

Paper Administrations Directions for STAAR Modified English I Reading Assessment

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

The test administrator should keep the following points in mind when administering a STAAR Modified reading test:

- Prereading text marked with a speaker icon appears at the beginning of each reading selection. The icon indicates that the test administrator should read aloud the prereading text at the beginning of each selection. The prereading text may be read as many times as necessary. However, the prereading text may be reread only before students begin reading the selection. The prereading text must not be rephrased or clarified and voice inflection must be kept neutral.
- The reading selections are divided into parts followed by questions based on those parts of the selection. Questions that require understanding of the entire selection appear at the end of the last part. The test administrator may read the directions that appear in the test booklet that instruct the student to use the whole selection to answer these questions.
- The test administrator will need a test booklet with the same form number as students from which to read aloud the prereading text and, if the student is eligible for an Oral/Signed Administration, the test questions and answer choices. (Specific information about this accommodation can be found on the Accommodation Resources webpage.) The test administrator may NEVER read aloud the reading selections.
- **For students who will be reading the test questions and answer choices independently (or are receiving an Oral/Signed Administration on an as needed basis):** After the test administrator reads aloud the prereading text, he or she should instruct students to read independently one part of the selection at a time and answer the questions based on that part before going on to the next part. When a student has completed the test questions for a selection, the test administrator should read aloud the prereading text at the beginning of the next selection. For students who are eligible for an Oral/Signed Administration and need reading assistance on a request basis, the test administrator may read any word or phrase in a test question or answer choice when asked. The test administrator may NEVER read aloud the reading selections.
- **For students who are eligible for an Oral/Signed Administration and need ALL of the test questions and answers choices read aloud:** After the test administrator reads aloud the prereading text, he or she should instruct the students to read independently the first part of the selection. When a student has completed reading the first part of a selection, the test administrator will read aloud the test questions and answer choices based on that part. The test administrator will continue following these directions until the student has

completed the entire selection. Then the test administrator should read aloud the prereading text at the beginning of the next selection. This process will repeat itself for each selection during the entire reading test.

- Test administrators are encouraged to combine any reminders of time left to test with the prereading text to avoid additional disruption.

Read aloud **WORD FOR WORD** the material that is printed in **bold** type following 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.

Distribute the dictionaries and thesauruses to students.

SAY Today you will be taking the [COURSE] reading assessment of the State of Texas Assessments of Academic Readiness Modified, or STAAR Modified. It is important for you to do your best. I am going to give each of you a test booklet. When you get your test booklet, do not open it, write on it, or break the seal on the edge of your booklet until I ask you to do so. Do not fill in any information on your answer document unless I ask you to do so. If you have any questions while I am passing out the test booklets, please let me know. Keep your pencil on your desk until I tell you that you may use it.

Give a test booklet to each student. If you are giving an Oral/Signed Administration to eligible students who need ALL of the test questions answers choices read aloud, make sure that these students have a test booklet with the same form number as you. Answer any questions before continuing.

Students must write their first and last names on their test booklets and complete the TEST BOOKLET # field on their answer documents at this time. Directions for completing this information follow.

SAY Look at the front of your test booklet. Does everyone see [COURSE] READING MODIFIED on the front of your booklet?

Assist any students who do not have the correct test booklet.

SAY Print your first and last name in the space marked “STUDENT NAME” at the top of your test booklet.

When all students are ready, continue.

SAY On the back of each test booklet is a printed number. Each booklet has a different number. This number has nine digits followed by a hyphen and another digit. You need to look at only the first nine digits of the number.

Hold up a student’s test booklet and point to the security number on the back.

SAY Now look at the top of your answer document. Does everyone see “[COURSE]” at the top-right side of your answer document?

Assist any students who do not have the correct answer document.

SAY Now find the words “READING TEST BOOKLET #” at the top of your answer document.

