

April 16, 2012

Subject: Review of the STAAR Time Limits Policies and Procedures

TO THE ESC AND DISTRICT TESTING COORDINATOR ADDRESSED:

Please DO NOT reply to this e-mail.

The purpose of this e-mail is to request districts to review the 2012 STAAR Time Limits Policies and Procedures.

In anticipation of the upcoming April STAAR assessments, the TEA Student Assessment Division is encouraging districts to review the STAAR Time Limits Policies and Procedures document available on our website at <http://www.tea.state.tx.us/student.assessment/staar/>. Please remind campuses of the key aspects of the four-hour time limit, emphasizing the requirement that students record all responses on their answer documents before the end of the four-hour time period. In addition, please review the policies on breaks regarding when the time clock can be stopped.

Test administrators should be reminded of the importance of active monitoring to ensure that students mark their responses on their answer documents within the four-hour time limit. In the test administration directions, test administrators are instructed to say, **“All of your answers must be recorded on your answer document before the four-hour time period ends.”** If a student tries to submit an answer document without recording answers on it, the test administrator should say, “You have not recorded your answers on the answer document. Please go back and mark your answers on it now.” Neither students nor teachers are allowed to transfer answers from the test booklet onto the answer document after the time limit is up unless students meet the eligibility criteria for this testing accommodation or TEA has approved the transcription due to a student’s particular circumstance. If a test administrator fails to notice that a student has not recorded answers on the answer document, it will be considered a monitoring error, and the student’s test will be marked “S” for score.

Students must be made aware of the amount of time available in a testing session. The test administrator should communicate (orally or in writing) the amount of time left to test in one-hour intervals and, if desired, in shorter intervals during the last hour.

Your efforts to ensure the smooth implementation of the new four-hour time limit policy are greatly appreciated. If you have any questions, please contact the Student Assessment Division at (512) 463-9536.

Assessment Contact Information

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