

**STAAR L Spring Study
TEST ADMINISTRATION DIRECTIONS
2012**



**STAAR L Geometry and World History
Online Study**

Contents

Calendar of Events	ii
Responsibilities of Testing Personnel	ii
Test Security and Confidentiality.	ii
Summary of Responsibilities.	1
Overview of STAAR L Online Study	2
Identify Students and Place Them Into Test Sessions	2
Linguistic Accommodations for ELLs	4
Prepare the Testing Environment	4
Assemble Materials for Testing.	4
Ensure Proper Testing Procedures.	5
Online Administration Directions	
STAAR L Geometry and STAAR L World History Assessment Online Administration Directions	9
Appendix	
Oaths of Test Security and Confidentiality	19

Calendar of Events

STAAR L Spring Study	Dates
Geometry	5/7–5/18
World History	5/7–5/18

Responsibilities of Testing Personnel

These directions are intended for use prior to and during the online study for STAAR L, the linguistically accommodated version of the State of Texas Assessments of Academic Readiness. Testing coordinators should ensure that all personnel involved in the study receive a copy of these administration directions. Testing coordinators, technology staff, and test administrators will need to use these directions in conjunction with the *2012 STAAR Test Administrator Manual—End-of-Course* to carry out their responsibilities for this study. Campus testing coordinators should ensure that test administrators have received sufficient training to carry out their duties. Campus testing coordinators should be on hand to answer questions during the administration of the study.

Test Security and Confidentiality

All state assessment instruments as defined under TEC §39.023 and §39.027 are considered secure, and the contents of these tests, including student information used or obtained in their administration, are confidential. As specified in 19 TAC, Chapter 101, each person participating in the state assessment program is required to maintain and preserve the security and confidentiality of this information, and all test materials and student data must be handled in strict accordance with these directions, the instructions contained in the *2012 STAAR Test Administrator Manual—End-of-Course*, and the *Test Security Supplement*.

All testing personnel must be trained in STAAR security and confidentiality requirements. Test administrators must hold the educator credentials detailed in test administration manuals. Test administrators and technology staff must sign a security oath unless they have already signed one for STAAR (excluding STAAR Alternate) for the 2012 testing year. A test administrator oath and a technology staff oath are included in the appendix of these directions. For information about oaths for other personnel, refer to the *2012 District and Campus Coordinator Manual*.

Summary of Responsibilities

Testing Coordinators

1. Become familiar with administration directions
2. Prepare test administrators and technology staff to carry out their duties
3. Ensure that test administrators and technology staff have signed security oaths
4. Identify students who will participate
5. Schedule study
6. Coordinate with test administrators to set students up in online test sessions
7. Be available to answer questions

Test Administrators

1. Prepare for administration of study and review administration materials
2. Review and sign security oath (if not already signed for 2012 testing year)
3. Coordinate with testing coordinator to set students up in online test sessions
4. Prepare test environment
5. Ensure proper testing procedures
6. Administer study form
7. Ensure students complete online survey at end of study form
8. End session

Technology Staff

1. Review administration materials and coordinate with testing personnel
2. Review and sign technology oath
3. Review resources for online testing including the *Assessment Management System User's Guide* and the *TestNav 7 Technical Guide*
4. Proctor cache test content several days in advance of test administration
5. Be available for assistance during test administration to address technology concerns

Maintain test security and confidentiality at all times. Report any irregularities to your campus coordinator immediately.

Overview of STAAR L Online Study

Beginning in spring 2013, the STAAR L assessments for eligible English language learners (ELLs) will be administered as an online testing program, and certain linguistic accommodations will be built into the TestNav online testing system. The purpose of this study is to examine the effectiveness of the STAAR L online interface, including particular built-in linguistic accommodations, so that refinements may be made in time for the spring 2013 administration.

Districts were notified of their selection for this study in August 2011. Each identified campus was assigned to include either ELLs or non-ELLs, not both, in the study. The study includes students in grade 10 and above only. TAKS, not STAAR, is the graduation requirement for these students. No student for whom STAAR is the graduation requirement is permitted to participate.

To carry out the study, campuses will give the selected students the STAAR L spring study geometry or world history form, as assigned. The study forms have fewer questions (approximately 25 questions) than an actual STAAR test. Campuses will not receive score reports. The goal of this study is to pilot the built-in linguistic accommodations and obtain input from the students on their use of the accommodations and other aspects of the TestNav online interface.

The test forms for this study will be administered online only. Campus coordinators and test administrators will need to follow the instructions for setting up and managing online test sessions in the *2012 STAAR Test Administrator Manual—End-of-Course* and the *User's Guide for the Texas Assessment Management System*.

