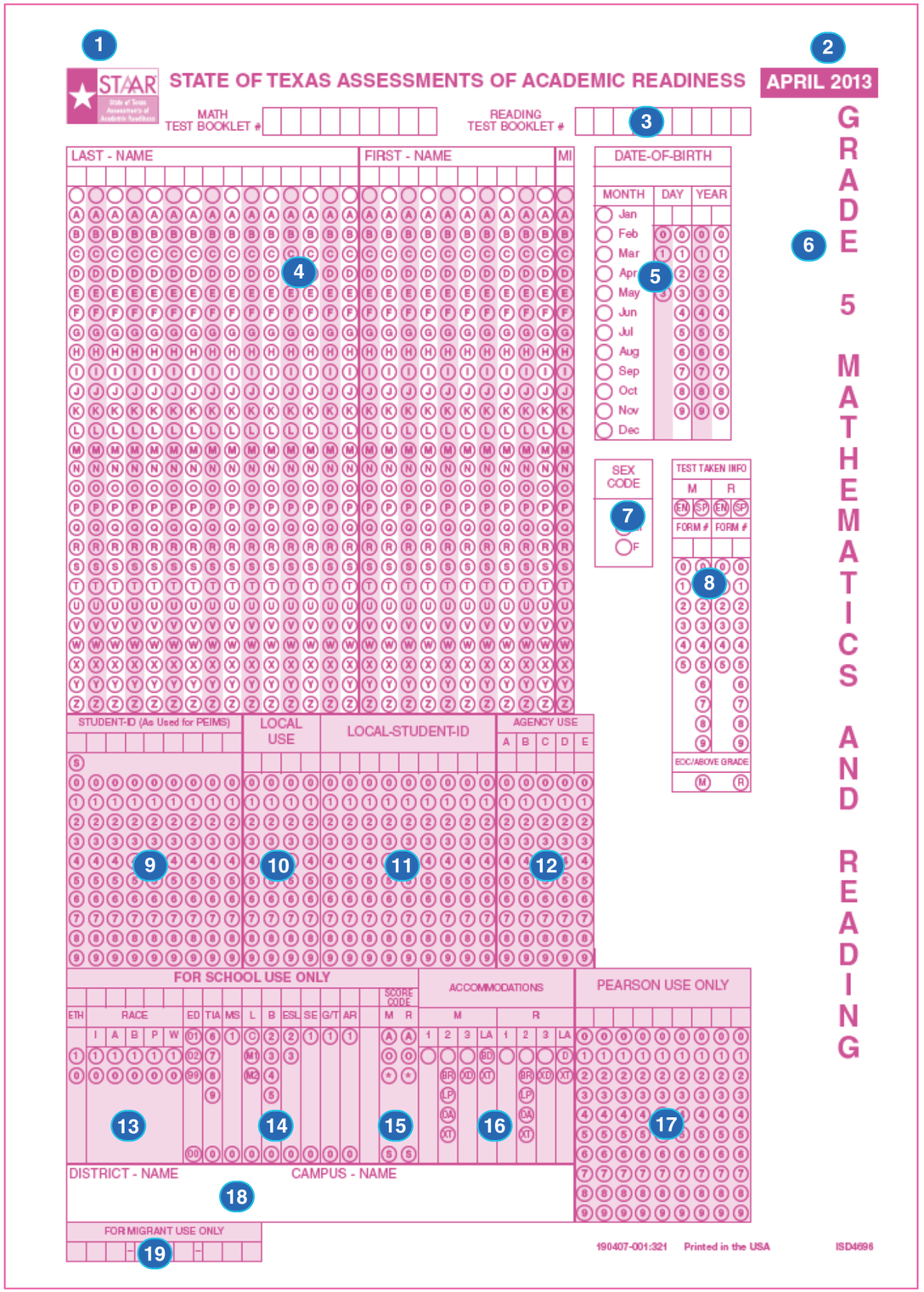


Features of a Grade 3–5 Answer Document

1 Program

Ensure that the program logo and title matches the program assessment being administered.

2 Administration

Ensure that the answer document being used is for the correct administration.

3 TEST BOOKLET #

On the back of each test booklet, there is a printed number. Each booklet has a different number. This number has nine digits followed by a hyphen and another digit. Students are instructed to copy the nine-digit number from the back of their test booklets into the boxes on their answer documents.

4 STUDENT NAME

Students' first name, last name, and middle initial may appear in these grids (unless there is a precoded label.) If no precoded materials are provided for a student, either campus personnel or the student will need to hand grid this information according to directions provided in the Test Administrator Manual.

5 DATE-OF-BIRTH

Students' date of birth may appear here or need to be hand-gridded.

6 Grade and Subject Area(s)

This text indicates the grade level and subject area(s) of the answer document. Ensure that the correct answer document is being used for the correct administration.

