Texas Migrant Interstate Program Supplement to the Texas Assessment Program Test Administration Materials

To administer the STAAR EOC test, use this supplement and the *2012 STAAR End-of-Course Test Administrator Manual*.

To administer the TAKS exit level test, use this supplement and the *2012 Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS, TAKS (Accommodated), TAKS–M, and LAT.*

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Schedules

STAAR EOC Test Administration Schedule		TAKS Test Administration Schedule	
Day 1	English I English II English III	Day 1	English Language Arts (ELA)
Day 2	English I English II English III	Day 2	Mathematics
Day 3	Algebra I, geometry, Algebra II	Day 3	Science
Day 4	Biology, chemistry, physics	Day 4	Social Studies
Day 5	World geography, world history, U.S. history		
After testing	Test administrators return all materials to Pearson	After testing	Test administrators return all materials to Pearson

Each test site must arrange a testing schedule with the Texas Migrant Interstate Program (TMIP) far enough in advance that shipment of materials may be scheduled.

If feasible, the tests should be administered on five different days for STAAR and on four different days for TAKS. The EOC English I, English II, and English III tests must be given the first two days of testing. The ELA test must be given on the first day of testing.

All test materials are to be returned, in the shipping containers provided, to Pearson, 905 West Howard Lane, Austin, Texas, 78753, immediately after testing.

Contact phone numbers:

Texas Migrant Interstate Program (TMIP): 800-292-7006
Tomás Yañez, Elda Valdez

Texas Education Agency (TEA): 512-463-9536
Student Assessment Division
Security Team

Pearson: 800-252-9186
Ed Morgan, ext. 224090
Andrea Beebe, ext. 225291; fax: 512-989-5040
Mark Huffman, ext. 225148
Kristy Allen, ext. 224012

NOTE: This supplement assumes that the test administrator has responsibility for all testing activities. If your site has more than one person involved in an administration, you should call TMIP.

Testing Program Overview

STAAR EOC General Information

In order to fulfill the requirements of House Bill 3 passed by the 81st Texas Legislature and incorporated into Texas Education Code (TEC) Chapter 39, TEA has implemented the State of Texas Assessments of Academic Readiness (STAAR). STAAR is a more rigorous assessment program that provides the foundation for a new accountability system for Texas public education. This new system focuses on increasing postsecondary readiness of graduating high school examinees and helps to ensure that Texas examinees are competitive with other examinees both nationally and internationally. The STAAR program encompasses STAAR, STAAR L, and STAAR Modified.

STAAR EOC replaces the Texas Assessment of Knowledge and Skills (TAKS) exit level test for high school examinees beginning in spring 2012.

Refer to the *2012 STAAR End-of-Course Test Administrator Manual* to administer the STAAR EOC tests.

TAKS General Information

TAKS measures an examinee's mastery of the state-mandated curriculum, the Texas Essential Knowledge and Skills (TEKS). TAKS includes a form called TAKS (Accommodated) for examinees receiving special education services who meet the eligibility requirements for certain specific accommodations. TAKS assesses examinees in ways that reflect sound classroom instruction.

All examinees enrolled in grade 11 or exit level in spring 2012 are eligible to take any section of the exit level test on which they have not yet met minimum expectations.

Refer to the *2012 Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS, TAKS (Accommodated), TAKS–M, and LAT* to administer the TAKS exit level tests.

For information about the participation of limited English proficient (LEP) examinees or examinees receiving special education services in the Texas Student Assessment Program, refer to the provisions of the Texas Administrative Code (TAC). Contact TMIP to obtain interpretations of these rules.

Test Security

For STAAR EOC test security and confidentiality information, refer to the *2012 STAAR End-of-Course Test Administrator Manual*. For TAKS exit level test security and confidentiality information, refer to the *TAKS Coordinator and Test Administrator Manual*.

For more detail about security requirements, refer to the *Test Security Supplement*.

