2013 Texas Migrant Interstate Program Supplement to the Texas Student Assessment Program

To administer a STAAR test, use this supplement, *the 2013 District and Campus Coordinator Manual,* and the appropriate 2013 STAAR test administrator manual. To administer a STAAR Spanish grade 5 mathematics or reading test, use the *2013 District and Campus Coordinator Manual* and the *2013 STAAR Test Administrator Manual—Grades 3–5*. To administer a STAAR L online test, use the *2013 District and Campus Coordinator Manual,* the appropriate 2013 STAAR test administrator manual, and the *User's Guide for the Texas Assessment Management System.*

To administer the TAKS exit level test, use this supplement and the *2013 Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS, TAKS (Accommodated), and TAKS–M.*

This supplement assumes that the test administrator has responsibility for all testing activities. If your site has more than one person involved in an administration, you should call the TMIP.

Copyright © 2013, Texas Education Agency. All rights reserved.

Contents

TMIP Assessment Schedules

STAAR and TAKS Test Administration Schedules ii

Testing Program Overview

STAAR General Information 1

TAKS General Information 2

Test Security 2

Before Test Administration

Training and Materials 3

Prepare for STAAR L Online Test Administration 4

Completing Examinee Identification Information and Gridding Answer Documents 4

During Test Administration

Ensuring Proper Testing Procedures 8

Administering Each Subject-Area Test 8

After Test Administration

Packing STAAR Materials for Return 9

Packing TAKS Materials for Return 11

Returning Test Materials 12

TMIP Assessment Schedules

STAAR Grades 5 and 8 Test Administration Schedule

Grade 5* and 8 Mathematics Tests		
April	**May**	**June**
4/1 – 4/5	5/13 – 5/17	6/24 – 6/28
Grade 5* and 8 Reading Tests		
April	**May**	**June**
4/1 – 4/5	5/13 – 5/17	6/24 – 6/28

* Includes STAAR Spanish.

STAAR EOC Test Administration Schedule

	April	May	July	December
English I, II, and III Writing	4/1 – 4/5	—	7/8 – 7/12	12/2 – 12/6
English I, II, and III Reading	4/1 – 4/5	—	7/8 – 7/12	12/2 – 12/6
Algebra I,* Geometry,* Algebra II*	—	5/6 – 5/17	7/8 – 7/19	12/2 – 12/13
Biology,* Chemistry,* Physics*	—	5/6 – 5/17	7/8 – 7/19	12/2 – 12/13
World Geography,* World History,* U.S. History*	—	5/6 – 5/17	7/8 – 7/19	12/2 – 12/13

* Includes STAAR L.

TAKS , including TAKS (Accommodated), Test Administration Schedule

Assessments	March	April	July	October
English Language Arts	3/4 – 3/8	4/22 – 4/26	7/8 – 7/12	10/21 – 10/25
Mathematics	3/4 – 3/8	4/22 – 4/26	7/8 – 7/12	10/21 – 10/25
Science	3/4 – 3/8	4/22 – 4/26	7/8 – 7/12	10/21 – 10/25
Social Studies	3/4 – 3/8	4/22 – 4/26	7/8 – 7/12	10/21 – 10/25

These administrations are scheduled to coincide with the State of Texas Assessments of Academic Readiness (STAAR) primary administrations, STAAR end-of-course (EOC) and Texas Assessment of Knowledge and Skills (TAKS) testing opportunities, and Student Success Initiative (SSI) retests to meet grade advancement requirements for STAAR grades 5 and 8 reading and mathematics. Each test site must arrange a testing schedule with the Texas Migrant Interstate Program (TMIP) far enough in advance that shipment of materials may be scheduled. Test sites with STAAR L students must contact the TMIP in advance to ensure that an online testing structure is in place and to register those students in the Texas Assessment Management System, delivered through PearsonAccess.

All test materials are to be returned in the shipping box(es) provided to Pearson, 905 West Howard Lane, Austin, Texas, 78753, immediately after testing.

Contact phone numbers:

Texas Migrant Interstate Program (TMIP): 800-292-7006
Maria Garcia-Guzman
Elda Valdez

Texas Education Agency (TEA) Student Assessment Division: 512-463-9536
Lisa Cottle

Pearson: 800-627-0225; fax: 512-989-5040
General Information:
Ed Morgan, ext. 224090
TAKS Program:
Andrea Beebe, ext. 225291
Kristy Allen, ext. 224012
STAAR Program:
Annette Steinhardt, 224075

Testing Program Overview

STAAR General Information

For the TMIP, the STAAR program includes STAAR, STAAR Spanish, and STAAR L. Beginning in spring 2012, the STAAR program replaced the TAKS program in grades 3–8. For high school students, those first enrolled in grade 9 in the 2011–2012 school year are required to take the STAAR EOC assessments.