7 SEX CODE

Students' sex may be marked here or need to be hand-gridded.

8 TEST TAKEN INFO

For each subject area test administered, mark if a student was administered the assessment in English (EN) or Spanish (SP). Mark only one for each subject area. If a student took an assessment above grade level, mark EOC/ABOVE GRADE.Enter appropriate form number (located on front of test form).

9 STUDENT ID

A student's ID is either the student's social security number or a state-approved alternative ID number consisting of an "S" followed by eight digits.

10 LOCAL USE

Used at district's discretion to collect additional information.

11 LOCAL-STUDENT-ID

Used at district's discretion to collect district-assigned student identification number (other than PEIMS identification).

12 AGENCY USE

Used at TEA's discretion to collect additional information.

13 ETHNICITY/RACE

Students' ethnicity may be indicated in this field or need to be hand-gridded.

14 PROGRAM INFORMATION

Program information submitted should reflect the student's status at the time of testing. Current information should be provided if the student is new to the district or if the student's program or demographic information has changed since the October 2012 PEIMS submission, or if no precoded materials were provided for a student.

15 SCORE CODE

Enter appropriate score code.

16 ACCOMMODATIONS

For each subject area administered, mark which accommodation(s) were made available.

17 PEARSON USE ONLY

This field is used by the testing contractor. Do not write in this area.

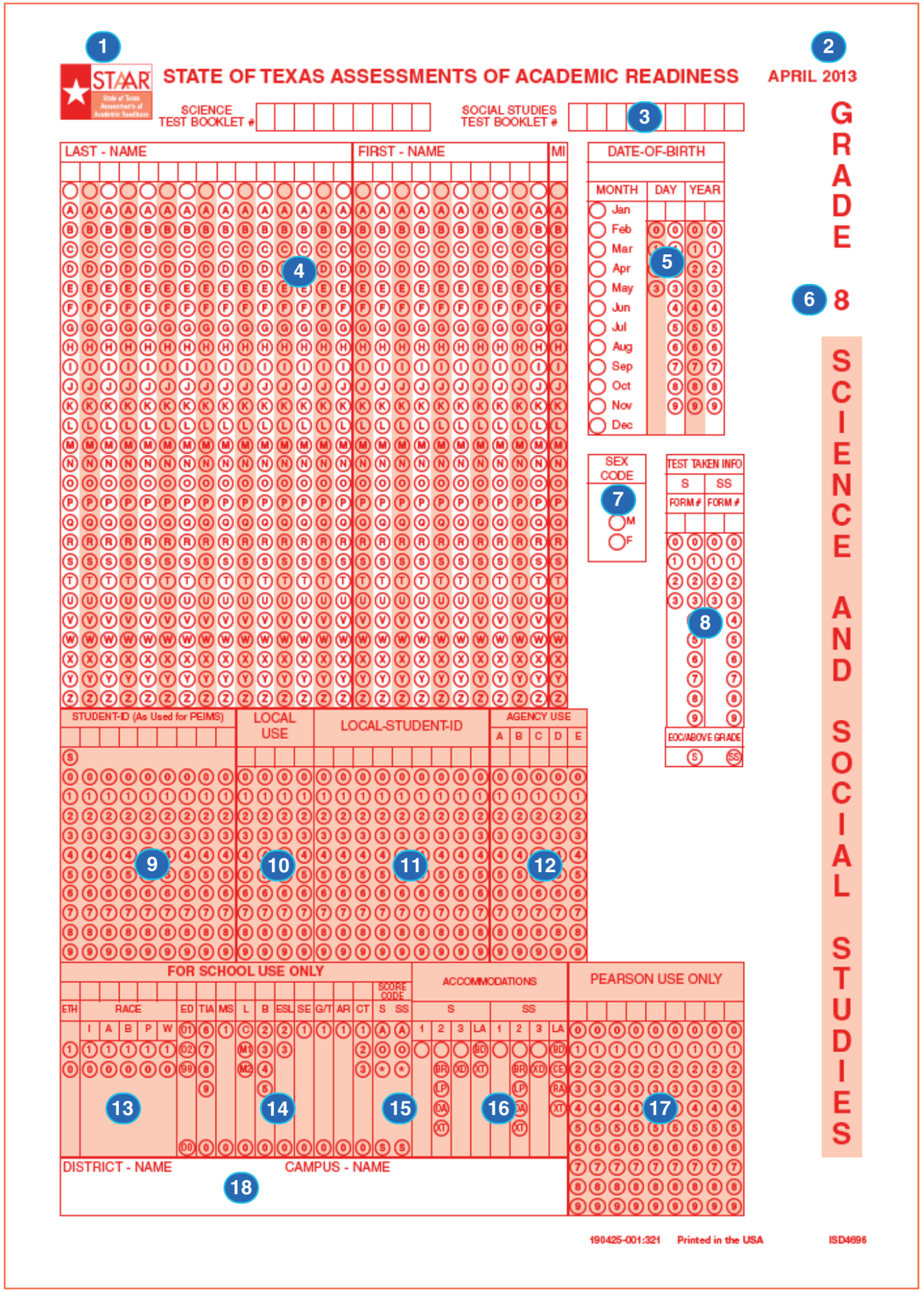
18 DISTRICT/CAMPUS NAME

District and campus information may appear in these boxes (unless there is a precoded label.) If no precoded materials are provided for a student, either campus personnel or the student will need to write in this information.