Identify Students and Place Them Into Test Sessions

Each identified campus was selected to include either ELLs or non-ELLs in this study. Outlined below are the processes for identifying students and setting up online test sessions.

Campuses Assigned to Assess ELLs

Only those ELLs in grade 10 and above who are enrolled in the assigned course (geometry or world history) and who meet study requirements related to English language proficiency levels and time in U.S. schools will participate. **For each selected campus, the testing contractor has prepared a list of ELLs who meet predetermined English language learning characteristics. This list is available to testing coordinators in the Texas Assessment Management System, delivered through PearsonAccess.** From this list, testing coordinators must select only those students who are enrolled in the assigned course (geometry or world history).

Testing coordinators may access the student list as follows:

- Click the *Test Results* tab.
- Click the *View Published Reports* link.
- Use the *Change* link, which will open a window with the administrations, and select “2011–2012 Texas General.”
- Select the “ELL Student List for Spring 2012 STAAR L Study: <District Name>” file.
- Testing personnel should compare the list in the Assessment Management System against a roster of ELLs in the assigned course(s). Only students who are enrolled in the assigned course (geometry or world history) should be assigned to a test.
- Testing personnel should assign the students to the applicable test (STAAR L geometry study and/or the STAAR L world history study), as indicated in the campus mandatory testing assignments issued in August 2011.
- After the students have been assigned to the appropriate test, testing personnel should create test sessions and place the students into test sessions. For detailed information about test sessions, refer to section 8.2 of the *User’s Guide for the Texas Assessment Management System*.

Campuses Assigned to Assess Non-ELLs

All non-ELLs in grade 10 and above who are enrolled in the assigned course (geometry or world history) are required to participate. If the campus has more than 300 non-ELLs in grade 10 and above enrolled in the course, include only 300. **Campuses selected to assess non-ELLs should avoid including ELLs and, to the extent practicable, first and second year monitored former ELLs, as reported in PEIMS.**

Districts are responsible for registering non-ELL study participants for the 2012 May STAAR End-of-Course administration in the Assessment Management System.

- After registering the students, testing personnel should assign the students to the applicable test (STAAR L geometry study or the STAAR L world history study), as indicated in the campus mandatory testing assignments issued in August 2011.
- After the students have been assigned to the appropriate test, testing personnel should create test sessions and place the students into test sessions. For detailed information about test sessions, refer to section 8.2 of the *User’s Guide for the Texas Assessment Management System*.

Non-ELLs and ELLs Receiving Special Education Services

Within the identified non-ELL and ELL groups, it is not necessary to include students receiving special education services who require testing accommodations to address disabling conditions. Several accommodations typically available to students receiving special education services who take TAKS will not be available or appropriate for purposes of this online study.

Linguistic Accommodations for ELLs

The STAAR L linguistic accommodations described in the *2012 STAAR Test Administrator Manual—End-of-Course* do not apply to this study. The linguistic accommodations allowable for this study are built into the online interface. Students are not permitted to use dictionaries of any type, and test administrators are not permitted to provide linguistic accommodations to students (no clarification of word meaning in test questions, no reading aloud of words in test questions).

Prepare the Testing Environment

- Testing rooms should be well lighted, well ventilated, quiet, and comfortable.
- Each student must have enough space in which to work, and no characteristic of the room's environment should hinder any student's test performance.
- Each student should be sufficiently separated from other students to work without distraction.
- A "Testing—Do Not Disturb" sign should be posted outside the testing room.
- Bulletin boards and instructional displays that might be a source of direct answers must be covered or removed during testing. Any rooms in which students may be relocated must also be prepared.
- To support test security for online administrations, test administrators should make a determined effort to prevent students from seeing one another's monitors. This may include providing an obstruction such as a manila folder taped to both sides of each monitor or a cardboard carrel placed around each computer.

Assemble Materials for Testing

Required Materials

Test administrators must ensure that the required materials described below are available on the day of the administration.

- Test administrators or technology staff must generate and print student authorizations, which contain the information that students need in order to access an online test. Student authorizations are printed directly from the Assessment Management System. For specific directions on printing student authorizations, see section 8.2.9 of the *User's Guide for the Texas Assessment Management System*. Student authorizations should be printed at least one day before the test administration and stored in a secure location until the day of the test. Student authorizations must be destroyed immediately after testing is complete.
- Each student taking the STAAR L geometry study form must have a graphing calculator. A calculator tool is available within the TestNav system; however, districts are required to

provide at least one graphing calculator per student. The school may provide calculators, or students may bring them from home. Students should be provided the same type of calculator they routinely use in classroom instruction and testing. Providing an unfamiliar calculator on the day of the state assessment may hinder the student. Districts may provide students with more than one calculator (e.g., a graphing calculator and four-function calculator) but should provide, at a minimum, a graphing calculator for each student.