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities. Each person participating in the testing program is directly responsible for reporting in writing immediately to TMIP any violation or suspected violation of test security or confidentiality. TMIP is directly responsible for reporting immediately to TEA all violations or suspected violations. Failure to report to the appropriate authority that an individual has engaged in conduct that violates the security or confidentiality of a test is a violation of 19 TAC, Chapter 101, and could result in sanctions. The state department of education in the state where the testing took place must also be notified.

Before Test Administration

Training and Materials

Attend Training

All test administrators are required to be trained annually in test security and testing procedures. This training will be arranged through TMIP.

Verify Examinee Identity

All examinees must present picture identification before they may be permitted to test.

A driver's license, Department of Public Safety (DPS) ID, school ID, resident alien card, or yearbook picture may be used to verify examinee identity. If none of these forms of identification is available, an examinee may have a school administrator sign a photograph verifying his or her identity prior to testing. All examinees must be authorized for testing by TEA before they are tested.

Assemble Test Materials

Test booklets have been assigned to you using the unique nine-digit security number printed on each test booklet. The digit after the hyphen is used as a check digit only and should be ignored.

Verify that you have received the number of test booklets required and that you have received those test booklets assigned to you by security number. You are responsible for these test booklets, as well as the answer documents given to you for your examinees' use, until you return them to the testing contractor.

All test materials must be kept in locked storage (e.g., in a locked closet or cabinet) when not in use.

Completing Examinee Identification Information and Gridding Answer Documents

If you have STAAR examinees for whom no answer document has been prepared, follow the instructions in Appendix A of the *2012 STAAR End-of-Course Test Administrator Manual.*

If you have TAKS examinees for whom no answer document has been prepared, follow the instructions in Appendix B of the *2012 DCCT—TAKS, TAKS (Accommodated), TAKS–M, and LAT.*

STUDENT-ID (As Used for PEIMS)

The Student-ID is either the examinee's social security number or a state-approved alternative ID number consisting of an "S" followed by eight digits. All identification numbers must be gridded or verified by testing personnel only. It is especially important that the exit level examinee identification number be accurate because it is used to access an individual's permanent record. All examinees must be authorized for testing by TEA before they are tested, and the Student-ID must be completed before the answer document is submitted for scoring. If you have any questions concerning identification numbers, contact TMIP at 800-292-7006 or TEA at 512-463-9536.

LOCAL USE

This field should be left blank.

LOCAL-STUDENT-ID

This field should be left blank.

ETHNICITY (ETH); RACE (RACE)

TEA uses the federal standard for the collection of ethnicity and race information. Ethnicity indicates a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Collecting ethnicity and race data separately is intended to more closely mirror how a student is recognized in his or her community and allows reporting on students who are of mixed racial or ethnic origins.

Ethnicity and race are collected separately, requiring answering a two-part question. The category that most closely mirrors the student's recognition in his or her community should be used for purposes of reporting on students who are of mixed racial or ethnic origins.

Part 1 (ETH)

> Is the person Hispanic/Latino?
> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture of origin, regardless of race

Choose only one:
1-Hispanic/Latino
0-Not Hispanic/Latino

Part 2 (RACE)

What is the person's race? Choose one or more regardless of ethnicity.
NOTE: Hispanic/Latino is considered an ethnicity, not a race category.

I American Indian or Alaskan Native
A person having origins in any of the original peoples of North and South America (including Central America)
1-Yes
0-No

A Asian
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
1-Yes
0-No

B Black or African American
A person having origins in any of the black racial groups of Africa
1-Yes
0-No

P Native Hawaiian/Pacific Islander
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
1-Yes
0-No

W White
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
1-Yes
0-No

Sample from a STAAR EOC Answer Document

FOR SCHOOL USE ONLY														
														SCORE CODE
ETH	RACE	ED	TIA	MS	L	B	ESL	SE	G/T	AR	CT	GE
	I A B P W	01	6	1	C	2	2	1	1	1	1	O
1	1 1 1 1 1	02	7		M1	3	3				2	
0	0 0 0 0 0	99	8		M2	4					3	
			9			5						
		00	0	0	0	0	0	0	0	0	0	S