19 MIGRANT USE ONLY

This field should be left blank.

Some fields will vary according to grade or program.



Features of a Grade 6–8 Answer Document

1 Program

Ensure that the program logo and title matches the program assessment being administered.

2 Administration

Ensure that the answer document being used is for the correct administration.

3 TEST BOOKLET #

On the back of each test booklet, there is a printed number. Each booklet has a different number. This number has nine digits followed by a hyphen and another digit. Students are instructed to copy the nine-digit number from the back of their test booklets into the boxes on their answer documents.

4 STUDENT NAME

Students' first name, last name, and middle initial may appear in these grids (unless there is a precoded label.) If no precoded materials are provided for a student, either campus personnel or the student will need to hand grid this information according to directions provided in the Test Administrator Manual.

5 DATE-OF-BIRTH

Students' date of birth may appear here or need to be hand-gridded.

6 Grade and Subject Area(s)

This text indicates the grade level and subject area(s) of the answer document. Ensure that the correct answer document is being used for the correct administration.

7 SEX CODE

Students' sex may be marked here or need to be hand-gridded.

8 TEST TAKEN INFO

Enter appropriate form number (located on front of test form). If a student took an assessment above grade level, mark EOC/ABOVE GRADE.

9 STUDENT ID

A student's ID is either the student's social security number or a state-approved alternative ID number consisting of an "S" followed by eight digits.

10 LOCAL USE

Used at district's discretion to collect additional information.

11 LOCAL-STUDENT-ID

Used at district's discretion to collect district-assigned student identification number (other than PEIMS identification).

12 AGENCY USE

Used at TEA's discretion to collect additional information.

13 ETHNICITY/RACE

Students' ethnicity may be indicated in this field or need to be hand-gridded.

14 PROGRAM INFORMATION

Program information submitted should reflect the student's status at the time of testing. Current information should be provided if the student is new to the district or if the student's program or demographic information has changed since the October 2012 PEIMS submission, or if no precoded materials were provided for a student.

15 SCORE CODE

Enter appropriate score code.

16 ACCOMMODATIONS

For each subject area administered, mark which accommodation(s) were made available.