- Any calculator may be used to fulfill the minimum requirements listed above except for those that include a computer algebra system (CAS) or allow access to the Internet. In addition, a device that has a calculator as an application may not be used (e.g., cell phone). A list of state-approved calculators will not be issued.
- All calculator memory must be cleared to factory default both before and after testing. Any programs or applications must be removed or disabled prior to testing. For specific assistance in effectively preparing calculators for use during testing, contact the calculator manufacturer.

Optional Materials

The following are optional materials that may be provided to students during administration of the study.

- Students taking the STAAR L geometry or world history study form may be provided scratch paper (and pencils or pens).
- A graph paper tool is available within the TestNav system for students taking the STAAR L geometry study form. Campuses also have the option of downloading and printing graph paper from <http://www.tea.state.tx.us/student.assessment/staar/math>. Students using graph paper should be provided pencils or pens.
- Reference materials are available within the TestNav system for the STAAR L geometry study form. Campuses may also print the reference materials from the website listed above and distribute them to students to use during the study administration.
- If students write on or make notes on scratch paper, graph paper, or reference materials, the materials must be destroyed immediately after testing is complete.

Ensure Proper Testing Procedures

Test administrators must start the online test session before students can log in and begin taking the test. For directions on starting a test session, see section 8.2.11 of the *User's Guide for the Texas Assessment Management System*.

Test sessions must be conducted under the best possible conditions. Follow the procedures listed below to ensure the security and confidentiality of the STAAR assessment program and the uniform evaluation of all students throughout the state. If a situation arises that you do not know how to resolve, contact your campus coordinator.

- The STAAR L study does not have a time limit. The STAAR L study forms have fewer questions than an actual test. Two to three hours will likely be enough time for students to complete the form and take the survey.
- A trained test administrator must be present in the testing room at all times during the administration.
- There must be at least one test administrator for every 30 students.
- Make sure that all desks are cleared of books and other materials that are not required for the test.
- The use of cell phones and/or other personal electronic devices that allow Internet access are not permitted during testing.
- Test administrators must actively monitor the testing room while students are working. Test administrators should confirm that students are working only on the online study form and that they do not have access to nonallowed materials, such as cell phones and/or other personal electronic devices that allow Internet access.
- It is permissible to encourage students to stay on task.
- Reinforcing, reviewing for, and/or distributing testing strategies during an assessment is prohibited.
- Require students to remain seated and not talk to one another.
- Linguistic accommodations beyond those built into the TestNav online testing system are not permitted. If a student asks for assistance that is not permitted, say, "**I can't help you with that; just do the best you can.**"

Glare

- Glare from computer monitors may cause student fatigue. If a student experiences glare, correct this by adjusting the student's seating or the angle of the computer screen, or by taping a blank, unused sheet of heavy paper or cardboard to the top of the screen.

Breaks

- Test administrators may allow students to take brief breaks in the testing room or restroom breaks during the test session.
 - During breaks, students must not discuss the content of the test.
- Students should exit their test for breaks. To exit the test, students should click the **Exit** button at the top-right corner of the screen, click the radio button next to "I want to exit this test and finish later," and then click the **Finish Later** button. Students must **NOT** choose the option to **submit** the test and click the **Final Submit** button at this time. The test administrator must provide assistance for students who need help exiting their tests.
- A student cannot resume a test until a test administrator authorizes the student to do so. To resume a student's test, follow these steps:
 1. Go to Test Management > Manage Test Sessions.
 2. Select "Test Sessions" from the **View By** options set.

3. Click the session name to go to the *Session Details* screen.
4. Select the checkbox for the student on the *Session Details* screen.
5. Click the **Resume Test** button. After you resume the student's test, the student's status changes to Resumed (if the student was in "Exited" status) or Resumed-Upload (if the student was in "Active" status) on the *Session Details* screen.
6. Exit and relaunch the student's browser. Have the student type the TestNav URL in the browser's address bar and then press the *Enter* key. The student can then log in using the same username and test code from the original student authorization if the student is in the same test session. In most cases, student responses are saved on the local client computer. In such cases, instruct the student log in to TestNav from the same computer so that the file can be transmitted to the Pearson testing server.

Student Survey

- After completing the study form, students will answer a brief survey about their experience with the online study form.
- Although linguistic assistance is not permitted while students are taking the study form, the **test administrator is allowed to assist the student in understanding the survey questions that follow the study form.** Survey questions may be clarified, rephrased, or translated as needed to support a student's understanding.

After Testing

- Some students may finish the test earlier than others. After they submit their tests, students may be allowed to read or leave the testing room.
- The test administrator is responsible for test security and confidentiality in the testing room. Testing personnel are required to report immediately any suspected violations of test security and confidentiality to the district testing coordinator.
- If a situation arises that you do not know how to resolve, contact your campus testing coordinator.

