

# Online Administration Directions for STAAR English I, English II, and English III Writing Assessments

---

Carefully read the Guide to Test Administration Directions section of the STAAR End-of-Course Test Administrator Manual before administering any state assessment.

If a student arrives in your test session and you do not have a student authorization for that student, immediately contact the campus testing coordinator.

Read aloud **WORD FOR WORD** the material that is printed in **bold** type and preceded by the word “**SAY:**” You may repeat the directions as many times as needed. The material in *italics* is information meant for you and should not be read aloud to students.

**SAY Today you will be taking the [COURSE] writing assessment of the State of Texas Assessments of Academic Readiness, or STAAR. This assessment consists of revising and editing questions and two written compositions. You will be taking this test using the online testing system. It is important that you do your best on this test.**

**You may use scratch paper as you take this online test. Additionally, you will have access to a dictionary and thesaurus throughout the test.**

**Look at your computer screen. Open a browser and type in the URL listed on 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 found on 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.*

**SAY Once you have successfully logged in, you will see a screen that says “STAAR [COURSE] Writing.” Does everyone see the screen that says “STAAR [COURSE] Writing”?**

*Assist any students who do not see the words “STAAR [COURSE] Writing” on their screen.*

**SAY In addition, please 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 at the top of the screen. If someone else’s name appears, have the student exit the test. After you have completed reading these instructions and the other students have started testing, contact the campus testing coordinator. The campus testing coordinator should call Pearson’s Austin Operations Center for assistance in resolving this issue.*

**SAY Click the Next button at the bottom of this screen. You will see an honor statement on this page. Please read the honor statement and check the box.**

*If a student asks if he or she must select the “I agree” box on the honor statement, tell the student, “**That decision is up to you. Selecting ‘I agree’ on the honor statement is not required, but you are expected to follow the testing rules even if you do not select it.**”*

*It is not the responsibility of the test administrator to check to see if students have selected “I agree” on the honor statement.*

*When students have had time to complete the honor statement, continue.*

**SAY Click the Next button at the bottom of this screen. Now you will see a set of directions.**

**If you cannot see all of the directions, a scroll bar will appear on the right side of the window. Using your mouse, position the pointer on the scroll bar and drag the bar to scroll through the information.**

**You may also use the scroll wheel on your mouse, if the mouse has one. Click anywhere on the screen and then use the mouse wheel to scroll through the information.**

*Allow students a few moments to locate the scroll bar and scroll through the information, if necessary.*

**SAY The instructions in the first section will help you learn about taking this online test. Read these instructions to yourself. Each set of instructions is on a separate screen. Click the Next button to continue to the next screen until you have reached the Stop screen. Do not continue until you are told to do so.**

*Allow students enough time to review the instructions. The instruction screens are provided as an online resource.*

*For ELLs receiving the linguistic accommodation of clarification in English of words in writing prompt:*

**SAY I have already talked to you about the kind of help I can give you if you do not understand English words in the prompt. Do you have any questions about the help you may receive?**

*Answer all questions. When students are ready, continue.*

**SAY You will take the revising and editing and written composition section of the STAAR [COURSE] assessment by yourself. You will have four hours in which to complete this test. Does anyone have any questions?**

*Answer any questions before continuing.*

*Test administrators are not allowed to answer any questions related to the content of the test itself. If a student asks a question that you are not permitted to answer, you may respond, for example, “I can’t answer that for you; just do the best you can.”*

**SAY As you begin the test, be sure to indicate your answer for each question and type your compositions in the appropriate places. I cannot help you answer any test questions. I will be able to help you only with questions about the directions. You may not know the answers to all the questions. If you do not know the answer to a question, choose the answer you think might be correct. At the bottom of the screen is a *Flag for Review* button. Clicking the *Flag for Review* button marks a test question, identifying it on the *Section Review* screen so that you can go back to it later, if you choose. Think carefully about your answers.**

**When you have come to the end of the test, the *Section Review* screen will show whether you have answered all the questions. You may check over your work at this time and make any changes to your answers. To end the test and submit your answers for final scoring, click the *Exit Test* button on the *Test Overview* screen. When you are certain that you have finished your test and are satisfied with your answers, select the option that reads “I am finished with this test and I want to submit my final answers” and click the *Final Submit* button. Are there any questions?**

*Answer any questions before continuing.*

**SAY** You will have four hours to complete the test. During the test, you will be provided with reminders of the time left to test. All of your answers must be recorded before the four-hour time period ends. While you are working on the test, I will be quietly moving around the room to make sure you are following the directions and working independently. When you have submitted your test, stay in your seat and raise your hand. I will come to help you close the test application and collect any paper you wrote on during the test. Do not talk to anyone while others are still taking the test.

**You are not to discuss the test questions or answer choices with anyone during the test, during breaks, or after you have submitted your test. Does anyone have any questions?**

*Answer any questions before continuing.*

**SAY** If there are no more questions, you may click the **Next Section** button to begin the test.

*Begin timing of the four-hour time period now. Record the start time on your seating chart. Refer to the STAAR Time Limits Policies and Procedures section of the STAAR End-of-Course Test Administrator Manual for information on breaks and time-limit reminders. During breaks, online tests must be exited and resumed according to the Monitor Paper and Online Administrations section of the STAAR End-of-Course Test Administrator Manual.*

*After all students have submitted their tests, you must stop the test session. See the Complete Online Administration Process section in the STAAR End-of-Course Test Administrator Manual for instructions for stopping a test session.*

*You must also collect all student authorizations and any scratch paper on which students have written or made notes. (Student authorizations for the STAAR [COURSE] writing assessment will not work for the STAAR [COURSE] reading assessment.) These must be destroyed immediately after the test session in accordance with campus procedures.*

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