

# Paper Administration Directions for STAAR Modified English I Writing Assessment

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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 read and understand the following information prior to administering the STAAR Modified English I writing test.

## Revising and Editing

- Prereading text marked with a speaker icon appears at the beginning of each passage. The icon indicates that the test administrator should read aloud the pre-reading text at the beginning of each passage.
- Some passages are presented in their entirety (not divided into parts), with all associated test questions immediately following. After the test administrator reads aloud the prereading text for these passages, he or she should then instruct students to read independently the entire passage and answer all of the test questions. When all students have completed the test questions for a passage, the test administrator should read aloud the prereading text at the beginning of the next passage.
- Some passages are divided into parts. Each part is followed by questions related to that part. After the test administrator reads aloud the prereading text for these passages, he or she should then instruct students to read independently one part of the passage at a time and answer the questions based on that part before going on to the next part. When all students have completed the test questions for a passage, the test administrator should read aloud the prereading text at the beginning of the next passage.
- The test administrator will need a test booklet with the same form number as students from which to read aloud the prereading text. ONLY the prereading text can be read. The student must read the passages, test questions, and answer choices independently. The test administrator may NOT read aloud the passage or the test questions and answer choices.
- The prereading text may be read as many times as necessary. However, the pre-reading text may be reread only before students begin reading the passage. The prereading text must not be rephrased or clarified and voice inflection must be kept neutral.
- Test administrators are encouraged to combine any reminders of time left to test with the prereading text to avoid additional disruption.

## Written Composition

- The test administrator may read aloud or sign the entire writing prompt (all text on the prompt page) to students if they need this assistance.
- If a student asks a question about the prompt, you may say, “I can’t explain it to you; just respond to the prompt in the best way you can.”
- The test administrator must **NOT** elaborate on the prompt, give students an opening and/or closing sentence, give students information about how to organize their compositions, give students information about how to develop their ideas, or translate the prompt into another language (except sign language).

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 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. Answer any questions before continuing.*

**SAY** **Look at the front of your test booklet. Does everyone see “[COURSE] WRITING 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 “WRITING TEST BOOKLET #” at the top of your answer document.**

*Point to WRITING 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 “WRITING 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.*

- SAY Now open your answer document to page 2. Look at the honor statement located at the top of the page. Please read and sign the honor statement.**

*If a student asks if he or she must sign the honor statement, tell the student, “That decision is up to you. Signing the honor statement is not required, but you are expected to follow the testing rules even if you do not sign it.”*

*It is not the responsibility of the test administrator to check to see if students have signed the honor statement.*

*When students have had time to complete the honor statement, 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** The STAAR Modified [COURSE] writing assessment consists of two sections. The first section consists of revising and editing multiple-choice questions; the second consists of a written composition. In the revising and editing part, you will read several short passages and answer a series of multiple-choice questions. In the written composition part, you will write a composition. You may use dictionaries and thesauruses throughout this test. Turn to the page titled “WRITING.”

Now open your answer document to page 2 and find the section marked “WRITING.” You will mark your answers to the revising and editing 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 marks 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 how to record your answers to the multiple-choice questions?

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

**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 turn to the page in your test booklet titled “WRITTEN COMPOSITION,” which is at the end of the revising and editing section. When you get to the writing task, you will read the prompt to yourself. But if you would like me to read it to you, you can raise your hand at that time. The pages following the writing task in your test booklet are blank and can be used to plan your composition. You may make notes here to help you decide what to write. In addition, you may write an outline to help you arrange your ideas in an order that makes sense, or you may write a rough draft. Remember that the more planning you do, the clearer and more complete your composition is likely to be. Are there any questions?

*Answer all questions before continuing.*

*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.*

**SAY** Now look at page 3 of your answer document titled “WRITTEN COMPOSITION.” Page 3 is where you will write your composition. When you are ready to write the composition, be sure to write on the lined pages in your answer document. The composition does not have to completely fill the lined page, but it must not be longer than the page. Do not write outside the box on the lined page. Twenty-six lines have been provided for you to write your composition. Do not add lines to your written composition page. You are not allowed to insert more lines than what has been provided for you in your answer document. Be sure to write neatly so that others can read your writing. You may print or write in cursive, whichever is easier for you. Remember that you must write in English, and you must use a No. 2 pencil. Are there any questions about how to record your answers?

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

**SAY** Now open your test booklet to the page that is titled “WRITING.” Then turn to the page where you will 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 passage. Some passages are divided into parts, with related test questions immediately following each part. Other passages are not divided into parts, and all related test questions are at the end of the passage. On your own, you will read the passages and answer all of the multiple-choice questions as you encounter them. Notice that in each passage there is a number before each sentence. These numbers will help you find the sentence or sentences you will need in order to answer the questions that follow.

When you finish reading a passage and have answered all the questions that go with that passage, 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 about the next passage. While you wait, you may check over your work.

Remember that you may write in your test booklet if you would like to make notes, and you may use a dictionary or thesaurus. Are there any questions?

*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 say, for example, “I can’t answer that for you; just do the best you can.”*

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

**SAY** 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.**

**You will have four hours in which to complete this test. 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. You may check your answers after you have finished. 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 any questions before continuing.*

**SAY** If there are no more questions, then turn back to the page with the drawing of a person speaking. Follow along as I read the paragraph aloud.

*Make sure that students have found the correct page in their test booklets. Read the title and the prereading text to the students.*

**SAY** Please let me know if you would like me to reread any of the information on this page at any time.

**Now turn the page. Read the passage on your own and then mark your answers to the questions. Stop after answering all the questions for this passage. There is a stop sign in the bottom-right corner of the page. Wait for me to read the paragraph that describes the next passage. You may check over your work while you wait. 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 each student enough time to finish the questions for each passage before reading the prereading text for the next passage. You may wait to read the prereading text for the next passage until all students have completed the questions for a passage or you may quietly read the pre reading 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 passage and answer the questions independently, and giving them time to answer each question for a passage before moving on.*

*Once the students have completed all the multiple-choice questions and are ready to begin the written composition, remind the students to raise their hands if they would like you to read the prompt to them.*

*Only at the request of a student may the writing prompt be read aloud or signed. Using the student's test booklet, read aloud the writing prompt to that student. The prompt may consist of images and/or pictures. You may read any text on the page. You cannot make any changes, additions, or suggestions as you are reading. You may read the prompt more than once. No elaboration on the prompt may be provided, and you may not interpret any images. You must not translate the writing prompt or any of this information into another language (except sign language).*

*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.**