Sample from a TAKS Exit Level Answer Document

FOR SCHOOL USE ONLY											
ETH	RACE	ED	TIA	MS	L	B	ESL	SE	G/T	AR	CT
	I A B P W	01	6	1	C	2	2	1	1	1	1
1	1 1 1 1 1	02	7		M1	3	3				2
0	0 0 0 0 0	99	8		M2	4					3
			9			5					
		00	0	0	0	0	0	0	0	0	0

Contact TMIP for instructions for verifying this data or hand-gridding it on blank answer documents.

FOR MIGRANT USE ONLY

Before submitting answer documents for scoring, look up the county-district-campus (CDC) number of each examinee's district and campus in the "Directory of Texas Schools" and write the number in the box labeled FOR MIGRANT USE ONLY on the answer document, following the example below.

Example

999001	EXAMPLE ISD	
001	EXAMPLE H S	(09-12)
* 002	EXAMPLE H S	(09-12)
003	EXAMPLE H S	(09-12)
004	EXAMPLE H S	(09-12)
005	EXAMPLE H S	(09-10)
006	ADULT ED	(09-12)
007	ALTERNATIVE CENTE	(01-12)
008	EXAMPLE	(EE-12)
009	EXAMPLE CO JUVENI	(05-12)

FOR MIGRANT USE ONLY

9 9 9 - 0 0 1 - 0 0 2

* The last three digits indicate the Texas high school campus the examinee regularly attends and plans to graduate from.

The CDC number is extremely important to the examinee. This number determines where test results are sent and can affect the examinee's graduation status. Do not hesitate to call TMIP or TEA for help in determining how to code the CDC number or any other part of the answer document.

DISTRICT-NAME

Below DISTRICT-NAME, print the name of the Texas district where the examinee was enrolled and from which the examinee expects to graduate.

CAMPUS-NAME

Below CAMPUS-NAME, print the name of the Texas high school the examinee attended. If you are unable to determine the campus name, print the name of the city in Texas where the examinee went to school and call TMIP. This information is critical in processing the examinee's test.

Other Answer Document Fields

You must also complete the SCORE CODE, TEST TAKEN INFO, and ACCOMMODATIONS fields on all answer documents.

- Call TMIP if an examinee indicates he or she is eligible for an oral administration of any test.

For instructions on correctly completing these fields, refer to either the *2012 STAAR End-of-Course Test Administrator Manual* or the *TAKS Coordinator and Test Administrator Manual.*

During Test Administration

Ensuring Proper Testing Procedures

It should be noted that, while TAKS is untimed, STAAR has a time limit. Test sessions must be conducted under the best possible conditions. By following the proper procedures, you ensure the security and confidentiality of the STAAR and TAKS testing programs and the uniform evaluation of all Texas eligible examinees. For instructions on proper testing procedures, refer to either the *2012 STAAR End-of-Course Test Administrator Manual* or the *TAKS Coordinator and Test Administrator Manual.*

For additional questions or information, contact TMIP at 800-292-7006.

Administering Each Subject-Area Test

The instructions for administering the STAAR EOC test can be found in the *2012 STAAR End-of-Course Test Administrator Manual*.

The instructions for administering the TAKS test can be found in the *TAKS Coordinator and Test Administrator Manual.*

After Test Administration

Packing STAAR Materials for Return

- Complete a STAAR Campus and Group Identification Sheet (purple) with the following information:

  CAMPUS NAME: Print the name of your test site.

  DISTRICT NAME: Print the city, state, and zip code where your test site is located.

  COUNTY-DISTRICT NUMBER: Print and grid 777-777.

  CAMPUS NUMBER: Print and grid 777. (777-777-777 identifies TMIP.)

  NUMBER OF ANSWER DOCUMENTS SUBMITTED: Print and grid the number of scorable answer documents to be processed. (Do not include voided answer documents in this count.)