Point to READING TEST BOOKLET # field on the answer document given to you for demonstration purposes. When students have located this section, continue.

SAY Copy the nine-digit number from the back of your test booklet into the boxes beside the words “READING TEST BOOKLET #” on your answer document. Be sure to copy this number exactly as it appears. Do not copy the hyphen or the digit to the right of the hyphen. If you have any questions, please raise your hand.

Monitor students closely while they copy the security number. When all students have finished, continue.

Directions for breaking the seal on the test follow. Monitor students carefully while they are breaking the seal to prevent test booklets from being damaged and seals from being broken prematurely.

SAY Look at your test booklet. It is closed by a seal on the right side.

Pick up one of your students’ test booklets and, without breaking the seal, demonstrate as you read the following. Point to the edge of the test booklet as you read.

SAY The seal on the edge of your test booklet needs to be broken. First watch me do it. To break the seal, hold your test booklet in one hand. Then use your other hand to pull up on the red tab on the edge of the test booklet. Raise your hand if you need help.

Check to see that students are following directions. Move around the testing room to collect the detached seals and to assist any student who may be having difficulty. Dispose of the seals so that they are not returned with the test booklets. When all students are ready, continue.

SAY Now open your answer document to page 4 and find the section marked “READING.” You will mark your answers to the multiple-choice questions on this page. Be sure to mark only one answer on your answer document for each question. Mark your answer very carefully and make your mark dark and neat. If you find that you want to change an answer, completely erase your first response. Then mark your new choice. Are there any questions about answering the multiple-choice questions?

Answer all questions before continuing.

SAY You will not use all the circles on your answer document. Stop when you finish the last question in your test booklet. Do you have any questions about this?

Answer all questions before continuing.

During the test, you may explain these directions again if a student has questions about the extra spaces on the answer document.

SAY Now find the page in your test booklet that is titled “READING.” Turn to the page where you see a drawing of a person speaking. This drawing means that I will read the title and paragraph to you. Now turn the page again and look at the reading selection.

Move around the room to assist any student having difficulty finding the page. When all students are ready, continue.

For ELLs receiving a linguistic accommodation provided by the test administrator:

SAY When you take this test, I will be able to help you with certain words in English if you do not understand them. I have already talked to you about the kind of help that you may have. Do you have any questions about the help you may receive?

Answer all questions. When students are ready, continue.

For students who will be reading the test questions and answer choices independently (or are receiving an Oral/Signed Administration on an as needed basis only):

SAY On this test, each reading selection is divided into parts. After you read one part, answer the questions that go with that part before reading the next part. Make sure you mark all of your answers in the answer document. When you finish reading an entire selection and answer the questions that go with it, you will see a stop sign at the bottom of the page. Please stop at that page and wait for me to read aloud the paragraph that describes the next selection. While you wait, you may check over your work. Please sit quietly so that you do not disturb others who are still working. Are there any questions?

Answer all questions. When students are ready, continue.

Read the following directions if you are reading aloud ALL of the test questions and answer choices to students who are eligible for an Oral/Signed Administration.

SAY On this test, each reading selection is divided into parts. When you finish reading one part of the selection, I will read aloud to you all the questions and answer choices that go with that part. If you want me to read a question or an answer choice again, you may let me know. You will answer all questions related to a part before reading the next part of the selection independently. When you finish reading an entire selection and answer the questions that go with it, you will see a stop sign at the bottom of the page. Please stop at that page and wait for me to read aloud the paragraph that describes the next selection. While you wait, you may check over your work. Make sure you mark all of your answers in the answer document. Please sit quietly so that you do not disturb others who are still working. Are there any questions?

Answer all questions. When students are ready, continue.

SAY You will take the STAAR Modified [COURSE] reading assessment by yourself. Read each question carefully. Then fill in the correct answer on your answer document. 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.

I cannot help you answer any test questions. I will be able to help you only with questions about the directions. Be sure to mark only one answer on your answer document for each question. 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. Remember that you may write in your test booklet if you would like to make notes.

