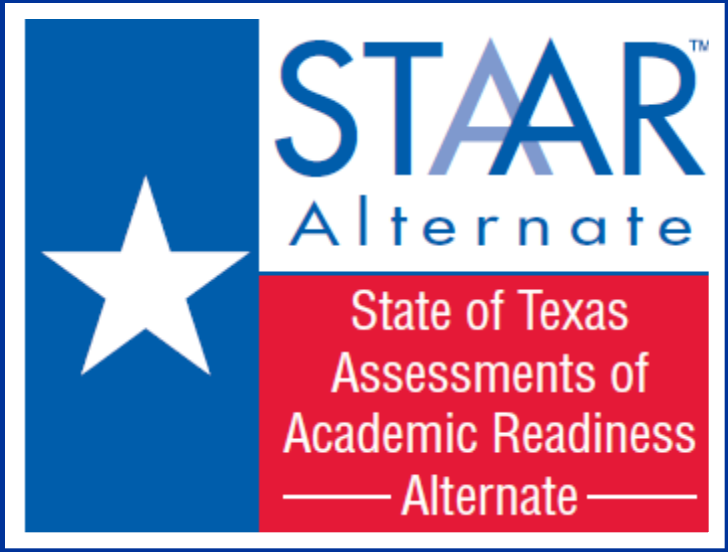
State of Texas Assessments of Academic Readiness Alternate
STAAR Alternate



February 28, 2012

 # 10419

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Unassigned Tests or Teachers

All registered students should have all tests assigned to them. Make sure that students not to be tested have been unregistered.

Assignment of tests for grades 3-8 occurred when the student was registered and the grade level was selected.

For EOC subjects, the DTC will need to assign all high school students the EOC tests that will be administered for 2011-2012.

Every test must have a teacher assigned to it for the evaluation to be completed.

If a test evaluation is not done for a registered student in TAMS, the assessment will be submitted as “Not Assessed” affecting AYP calculations.