The contents of the STAAR L spring study are secure. Unauthorized viewing, discussing, duplicating, or scoring of secure test materials is not permitted at any time.

Online Administration Directions

STAAR L Geometry
and World History Online
Study Administration
Directions

PAGE **9**

STAAR L Geometry and World History Online Study Administration Directions

The STAAR L study forms for geometry and world history each contain approximately 25 STAAR test questions. The study forms also include a short online student survey, which students will complete at the end of the set of test questions. There is no time limit. Students should be given sufficient time to complete the study form and survey questions.

Before reading the administration directions aloud, distribute the required materials (student authorizations for each course, graphing calculators for geometry) to your students if they do not already have them.

Read aloud the following directions. You may paraphrase, translate, shorten, or repeat the directions as needed to best communicate with the students in your test administration.

Text that is printed in **bold** type and preceded by the word “**SAY**” is for you to read aloud. Text in *italics* is information for you and may not be read aloud to students.

STAAR L Geometry:

SAY **Today you will take about 25 geometry test questions on the computer. You will not receive scores on this test. You will take this test as part of a study to help make computer tests for students in the state of Texas. When you finish the test questions, you will complete a survey about the test process. Your answers to the test questions and the survey questions will be used to help improve this computer test, so please do your best.**

You may use a graphing calculator.

STAAR L World History:

SAY **Today you will take about 25 world history test questions on the computer. You will not receive scores on this test. You will take this test as part of a study to help make computer tests for students in the state of Texas. When you finish the test questions, you will complete a survey about the test process. Your answers to the test questions and the survey questions will be used to help improve this computer test, so please do your best.**

If you opt to provide scratch and/or graph paper, distribute it at this time and explain to students that they can use it during the study.

SAY Look at your computer screen. Open a browser and type in the URL from your student authorization to access the TestNav online testing system. The TestNav Login screen should now be on your computer screen.

Make sure that all students show the TestNav Login screen on their monitors.

SAY Using the information from the student authorization, type your username in the **Username** field exactly as it appears on the authorization.

Pause while students locate their username on the student authorization and type it into the field on the computer screen.

SAY Type the test code in the **Test Code** field exactly as it appears on the student authorization. Click the **Login** button. If you receive an error message, please raise your hand.

Assist any students having problems with the login process. Ensure that students are entering their username and test code exactly as they appear on their student authorizations. When all students are logged in, continue.

STAAR L Geometry:

SAY Once you have logged in, you will see a screen that says “Geometry Online Study.” Does everyone see the screen that says “Geometry Online Study?”

Assist any students who do not see the words “Geometry Online Study” on their screen.

STAAR L World History:

SAY Once you have logged in, you will see a screen that says “World History Online Study.” Does everyone see the screen that says “World History Online Study?”

Assist any students who do not see the words “World History Online Study” on their screen.

SAY Make sure your name appears in the top-right corner of the screen. If you don't see your name, please raise your hand.

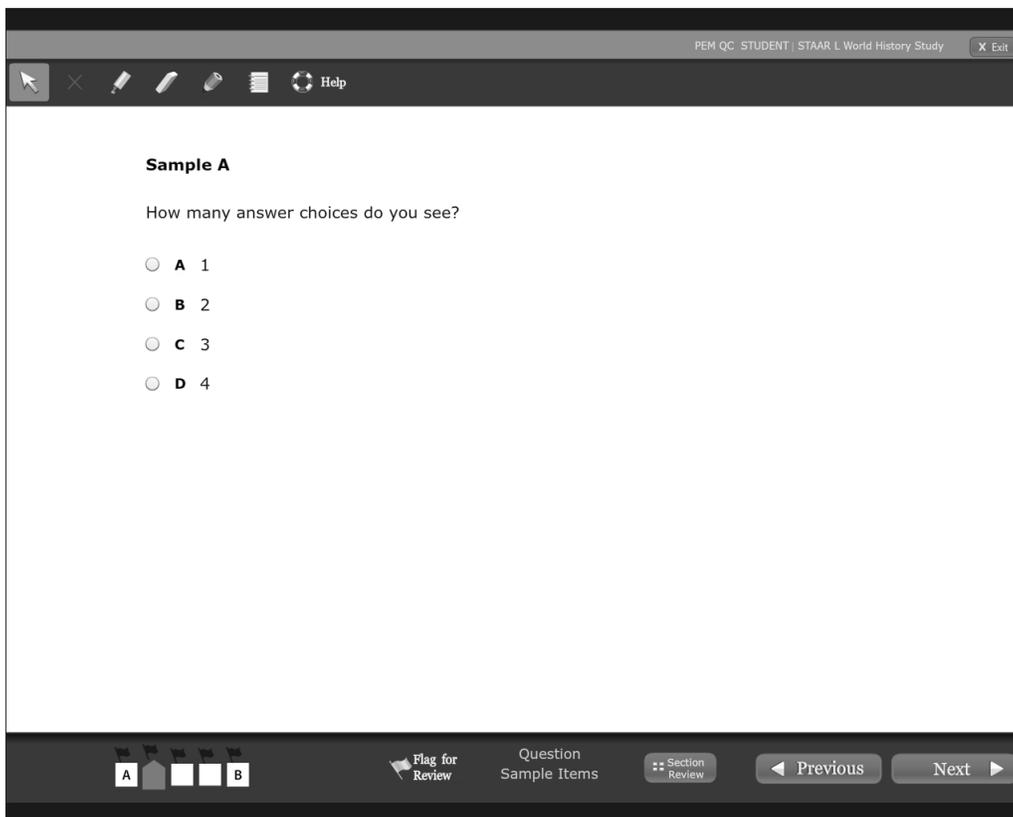
Assist any students who do not see their names displayed in the top-right corner of the screen. If someone else's name appears, have the student exit the test, and contact your campus coordinator.

