student takes more than 60 minutes to complete the test, you will record the time in 15-minute increments.
- The total amount of time a student spends on break(s) should not stop the time clock.

Total break time should be recorded in five-minute increments.

The test administrator must record the time each student took to complete a test and the break time for each subject area taken in the AGENCY USE field on the student answer document. For ease of record-keeping, this may first be recorded on the testing roster or the seating chart and then transferred onto student answer documents. Testing start and stop times, as required, are collected on seating charts, so districts may find it convenient to record individual student testing time and break time on the seating chart and transfer this information onto student answer documents once testing has ended. Time to test and total break time must be marked in the AGENCY USE field on all answer documents before they are submitted for scoring.

The directions below describe which columns you should use to mark the total testing time and the total break time taken by the student for each subject tested on the answer document. When answer documents contain more than one subject, consider the first subject area taken on the document as Subject Area 1 (SA1) and the second as Subject Area 2 (SA2).

- Column A SA1 Total testing time
  - Column B SA1 Total break time
  - Columns C, D, and E --- Remain blank
- Column A SA1 Total testing time
  - Column B SA1 Total break time
  - Column C SA2 Total testing time
  - Column D SA2 Total break time
  - Column E --- Remains blank



Fill in the appropriate bubble in column A (single subject answer document) and columns A and C (two-subject answer document) to indicate the total number of minutes the student spent testing. Make sure the total includes any break time that does not stop the time clock.

- Bubble 0 if total testing time was 60 minutes or less
- Bubble 1 if total testing time was between 61 minutes and 75 minutes
- Bubble 2 if total testing time was between 76 minutes and 90 minutes
- Bubble 3 if total testing time was between 91 minutes and 105 minutes
- Bubble 4 if total testing time was between 106 minutes and 120 minutes
- Bubble 5 if total testing time was between 121 minutes and 135 minutes
- Bubble 6 if total testing time was between 136 minutes and 150 minutes
- Bubble 7 if total testing time was between 151 minutes and 165 minutes
- Bubble 8 if total testing time was between 166 minutes and 180 minutes
- Bubble 9 if total testing time was 181 minutes or more



Fill in the appropriate bubble in column B to indicate the total number of minutes the student spent taking breaks for the testing time measured in column A. Fill in the appropriate bubble in column D to indicate the total amount of minutes the student spent taking breaks for the testing time measured in column C.

- Bubble 0 if total break time was 5 minutes or less
- Bubble 1 if total break time was between 6 minutes and 10 minutes
- Bubble 2 if total break time was between 11 minutes and 15 minutes
- Bubble 3 if total break time was between 16 minutes and 20 minutes
- Bubble 4 if total break time was between 21 minutes and 25 minutes
- Bubble 5 if total break time was between 26 minutes and 30 minutes
- Bubble 6 if total break time was between 31 minutes and 35 minutes
- Bubble 7 if total break time was between 36 minutes and 40 minutes
- Bubble 8 if total break time was between 41 minutes and 45 minutes
- Bubble 9 if total break time was 46 minutes or more