Monitoring of Test Assignments

District Assessment Dashboard Report

Back

Results: 1 - 9 of 9

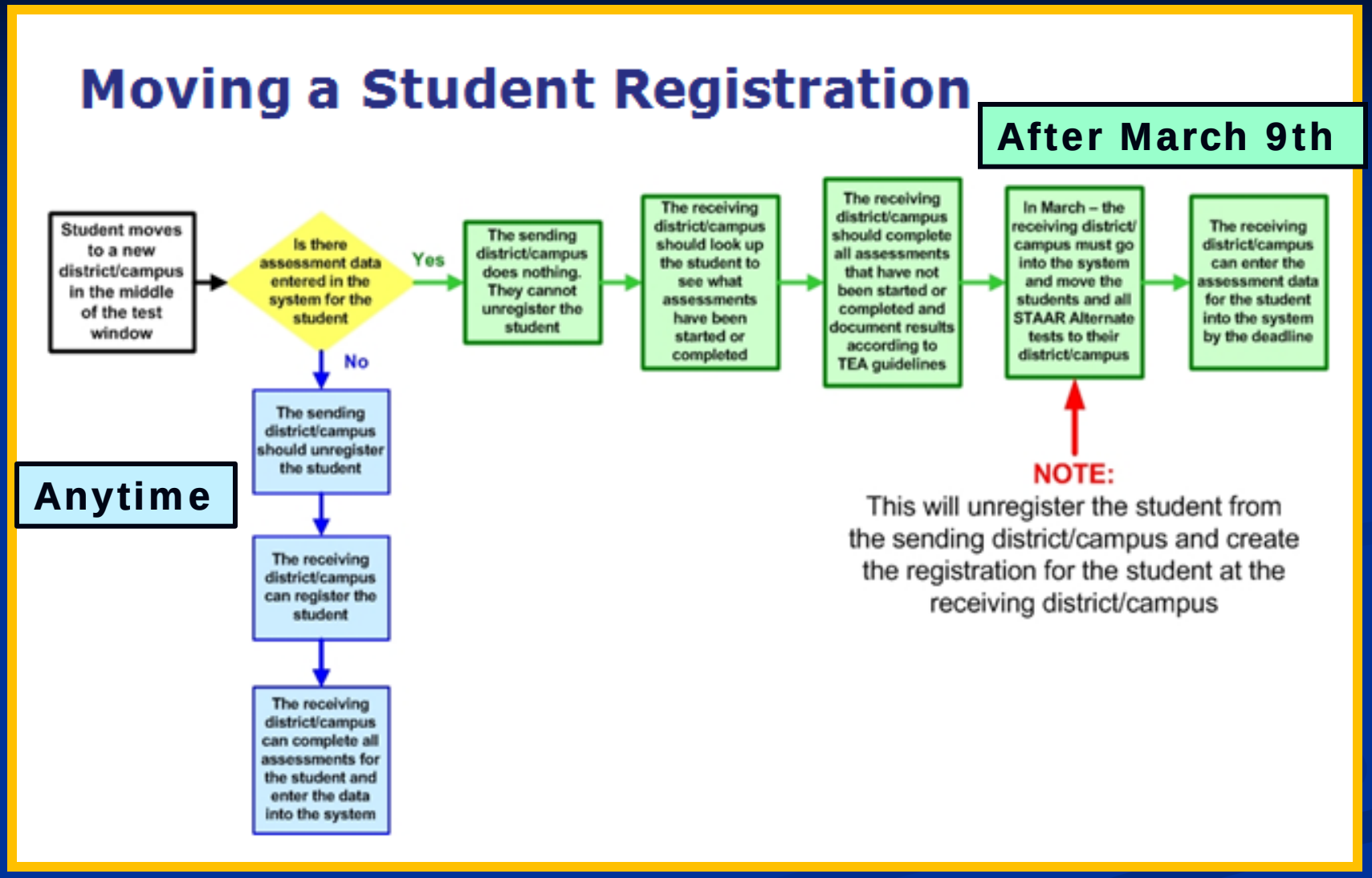
Campus	Administration Status			Assessment Status								
	Registered Students	Students Without Test Assignments	Tests Without Teachers Assigned	Test Assignments	Not Started	In Progress	Completed	Submitted	Completed (NR01)	Completed (NR02)	Submitted (NR01)	Submitted (NR02)
AOC EL	5	1	3	12	9	1	1	0	0	1	0	0
AOC H S	11	6	8	20	15	3	0	1	1	0	0	0
AOC J H	5	0	0	17	17	0	0	0	0	0	0	0

Number of registered students

Need to have 0 in these columns to ensure that all students will be tested.

Monitor progress on the assessments.

Transfer Students

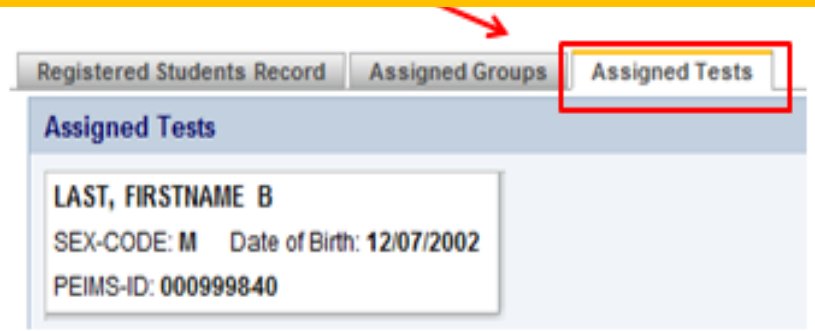


This chart is now available on the STAAR Alternate Resources page under Test Administration.

http://www.TexasAssessment.com/training

New updates outlining the transfer procedures will be available on this site as of Monday, March 5, 2012

Even though you cannot move a student to your district until after March 9th, you can view the student's test status to determine what assessments the alternate assessment teacher needs to be working on in addition to the tests that have already been completed.