SAY Click the **Next** button at the bottom of this screen until you see **Sample A**.

Observe students as they click the **Next** button. Assist any students having difficulty navigating to Sample A.

You will click on different buttons on the computer screen to answer questions and move through the test. You will click the *Next* button at the bottom of the screen to go from one test question to the next. You will click the *Previous* button to go back to questions you have already seen. Each question on this test has four possible answers. To mark your answer, you will click the circle next to the answer you choose.

Now look at Sample A.



Answer the question by clicking the circle next to your answer. If you want to choose a different answer, just click a different circle. Do you have questions about how to select answers to test questions?

Answer questions before proceeding.

SAY

Some questions do not fit on the screen. For these questions, you will see a scroll bar on the right side. You will use the bar to move the text on the screen up and down.

During the test, you may use the tools at the top of your screen if you want. For example, look at the tool with a red “X” on it at the top of the screen. If you want, you may use this tool to help you cross out, or eliminate, answers you think are wrong. If you want to remove a red X, click the answer again. You may try this tool with Sample A if you want. Do you have any questions about this tool?

Assist students as needed.

Do you see the Help tool at the top of the screen? When you are taking this test, you may click the word Help for instructions on how to use the tools at the top of the screen. Do you have any questions?

Answer questions before proceeding.

SAY Now look at the bottom of your screen and find where it says Flag for Review. If you click Flag for Review, you can mark a test question you want to review later. A yellow flag will appear above the number of the test question you are working on. For example, if you click Flag for Review on question 2, you will see a yellow flag above the number 2. Later in the test, you can click on the number 2 and return to review this question.

STAAR L Geometry:

SAY To use the calculator tool during the test, click the calculator button at the top of the screen.

To use the reference materials or the graph paper, click the *Exhibit* tool. The *Exhibit* tool looks like papers. When you click on the *Exhibit* tool, a window will open. You can move back and forth between this window and the test questions. Use the tabs in the *Exhibit* window to see the different materials.

Now look at the dot tool and the line tools at the top of the screen. You can use these tools to draw points and lines on the graph paper or on a test question.

For some of the questions you will need to type numbers to answer the question. You will type each number in a box. You do not have to use all the boxes in the question, but do not leave any empty boxes between the numbers in your answer. If you need to use a decimal point, type it in a box. During the test, you may ask me for help with this or any tools you want to use. Do you have any questions?