- STAAR includes mathematics, reading, writing, science, and social studies assessments in grades 3–8 and fifteen EOC assessments in mathematics, English, science, and social studies. Only STAAR grades 5 and 8 mathematics and reading and STAAR EOC assessments are offered through the TMIP.
- STAAR Spanish is provided for English language learners (ELLs) in grades 3–5 who meet specific participation requirements for a Spanish-version assessment. Only STAAR Spanish grade 5 mathematics and reading are offered through the TMIP.
- STAAR L is a linguistically accommodated English version of STAAR grades 3–8 and EOC mathematics, science, and social studies assessments and is offered only as an online instrument. STAAR L is provided for ELLs who meet participation requirements for a substantial degree of linguistic accommodation in these subject areas. Only STAAR L grade 5 mathematics and EOC assessments are offered through the TMIP.

Accommodations Information

Accommodations are changes to materials or procedures that enable students with disabilities and ELLs to participate meaningfully in learning and testing activities. Information regarding allowable accommodations for the STAAR and TELPAS programs can be found on the Accommodation Resources webpage.

Test Administration Resources

Refer to the *2013 District and Campus Coordinator Manual* and the appropriate 2013 STAAR test administrator manual to administer the STAAR grades 5 and 8 mathematics and reading and STAAR EOC tests. Refer to the *2013 District and Campus Coordinator Manual* and the *2013 STAAR Test Administrator Manual—Grades 3–5* to administer the STAAR Spanish grade 5 mathematics or reading tests. Refer to the *2013 District and Campus Coordinator Manual,* the appropriate 2013 STAAR test administrator manual, and the *User's Guide for the Texas Assessment Management System* to administer the STAAR L tests.

Accommodation Resources

DCCM Online Resources

Assessment Management System User's Guide

STAAR Online Resources

TAKS General Information

High school students enrolled in grade 9 before the 2011–2012 school year will take the TAKS exit level test. TAKS includes a form called TAKS (Accommodated) for examinees receiving special education services who meet the eligibility requirements for certain specific accommodations.

All examinees enrolled in grade 11 or above in spring 2013 and for whom TAKS is the graduation requirement are eligible to take any section of the exit level test on which they have not yet met minimum expectations.

Refer to the *2013 Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS, TAKS (Accommodated), and TAKS–M* to administer the TAKS exit level tests.

For information about the participation of limited English proficient (LEP) examinees or examinees receiving special education services in the Texas Student Assessment Program, refer to the provisions of the Texas Administrative Code (TAC). Contact the TMIP to obtain interpretations of these rules.

TAKS
Online Resources

Test Security

For STAAR test security and confidentiality information, refer to the appropriate 2013 STAAR Test Administrator Manual and the *2013 Test Security Supplement.* For TAKS exit level test security and confidentiality information, refer to the *2013 Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS, TAKS (Accommodated), and TAKS–M.*

For more detail about security requirements, refer to the *Test Security Supplement*.

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities. Each person participating in the testing program is directly responsible for reporting in writing immediately to the TMIP any violation or suspected violation of test security or confidentiality. The TMIP is directly responsible for reporting immediately to TEA all violations or suspected violations. Failure to report to the appropriate authority that an individual has engaged in conduct that violates the security or confidentiality of a test is a violation of 19 TAC, Chapter 101, and could result in sanctions. Contact the TMIP immediately at 800-292-7006 when any suspected violation of test security or confidentiality occurs.

Test Security
Supplement

Assessment Management System User's Guide

Before Test Administration

Training and Materials

Attend Training

All test administrators and test materials handlers are required to be trained annually in test security and testing procedures and to sign Oaths of Test Security. This training will be arranged through the TMIP.

Test sites with STAAR L students must contact the TMIP in advance to ensure that an online testing structure is in place and to register those students in the Assessment Management System. Test sites should use the *Texas Assessment Management System User's Guide* with the TMIP's assistance to navigate the system.

Verify Examinee Identity

All examinees must present picture identification before they may be permitted to test.