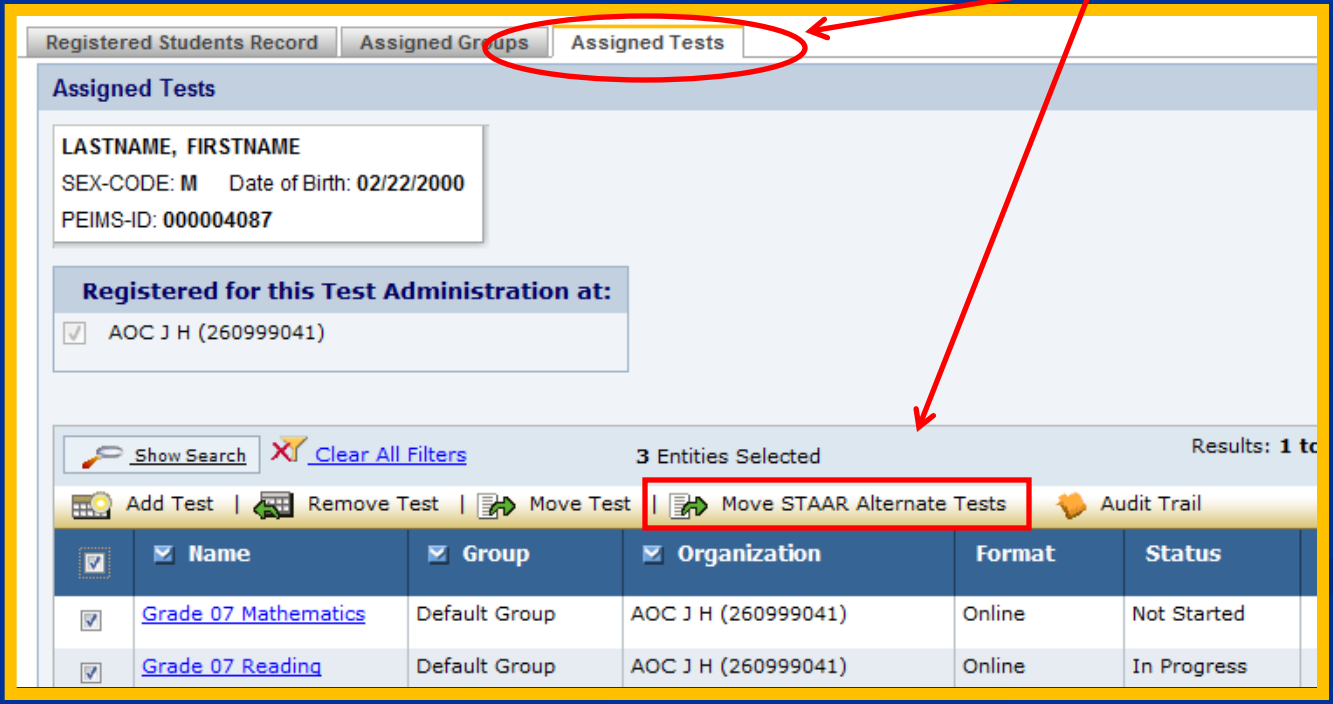
You will see all assigned subjects for the student and the status of the tests.

Determine which assessments still need to be completed and complete the observations according to TEA guidelines.

Moving a Student Registration and STAAR Alternate Tests

After March 9, the receiving campus/district will use the new *Move STAAR Alternate Tests* button to move the student's tests and registration to their location.

This button will be located in the student registration details screen on the Assigned Test tab.



Once the assessment has been moved after March 9th, the alternate assessment teacher assigned to that assessment will be able to see all assessment details and will be able to complete the evaluations and submit the assessment.