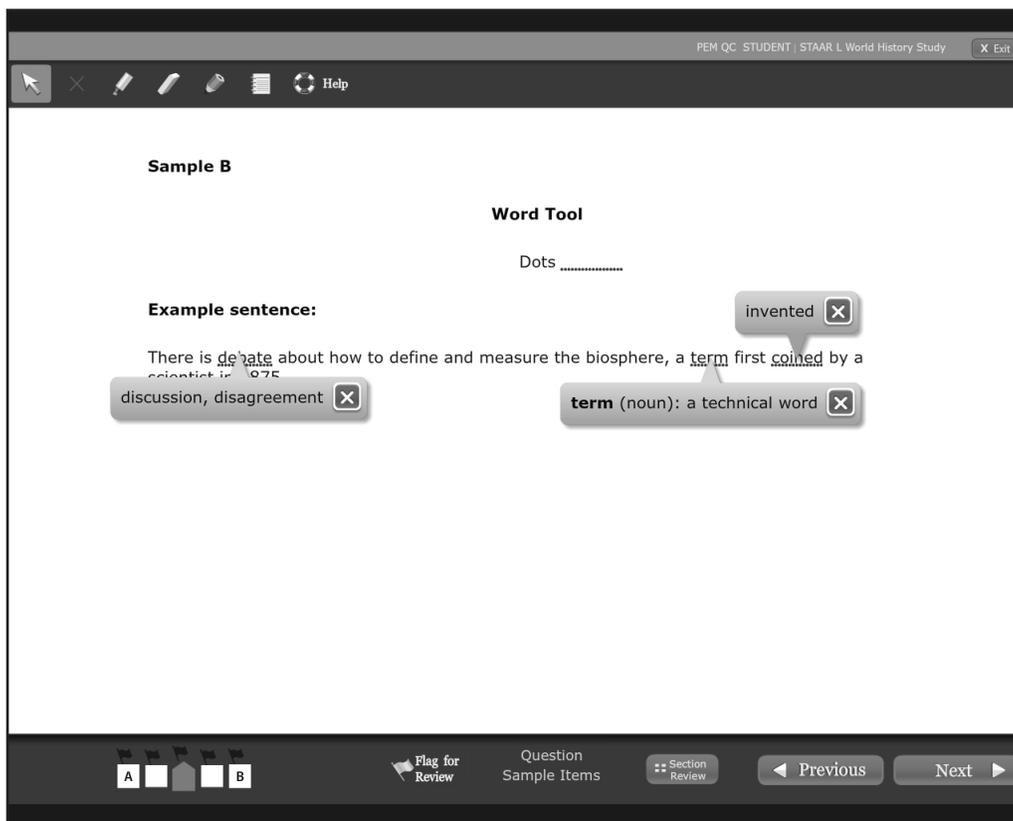
Answer questions before proceeding.

SAY Some of the questions on this test have special tools. These tools are not found at the top of the screen. These tools are designed to help students who are learning the English language understand words they may not know yet.

In a moment you will practice using these tools. There are two tools: a Word tool and a Sentence tool. The Word tool gives the meaning of specific words on the test. When you click on these words, the computer gives help with the meaning. The computer does not give help with all words. At the bottom of your computer screen, click the *Next* button and we will practice using the Word tool.

Assist any students having difficulty navigating to the next screen.

SAY Does everyone see Sample B? The Word tool uses dots to show which words you can click. Look at the dots under the words "debate," "term," and "coined." Read Sample B and click each of these words to see how the computer helps explain their meaning.



Sometimes the Word box that opens will show a picture to give the meaning. To close the Word box, click the X in the corner of the box. Now click the X in each box to close it.

Assist any students who are having difficulty.

When you take this test, it is not necessary to click a word if you do not need help to understand it. Do you have questions about the Word tool?

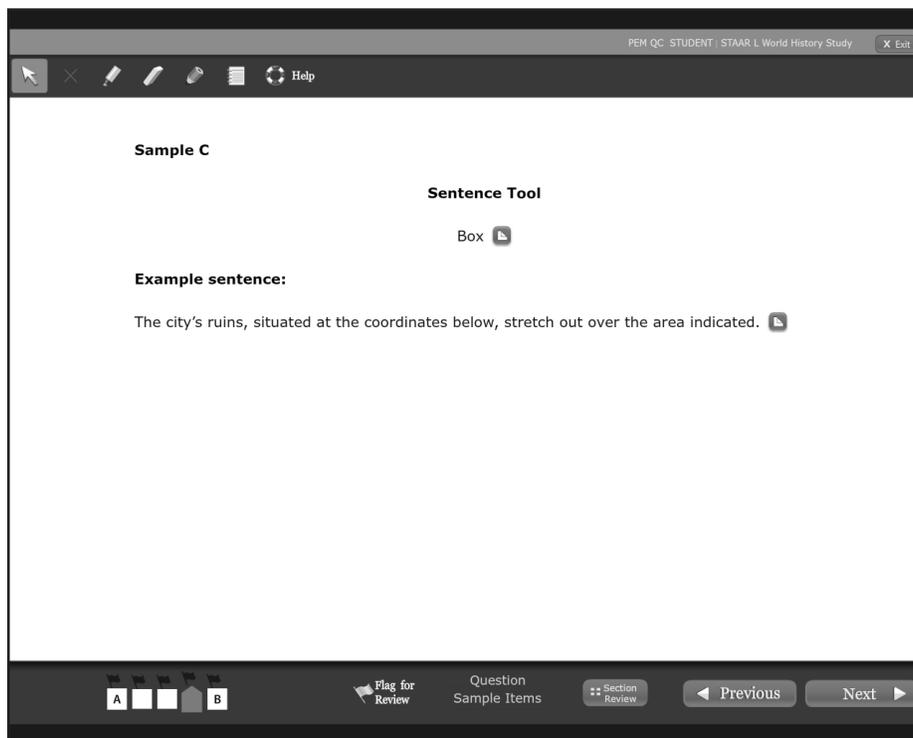
Answer questions before proceeding.

