

<b>ACTION REQUIRED</b>
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November 14, 2003

**TO THE ADMINISTRATOR ADDRESSED:**

**SUBJECT: Make-up Testing for Statewide Tests Included in the Calculation of AYP**

The Texas Education Agency has received numerous requests from school district superintendents asking that the policy on make-up testing be reconsidered. Given the stringent 95% participation requirements for meeting Adequate Yearly Progress (AYP) under the federal *No Child Left Behind Act*, the following policy change is announced for the 2003-2004 school year. **Make-up tests will be allowed for the Texas Assessment of Knowledge and Skills (TAKS) and State-Developed Alternative Assessment (SDAA) subject area tests and grade levels that are included in the calculation of AYP.**

Major features of the make-up test policy follow:

- Make-up testing will be allowed for reading at grades 3 through 8, English language arts at grade 10, and mathematics at grades 3 through 8 and 10. Make-up testing for Spanish-version tests in those subject areas is included in this policy. Make-up testing for grades 3 through 8 SDAA reading and mathematics tests is also allowed.
- The make-up test for English language arts at Grade 10 must be administered on Thursday, February 26, 2004.
- In March 2004 the regular testing schedule will be maintained for the grade 3 reading test. This test must be administered on Wednesday, March 3, 2004, and make-up tests can be given Thursday and Friday, March 4 and 5. A district may also choose to administer make-up tests on Saturday, March 6.
- In April 2004 the regular testing schedule will also be maintained, but districts will be allowed to give make-up tests during that same week. In other words, the primary administration of the mathematics test will still be Tuesday, April 27, 2004, but districts can give make-up tests during the remainder of that week. Districts need to make local decisions about whether to give students two tests on one day. Districts also have the option of giving make-up tests on Saturday, May 1.
- Make-up test administrations can only be administered to students who were absent on the scheduled test date.
- No make-up tests are allowed for writing, science, and social studies tests or for any subject area tests at grades 9 and 11.
- In order to receive test results by the scheduled reporting dates, test materials must be returned to the scoring contractor as scheduled.

The make-up policy for 2003-2004 will be evaluated after test administration and calculation of AYP to determine whether to continue and/or modify this policy in subsequent years. One area that will be reviewed is whether the necessity for security investigations increases in spring 2004. I will rely on you to ensure that all security requirements are met during any make-up test sessions. The agency will also evaluate the effect this testing window has on the number of campuses meeting the participation requirements for AYP.

This policy change for 2004 marks a significant departure from previous administration procedures that required, with few exceptions, all students in the same grade to take the same subject area test at the same time. Our intention is to be responsive to the requirements of federal law and to your concerns about meeting those requirements – **without jeopardizing the integrity and validity of the Texas assessment program.**

Additional information on test administration procedures will be provided in the 2004 District and Campus Coordinator Manual that will be sent to you in early January. A supplement to this manual related to make-up testing may also be provided at that time if found to be necessary. Please contact the Student Assessment Division at (512) 463-9536 or [studenta@tea.state.tx.us](mailto:studenta@tea.state.tx.us) if you have questions about make-up testing.

Sincerely,

Robert Scott  
Chief Deputy Commissioner

cc: District Test Coordinators  
Executive Directors, Education Service Centers

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