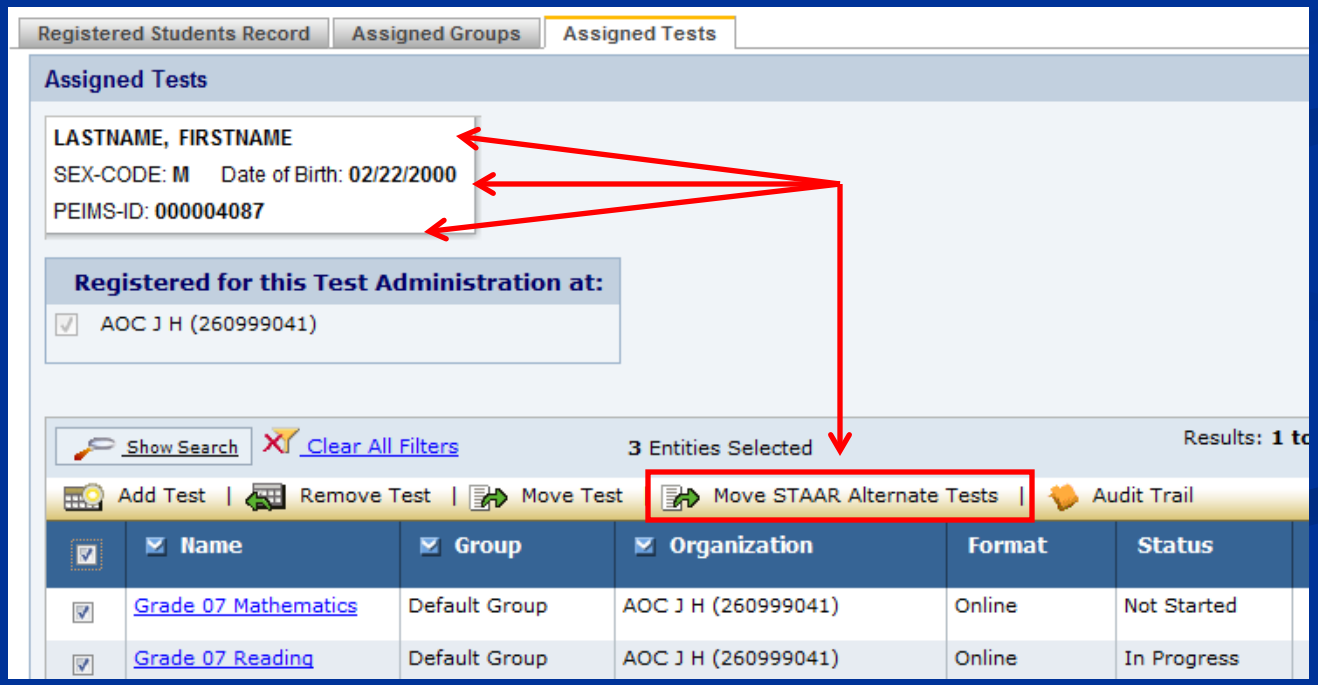
Since the assessment status that is visible prior to March 9th shows limited details, a district may need to communicate with the original district to get more information regarding how much of the assessment has already been completed.

Transfer of documentation forms is permissible if the transport of the documents maintain the student's confidentiality.

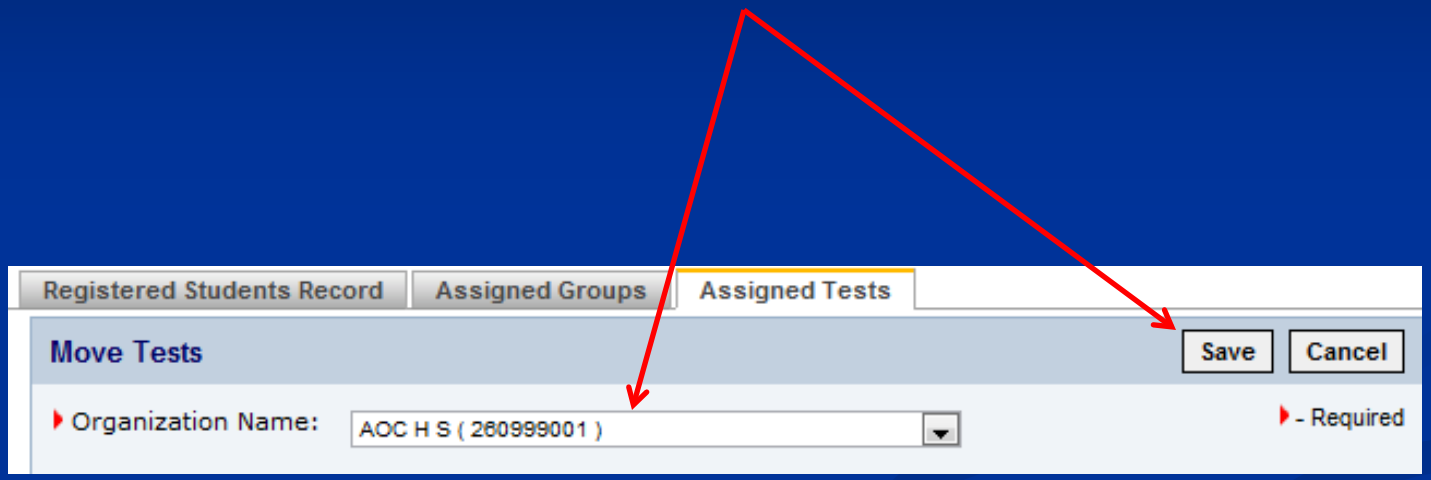
Take all precautions when moving students!!!