SAY

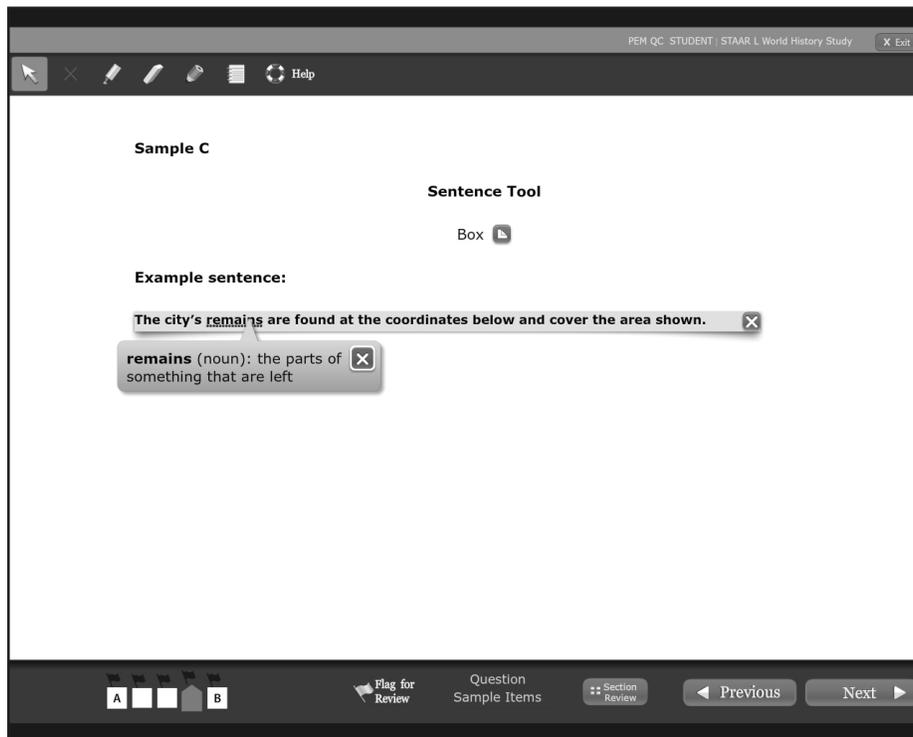
Now let's review the Sentence tool. This tool rewrites a sentence in a different way to make it easier to understand in English. Click the Next button and we will practice using the Sentence tool. Does everyone see Sample C?

Assist any students who are having difficulty navigating to the next screen and finding Sample C.

Screen Shot of Sample C Showing Original Sentence



Screen Shot of Sample C with Tools Open



SAY In Sample C you see a sentence and a blue box next to the sentence. Click on the box to see the new sentence that may be easier to understand. Read the new sentence. The Word Tool also appears under the word “remains.” Now look at the end of the sentence, and click on the X to close the Sentence Tool. Practice opening and closing the Sentence Tool. During this test, it is not necessary to use the Sentence Tool if you do not need help to understand the sentences. Do you have any questions about the Sentence Tool?

Answer questions before proceeding.

SAY When you begin this test, you may ask me for help with the computer, the directions, and the tools if you need to. But I will not be able to help you answer any test questions. If you do not know the answer to a question, choose the answer you think might be correct. Think carefully about your answers and do your best.

You will have the all time you need to complete this test. Raise your hand when you finish answering the test questions and see the stop sign. I will give you instructions for completing a short survey. Are there any questions?

When students are ready, continue.

SAY

If there are no more questions, let's begin. Click the Section Review button at the bottom of the screen. Then click Continue to Test Overview and choose [Geometry/World History] Questions.

*Assist any students having difficulty navigating to the test questions. While students are working, move around the room to see that they are following directions. You may also monitor the status of each student's session from your workstation by viewing the **Session Details** screen. Remember to occasionally refresh the page.*

Test administrators must be actively engaged in observing students' behavior at all times during the administration of the assessments. Test administrators should confirm that students do not have materials available that are not allowed, such as cell phones or other personal electronic devices. Test administrators may not view or discuss individual test items or responses with students or with other adults unless specifically instructed to do so by the procedures outlined in the test administration materials.

See pages 6–7 for instructions on exiting and resuming the test.