  AGENCY USE: Print and grid the zip code of your test site (same as in #2 above).

  STAAR ENGLISH, STAAR SPANISH, and STAAR L: Leave this field blank.

  STAAR MODIFIED: Leave this field blank.

  STAAR END-of-COURSE AND STAAR L END-of-COURSE: Mark the circle for the course of scorable documents submitted.

  STAAR MODIFIED END-of-COURSE: Mark the circle for the course of scorable documents submitted.

  STAAR MODIFIED END-of-COURSE FIELD TESTS: Mark the circle for the course of scorable documents submitted.

- Complete a STAAR Class Identification Sheet (green) with the following information:

  CAMPUS AND DISTRICT NAMES

  CAMPUS NAME: Print the name of your test site.

  DISTRICT NAME: Print the city, state, and zip code where your test site is located.

  GROUP (mark one only): Leave this field blank.

  NAME: Print and grid MIGRANT OUT OF STATE.

  NUMBER OF ANSWER DOCUMENTS SUBMITTED UNDER THIS IDENTIFICATION SHEET: Print and grid the number of answer documents to be processed. (Do not include voided answer documents in this count.)

- If necessary, complete a STAAR Voided Answer Document Identification Sheet (gray). Additionally, call TMIP at 800-292-7006 if you need to void an answer document.

- Pack your materials in the following order, top to bottom:
  TMIP Test Site Roster
  STAAR Campus and Group Identification Sheet (purple)
  STAAR Class Identification Sheet (green)
  STAAR answer documents to be processed
  STAAR Voided Answer Document Identification Sheet (gray)
  Voided STAAR answer documents (if any)
  All other materials

If possible, use the box(es) in which your materials arrived.

Packing TAKS Materials for Return

- Complete a TAKS Campus and Group Identification Sheet (orange) with the following information:

  CAMPUS NAME: Print the name of your test site.

  DISTRICT NAME: Print the city, state, and zip code where your test site is located.

  COUNTY-DISTRICT NUMBER: Print and grid 777-777.

  CAMPUS NUMBER: Print and grid 777. (777-777-777 identifies TMIP.)

  NUMBER OF ANSWER DOCUMENTS SUBMITTED: Print and grid the number of scorable answer documents to be processed. (Do not include voided answer documents in this count.)

  AGENCY USE: Print and grid the zip code of your test site (same as in #2 above).

  TAKS 10 and Exit Level including TAKS (Accommodated) and LAT: Mark the circle for the grade of scorable answer documents submitted.

  TAKS EXIT LEVEL RETEST, including TAKS (Accommodated): Mark the circle for the grade of scorable documents submitted.

  TAKS–MODIFIED: Leave this field blank.

- Complete a TAKS Class Identification Sheet (purple) with the following information:

  CAMPUS AND DISTRICT NAMES

  CAMPUS NAME: Print the name of your test site.

  DISTRICT NAME: Print the city, state, and zip code where your test site is located.

  GROUP: Leave this field blank.

  NAME: Print and grid MIGRANT OUT OF STATE.

  NUMBER OF ANSWER DOCUMENTS SUBMITTED UNDER THIS IDENTIFICATION SHEET: Print and grid the number of answer documents to be processed. (Do not include voided answer documents in this count.)

- If necessary, complete a TAKS Voided Answer Document Identification Sheet (green).

  Additionally, call TMIP at 800-292-7006 if you need to void an answer document.

- Pack your materials in the following order, top to bottom:

  TMIP Test Site Roster

  TAKS Campus and Group Identification Sheet (orange)

  TAKS Class Identification Sheet (purple)

  TAKS answer documents to be processed

  TAKS Voided Answer Document Identification Sheet (green)

  Voided TAKS answer documents (if any)

  All other materials

If possible, use the box(es) in which your materials arrived.

Returning Test Materials

Call the shipper at the number listed on your prepaid shipping bill.

Ship your materials, using the prepaid shipping bills and the containers provided, to

Pearson
905 West Howard Lane
Austin, Texas 78753