Double check the following information before moving a student:
Name
Birth Date
PEIMS Number

Check the tests and select the *Move STAAR Alternate Tests* button.



Select the new campus location for the student and save.

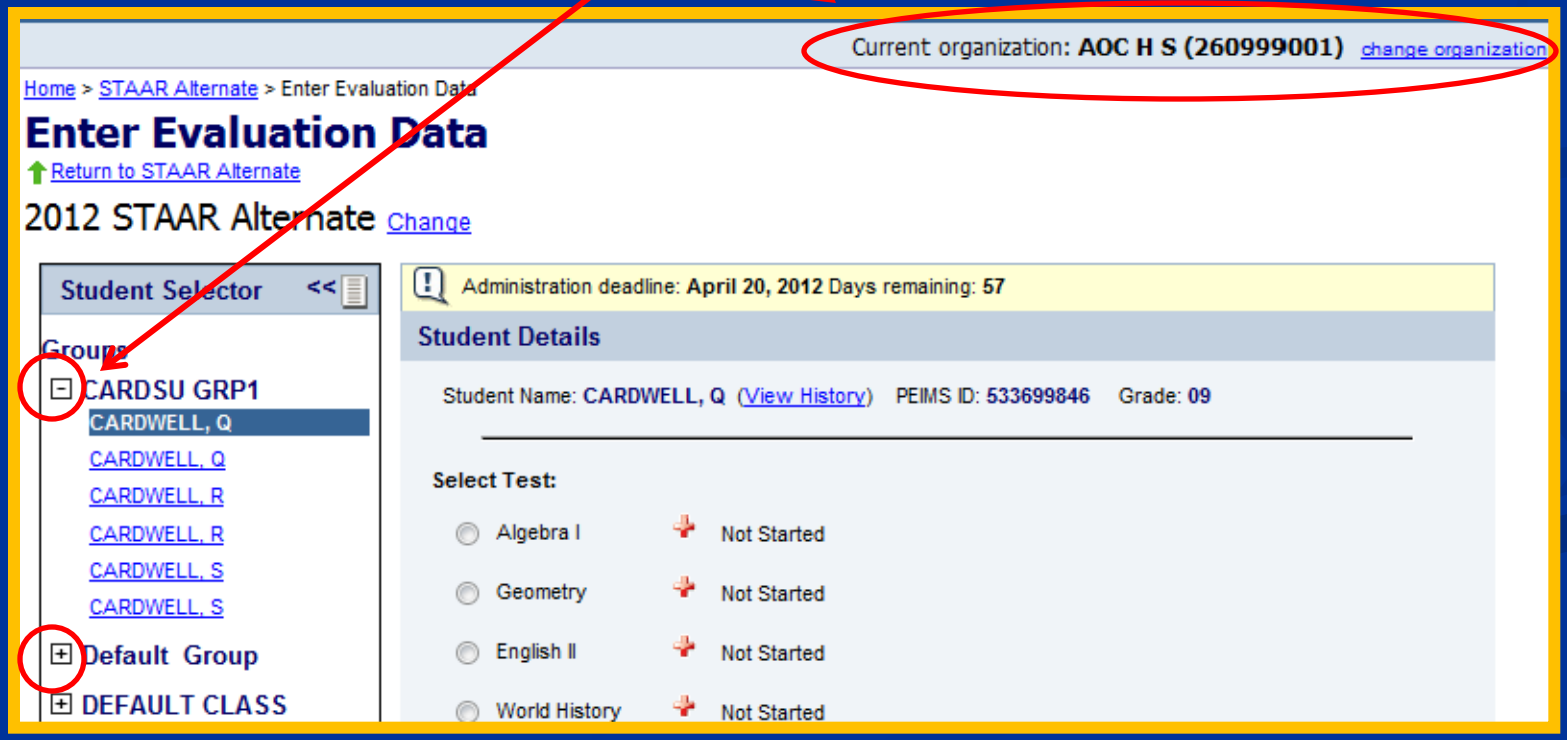


This process will unregister the student from the sending district/campus and create a registration for the student at the receiving district/campus.