You will have four hours in which to complete the test. You may check your answers after you have finished. During the test, you will be provided with reminders of the time left to test. All of your answers must be recorded on the answer document before the end of the four-hour time period. Be sure to erase any stray marks that you might have accidentally made on your answer document. Stay in your seat and raise your hand when you have finished looking over your work. I will come to your desk to collect your answer document, test booklet, and dictionary or thesaurus. Please sit quietly so that you do not disturb others who are still working. Do not talk to one another while others are still taking the test. Are there any questions?

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

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

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

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 If there are no more questions, then turn back to the page in your test booklet where you see a drawing of a person speaking. Follow along in your test booklet as I read aloud. If you want me to reread this paragraph, you may let me know.

Make sure that all students are on the correct page in their booklets and then read aloud the prereading text.

SAY Now turn the page. You may begin.

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.

Allow students enough time to finish the questions for each selection before reading the prereading text for the next selection. You may wait to read the prereading text for the next selection until all students are ready or you may quietly read the prereading text individually to students as they finish. Make sure the students are following along on the correct page as you read the prereading text. Continue the process of reading the prereading text aloud, prompting students to read the selections and answer the questions independently (unless eligible for an Oral/Signed Administration of the questions and answer choices), and giving them time to answer each question for a selection before moving on.

When you reach the prereading text for the last selection on the test, read the next direction.

SAY Now turn to the next page in your test booklet, where you will see the paragraph that describes the last selection on the test. Before I read this paragraph, I am going to give you some more directions.

Stop after you answer the last question on the reading test. There is a stop sign in the bottom-right corner of the page. You may check over all your answers after you have finished, but do not open or work in any other section of your test booklet or answer document. Be sure to erase any

marks that you might have accidentally made on your answer document. Stay in your seat and raise your hand when you have finished looking over your work. I will come to your desk to collect your answer document, test booklets, and other materials. Please sit quietly so that you do not disturb others who are still working. Do not talk to one another while others are still taking the test. Are there any questions?

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

SAY If there are no more questions, then I will read the paragraph that describes the last selection. Follow along in your test booklet as I read aloud. If you want me to reread this paragraph, you may let me know.

Read aloud the title and the prereading text to the students.

SAY Now turn the page. You may begin reading the last selection.

*Remember to actively monitor during the test. If a student submits his or her test materials before the end of the four-hour time period, you **must** check that the student's answers are marked on the answer document. If they are not, say to the student, "You have not recorded your answers on the answer document. Please go back and mark your answers on it now." The testing materials should then be returned so that the student may record his or her answers. You may look at answer documents only to see whether responses are recorded; you may not examine or comment on individual responses. Remember, all students must record their answers on the answer document before the end of the four-hour time period.*

Students will not be allowed to record answers on the answer document after the four-hour time period ends.

When testing has been completed and you collect each student's answer document, make sure that the student has recorded his or her responses on the answer document. Report any blank answer documents to your campus coordinator.

Any scratch paper students have written on must be collected and destroyed immediately after testing is completed.

Follow directions from your campus coordinator, and see the Complete Paper Administration Process section in the STAAR End-of-Course Test Administrator Manual for detailed instructions for completing the SCORE CODE, ACCOMMODATIONS, TEST DATE, SEX CODE, and ENROLLED GRADE fields of the answer document.

Return your test materials to the campus coordinator after the test session has been completed. Test booklets and answer documents must be separated and counted before they are returned to ensure that all materials are accounted for. (For instructions, see the Complete Paper Administration Process section in the

STAAR End-of-Course Test Administrator Manual.) The campus coordinator will verify that you have returned all test booklets assigned to you, as recorded on the Materials Control Form, and will initial the “In” box for the appropriate day.

At no time should you erase stray marks or darken answer-choice circles on students’ answer documents.

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