STUDENT SURVEY

*As students reach the stop sign at the end of the test questions, assist them as needed in navigating to the Survey Questions section of the study form. To do this, instruct them to click the **Section Review** button. Once on the Section Review screen, students should click the **Continue to Test Overview** button and select the section of the form titled Survey Questions.*

ELL Portion of the Survey:

The first 11 questions in the survey are for ELLs only. ELLs will NOT answer survey questions 12–16. They will submit their tests after answering survey questions 1–11.

There are two survey questions that ask ELLs about specific geometry or world history test questions they answered. Students may view the applicable test question using the Exhibit tool, or they may return to the test question in the geometry or world history section of the form. Assist them as needed to access the Exhibit window or to navigate between the test questions and the survey.

Explain to students that you may help them to understand the language used in the survey questions. Language may be clarified, rephrased, or translated as long as the meaning of the survey questions is not changed.

Non-ELL Portion of the Survey:

Survey questions 12–16 are for non-ELLs participating in the study. Instruct non-ELLs to advance to question 12 of the survey. They should not answer survey questions 1–11. They will submit their tests when they reach the stop sign at the end of the survey. Non-ELLs should answer ONLY survey questions 12–16.

Students may be allowed to read or leave the room after testing. If students remain in the testing room, they should be reminded not to talk while others are still working.

SUBMITTING STUDY FORMS

*If students require help in submitting their forms, click the **Continue to Test Overview** button and then click the **Submit and Exit Test** button. In the pop-up box, click “I am finished with this test and I want to submit my final answers.” Then click the **Final Submit** button and close TestNav.*

*After all students have concluded testing, you must stop the test session. All students in the session must be in “Completed” or “Marked Complete” status. Click the **Stop** button located in the upper-left corner of the **Session Details** screen to close the test session. For more information, see section 8.2.17, *Stopping a Test Session*, in the User’s Guide for the Texas Assessment Management System.*

You must collect all student authorizations, reference materials, scratch paper, and graph paper. If students have written or made notes on these materials, the materials must be destroyed immediately after the test session.

UNAUTHORIZED VIEWING, DISCUSSION, DUPLICATION, OR SCORING OF SECURE TEST MATERIALS IS NOT PERMITTED AT ANY TIME.

Appendix

Oaths of Test Security
and Confidentiality

PAGE **19**

State of Texas,
County of _____

Texas Education Agency
Student Assessment Program

Oath of Test Security and Confidentiality for Test Administrator

2012

This oath applies to all state assessments except STAAR Alternate and TELPAS, which have separate oaths.

For All Test Administrators: Complete this section **before** handling any secure test materials.

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the State Assessment Program and do hereby certify the following by initialing to the left of the statements below and including the date where applicable:

Initials

- _____ I have received training on test administration procedures, and I understand my responsibilities concerning the administration of state assessments;
- _____ I am aware that testing procedures require me to actively monitor during test administrations;
- _____ I understand my responsibilities as a test administrator, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures;
- _____ I understand my obligations concerning the security and confidentiality of state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and
- _____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of _____, 20_____.

Signature of Test Administrator

Printed Name of Test Administrator

County-District Number

District Name

Campus Name

Area Code/Telephone #

For Test Administrators Authorized to View Secure Statewide Assessments

Individuals who are authorized to conduct test administration procedures that involve viewing secure statewide assessments have an added responsibility of maintaining confidentiality. These procedures include but are not limited to: oral administration, transcribing student responses from the test booklet, and particular linguistic accommodations. As a reminder of this responsibility, these individuals are required to specifically confirm compliance with state confidentiality requirements by initialing to the left of each statement below.

- _____ I have not and will not divulge the contents of the test, generally or specifically.
- _____ I have not and will not copy any part of the test.

I do hereby certify, warrant, and affirm that I will fully comply with all the requirements governing the State Assessment Program.

Signature of Test Administrator

Date

State of Texas
County of _____

Texas Education Agency
Student Assessment Program

2012

Oath of Test Security and Confidentiality for Technology Staff

FOR ALL TECHNOLOGY STAFF: Complete this section **before** accessing any secure test materials.

I do hereby certify, warrant, and affirm that I will fully comply with all applicable requirements governing the State Assessment Program and do hereby certify the following:

(Initial each statement.)

Initials

_____ I have read the test security and confidentiality policies in the test administration materials, and I understand my obligation to maintain and preserve the security and confidentiality of all tests.

_____ I understand that student information is confidential and that I am obligated to maintain and preserve the confidentiality of this information.

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

_____ I am aware that release or disclosure of confidential test items could result in prosecution under the Texas Education Code, Government Code, Administrative Code, and/or Penal Code.

I do hereby further certify, warrant, and affirm that I will comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of _____, 20____.

Signature of Technology Staff Printed Name of Technology Staff County-District Number

District Name Campus Name Area Code/Telephone #

TX00055416