The assessment will need to be linked to a teacher on the campus before the assessment can be completed.

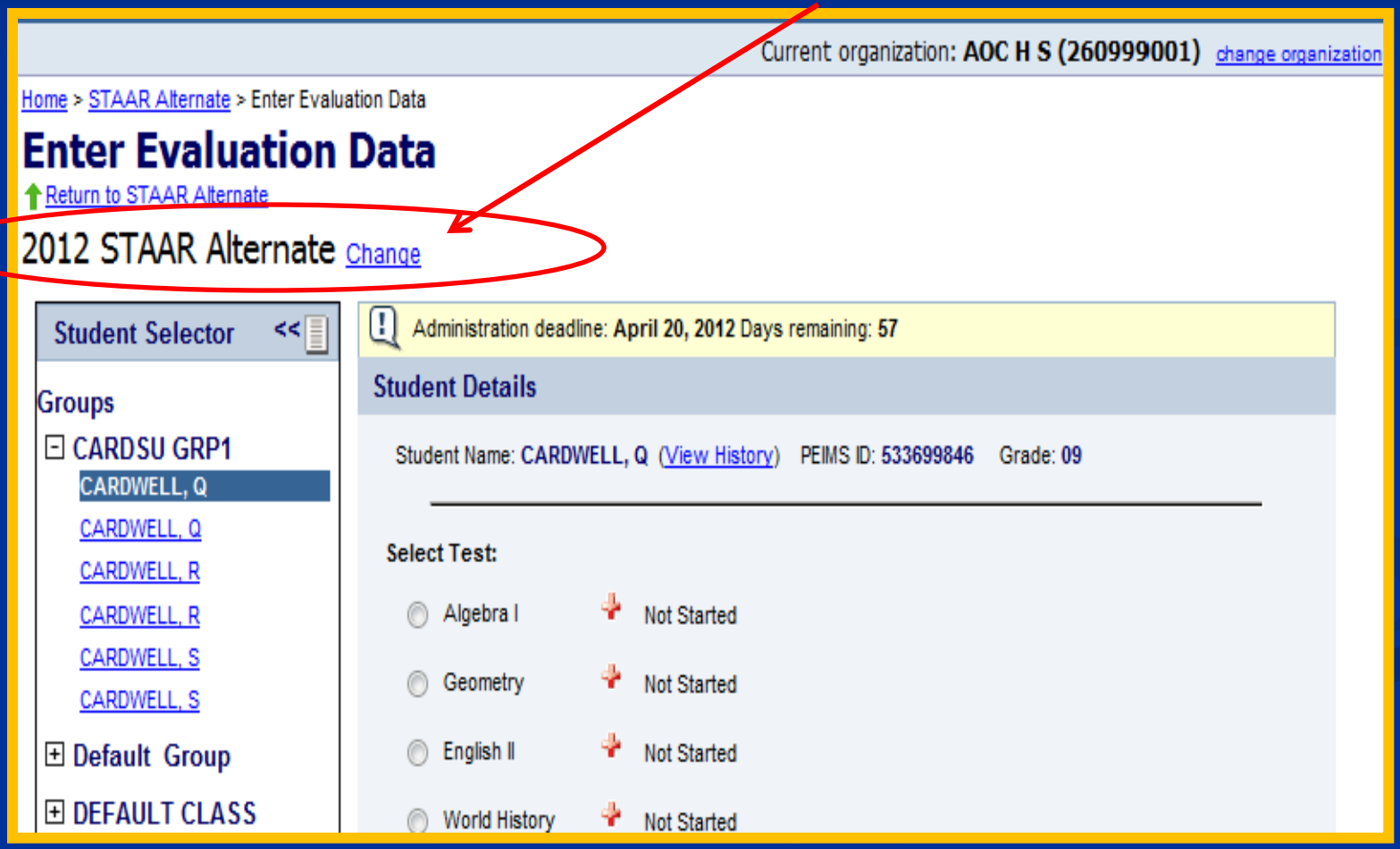
Note for alternate assessment teachers entering in evaluation information who can't see their students!!