A driver's license, Department of Public Safety (DPS) ID, school ID, resident alien card, or yearbook picture may be used to verify examinee identity. All examinees must be authorized for testing by TEA before they are tested. Contact the TMIP at 800-292-7006 if none of these IDs are available to verify examinee identity.

Assemble Test Materials

Test booklets have been assigned to you using the unique nine-digit security number printed on each test booklet. The digit after the hyphen is used as a check digit only and should be ignored.

Verify that you have received the number of test booklets required and that you have received those test booklets assigned to you by security number. You are responsible for these test booklets, as well as the answer documents given to you for your examinees' use, until you return them to the testing contractor.

All test materials must be kept in locked storage (e.g., in a locked closet or cabinet) when not in use.

STAAR Online Resources

TAKS Online Resources

Prepare for STAAR L Online Test Administration

Contact the TMIP to verify student participation in STAAR L online testing. TMIP will confirm that you have the necessary resources to administer an online test. TMIP will register your students and provide you with student login credentials.

Completing Examinee Identification Information and Gridding Answer Documents

If you have STAAR examinees for whom no answer document has been prepared, follow the instructions in Appendix A of the appropriate 2013 STAAR test administrator manual.

If you have TAKS examinees for whom no answer document has been prepared, follow the instructions in Appendix A of the *2013 DCCT—TAKS, TAKS (Accommodated), and TAKS–M.*

STUDENT-ID

The Student-ID is either the examinee's social security number or a state-approved alternative ID number consisting of an "S" followed by eight digits. All identification numbers must be gridded or verified by testing personnel only. It is especially important that the exit level examinee identification number be accurate because it is used to access an individual's permanent record. All examinees must be authorized for testing by TEA before they are tested, and the Student-ID must be completed before the answer document is submitted for scoring. If you have any questions concerning identification numbers, contact the TMIP at 800-292-7006 or TEA at 512-463-9536.

LOCAL USE

This field should be left blank.

LOCAL-STUDENT-ID

This field should be left blank.

ETHNICITY (ETH); RACE (RACE)

TEA uses the federal standard for the collection of ethnicity and race information. Collecting ethnicity and race data separately is intended to more closely mirror how a student is recognized in his or her community and allows reporting on students who are of mixed racial or ethnic origins.

Ethnicity and race are collected separately, requiring answering a two-part question. The category that most closely mirrors the student's recognition in his or her community should be used for purposes of reporting on students who are of mixed racial or ethnic origins.

Part 1—Ethnicity

Is the person Hispanic/Latino?
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture of origin, regardless of race
Choose only one:
1-Hispanic/Latino
0-Not Hispanic/Latino

Part 2—Race

What is the person's race? Choose one or more regardless of ethnicity.
NOTE: Hispanic/Latino is considered an ethnicity, not a race category.

I American Indian or Alaska Native
A person having origins in any of the original peoples of North and South America (including Central America)
1-Yes
0-No

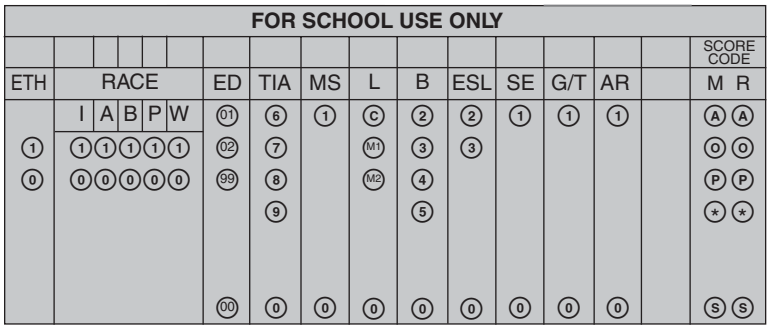
A Asian
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
1-Yes
0-No

B Black or African American
A person having origins in any of the black racial groups of Africa
1-Yes
0-No

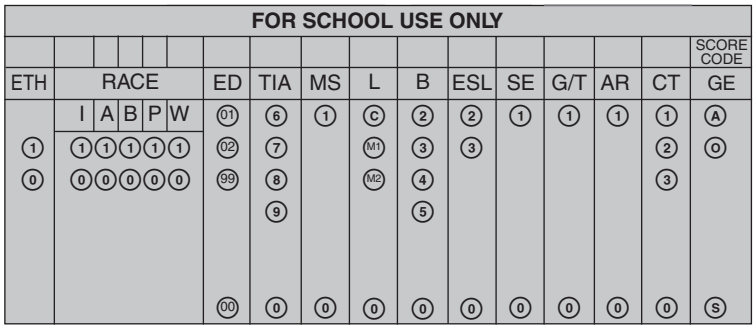
P Native Hawaiian/Pacific Islander
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
1-Yes
0-No