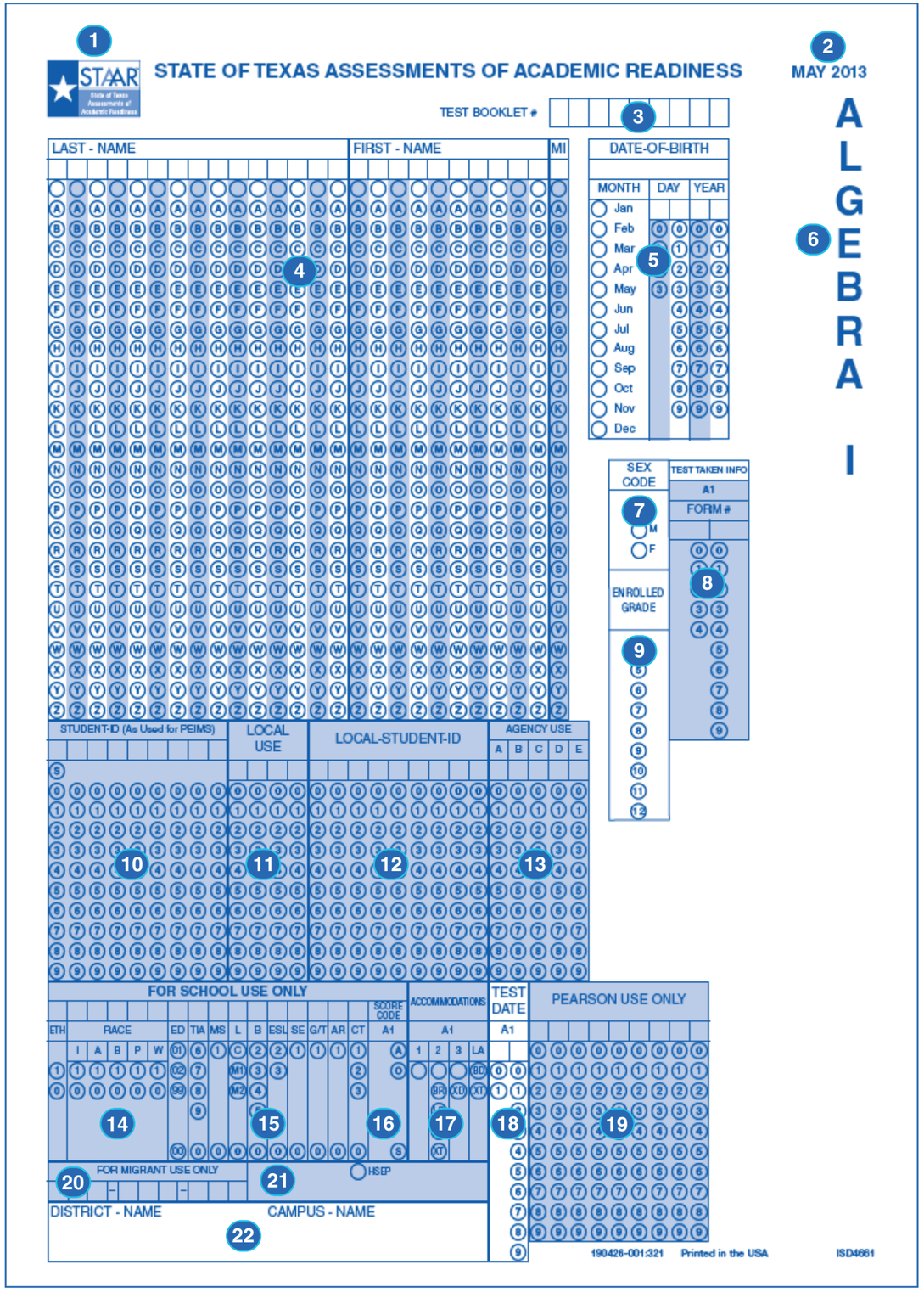
17 PEARSON USE ONLY

This field is used by the testing contractor. Do not write in this area.

18 DISTRICT/CAMPUS NAME

District and campus information may appear in these boxes (unless there is a precoded label.) If no precoded materials are provided for a student, either campus personnel or the student will need to write in this information.

Some fields will vary according to grade or program.



Features of an EOC Answer Document

1 Program

Ensure that the program logo and title matches the program assessment being administered.

2 Administration

Ensure that the answer document being used is for the correct administration.

3 TEST BOOKLET #

On the back of each test booklet, there is a printed number. Each booklet has a different number. This number has nine digits followed by a hyphen and another digit. Students are instructed to copy the nine-digit number from the back of their test booklets into the boxes on their answer documents.

4 STUDENT NAME

Students' first name, last name, and middle initial may appear in these grids (unless there is a precoded label.) If no precoded materials are provided for a student, either campus personnel or the student will need to hand grid this information according to directions provided in the Test Administrator Manual.

5 DATE-OF-BIRTH

Students' date of birth may appear here or need to be hand-gridded.

6 EOC Course Name

This text indicates the EOC course name of the answer document. Ensure that the correct answer document is being used for the correct course and administration.

7 SEX CODE

Students' sex may be marked here or need to be hand-gridded.

8 TEST TAKEN INFO

Enter appropriate form number (located on front of test form).

9 ENROLLED GRADE

Enter the grade a student is enrolled in at the time of testing.

10 STUDENT ID

A student's ID is either the student's social security number or a state-approved alternative ID number consisting of an "S" followed by eight digits.

11 LOCAL USE

Used at district's discretion to collect additional information.

12 LOCAL-STUDENT-ID

Used at district's discretion to collect district-assigned student identification number (other than PEIMS identification).

13 AGENCY USE

Used at TEA's discretion to collect additional information.

14 ETHNICITY/RACE

Students' ethnicity may be indicated in this field or need to be hand-gridded.

15 PROGRAM INFORMATION

Program information submitted should reflect the student's status at the time of testing. Current information should be provided if the student is new to the district or if the student's program or demographic information has changed since the October 2012 PEIMS submission, or if no precoded materials were provided for a student.

16 SCORE CODE

Enter appropriate score code.

17 ACCOMMODATIONS

For each subject area administered, mark which accommodation(s) were made available.

18 TEST DATE

Indicate the day on which the student tested. Complete this field by writing the numbers for the day of the month and filling in the appropriate bubbles.

19 PEARSON USE ONLY

This field is used by the testing contractor. Do not write in this area.

20 MIGRANT USE ONLY

This field should be left blank.

21 HSEP

Indicate that a student is ordered by the court to participate in an authorized high school equivalency program and is qualified to be and is excused from taking the STAAR tests.

22 DISTRICT/CAMPUS NAME

District and campus information may appear in these boxes (unless there is a precoded label.) If no precoded materials are provided for a student,either campus personnel or the student will need to write in this information.