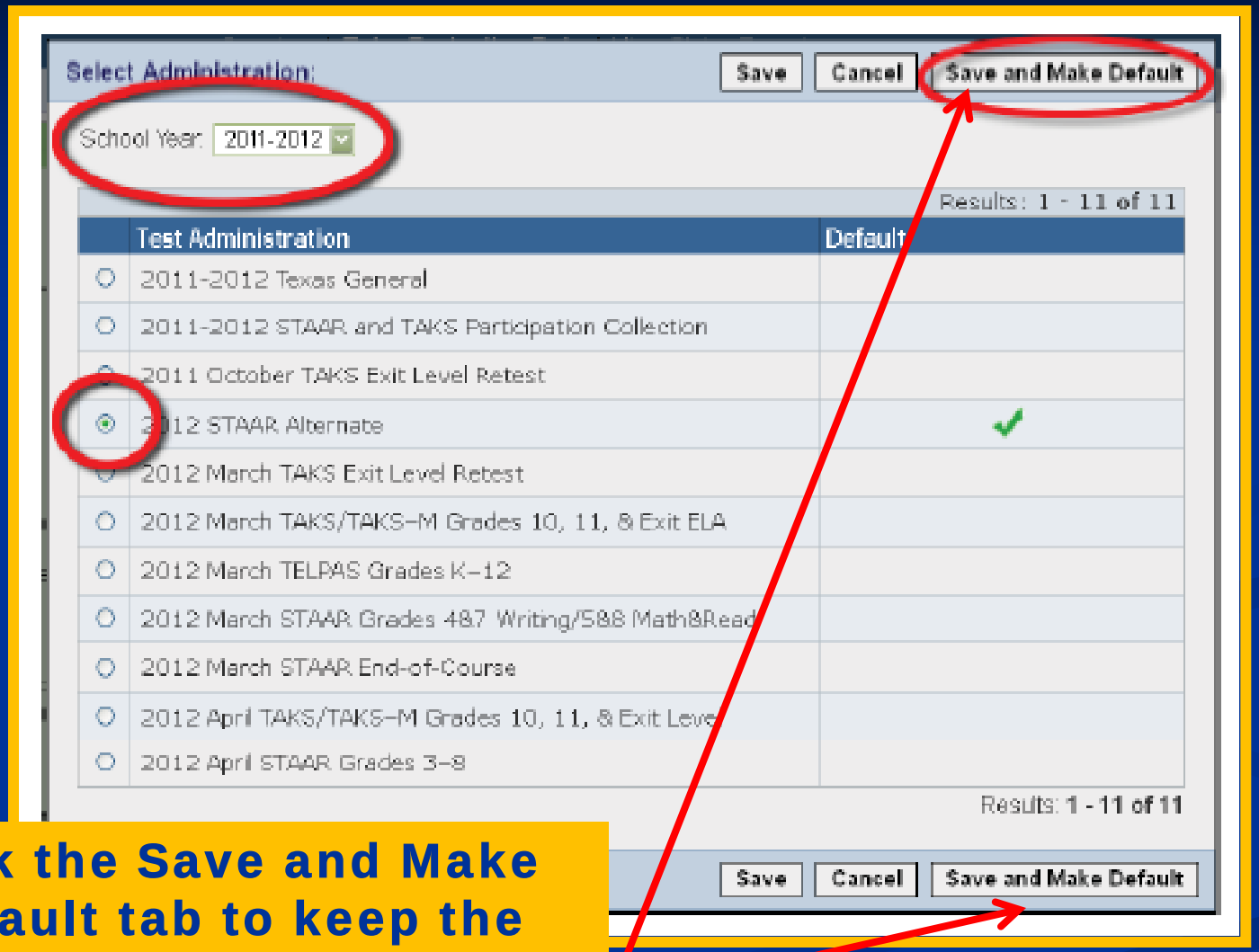
Your organization must be at the campus level to enter evaluation data for students. If you have multiple organizations assigned to your account, you will only see students assigned to you from the campus organization you have selected. You will have to select a different campus organization to see students from a different campus. If you can't see the students assigned to you, hit the + next to the group name to open the list.



Note for alternate assessment teachers entering in evaluation information who can't see their students!!

Your STAAR Alternate administration may not be set correctly. You must select the 2012 STAAR Alternate administration here under the Change tab. Even though it says 2012 STAAR Alternate on the screen that does not mean that the administration has been set correctly.





Click the Save and Make Default tab to keep the administration from changing in the future.

STAAR Alternate

State of Texas Assessments of Academic Readiness Alternate
(STAAR Alternate)

Manual for
Test Administrators
(Teachers)

2011–2012

STAAR ALTERNATE OVERVIEW | TRAINING | TASK | IMPLEMENTATION | OBSERVE/DOCUMENT | EVALUATE

Administering STAAR Alternate within the Assessment Management System

The STAAR Alternate online assessment will be delivered using the Assessment Management System.

This section provides instructions for using the Assessment Management System to evaluate STAAR Alternate student performance. You are required to also view Module 4: Evaluating Student Performance for instructions as well as for system emulations that will guide you through the Assessment Management System and let you practice in a controlled environment with feedback and coaching.

The Assessment Management System may be accessed at http://www.TexasAssessment.com/login using any Internet connection, even one from a home computer, as long as the minimum technical requirements are met. It is critical that the computer/browser combination accessing the Assessment Management System be on the list of supported configurations. Review the "Unified Texas Minimum System Requirements" document at http://www.TexasAssessment.com/reqs for an overview of required technology infrastructure. If your computer/browser combination is not listed, download the correct configuration. (All browser downloads are free.) Teachers may access the STAAR Alternate administration on the Assessment Management System beginning January 9, 2012.

Who Can Access the Assessment Management System

Test administrators cannot administer the STAAR Alternate assessment or access the Assessment Management System until they have

- completed all four training modules,
- successfully passed the qualification activities for each module or will be supervised by someone who has passed,
- received training in general test security and administration procedures, and
- signed the "Oath of Test Security and Confidentiality for STAAR Alternate Test Administrator."

User IDs and Passwords

Even after you have successfully completed STAAR Alternate training and qualification, you will not be able to access the STAAR Alternate administration in the Assessment Management System until your testing coordinator creates or unlocks your user account. When your user account is initially created, an e-mail is sent to you that contains instructions for establishing a password. Follow the link provided in the e-mail notification to establish a password for your account. The first time you log in to the system, you will be prompted to read and accept the Terms and Conditions of Use. Only after accepting the terms will you be allowed access to the Assessment Management System.

The user ID and password are confidential and must not be shared with anyone. **Sharing a user ID or password may result in the loss of student assessment data and could result in testing irregularity penalties from the state.** Only a user designated as an alternate assessment teacher for STAAR Alternate can access the STAAR Alternate administration in the Assessment Management System and perform STAAR Alternate evaluations. The security of the Assessment Management System, together with a confidential user ID and password, will protect student privacy as well as the test administrator's own.

Set your initial password

Once your coordinator creates your user account in the Assessment Management System, you will receive an automated e-mail containing your user ID and a link you will need to click to set up your password.

EVALUATE

Remind teachers to use the manual starting on page 116 to get detailed steps with screen shots of how to navigate the TAMS system.

Districts must assess all transfer students who transfer into the district on or before March 30, 2012.

Districts who have been selected for the STAAR Alternate Validity Audit will receive a letter and materials around April 16, 2012.

Districts will have until May 4, 2012 to return the requested documentation forms.

Contact TEA if you are not able to submit the requested forms. Do not substitute students!

Essence Statements for 2012-2013 will be posted in late March. Three of the essence statements will be the same for a given grade and subject. One new essence statement will be rotated in for next year.

Assessment tasks will not be posted until late August since new tasks will be reviewed by the July audit committee.

Modules will not be accessible in July. Only new alternate assessment teachers and those who were not able to pass this year will have to view the modules and pass the qualifications for next year.

Documents will be updated as needed to reflect new tasks. (Verb, Materials, and Presentation documents.)

Please encourage alternate assessment teachers and campus administrators to complete the STAAR Alternate Survey available on April 23, 2012. Information will be sent in April regarding how to link to this survey.

Remind teachers that they can contact a STAAR Alternate team member if they need help understanding a task or determining how to set up a generalization observation.

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