W White
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
1-Yes
0-No

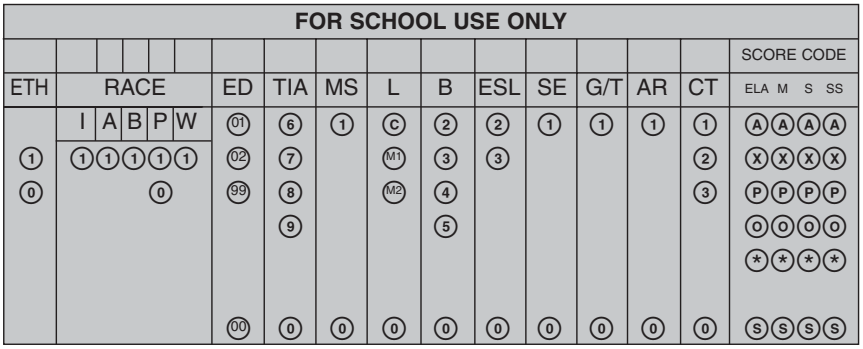
Sample from a STAAR Grade 5 Answer Document



Sample from a STAAR EOC Answer Document



Sample from a TAKS Exit Level Answer Document



Contact the TMIP for instructions for verifying this data or hand-gridding it on blank answer documents.

FOR MIGRANT USE ONLY

Before submitting answer documents for scoring, look up the county-district-campus (CDC) number of each examinee's district and campus in the "Directory of Texas Schools" and write the number in the box labeled FOR MIGRANT USE ONLY on the answer document, following the example below.

Example

999001	EXAMPLE ISD	
001	EXAMPLE H S	(09-12)
* 002	EXAMPLE H S	(09-12)
003	EXAMPLE H S	(09-12)
004	EXAMPLE H S	(09-12)
005	EXAMPLE H S	(09-10)
006	ADULT ED	(09-12)
007	ALTERNATIVE CENTE	(01-12)
008	EXAMPLE	(EE-12)
009	EXAMPLE CO JUVENI	(05-12)

FOR MIGRANT USE ONLY

9	9	9	-	0	0	1	-	0		2

County | District | Campus

* The last three digits indicate the Texas high school campus the examinee regularly attends and plans to graduate from.

The CDC number is extremely important to the examinee. This number determines where test results are sent and can affect the examinee's graduation status. Do not hesitate to call the TMIP or TEA for help in determining how to code the CDC number or any other part of the answer document.

DISTRICT-NAME

Below DISTRICT-NAME, print the name of the Texas district where the examinee was enrolled and from which the examinee expects to graduate.

CAMPUS-NAME

Below CAMPUS-NAME, print the name of the Texas high school the examinee attended. If you are unable to determine the campus name, print the name of the city in Texas where the examinee went to school and call the TMIP. This information is critical in processing the examinee's test.

Other Answer Document Fields

You must also complete the SCORE CODE, TEST TAKEN INFO, and ACCOMMODATIONS fields on all answer documents.

- Call the TMIP if an examinee indicates he or she is eligible for an oral administration of any test.

For instructions on correctly completing these fields, refer to either the appropriate 2013 STAAR test administrator manual or the *2013 Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS, TAKS (Accommodated), and TAKS–M.*

DCCM
Online Resources

TAKS
Online Resources

During Test Administration

Ensuring Proper Testing Procedures

It should be noted that, while TAKS is untimed, STAAR has a four-hour time limit. Test sessions must be conducted under the best possible conditions. By following the proper procedures, you ensure the security and confidentiality of the STAAR and TAKS testing programs and the uniform evaluation of all Texas eligible examinees. For instructions on proper testing procedures, refer to the appropriate 2013 STAAR test administrator manual or the *2013 DCCT—TAKS, TAKS (Accommodated), and TAKS–M.*

For additional questions or information, contact the TMIP at 800-292-7006.

Administering Each Subject-Area Test

The instructions for administering the STAAR assessments can be found in the appropriate 2013 STAAR test administrator manual. In addition, refer to the *User's Guide for the Texas Assessment Management System* for administration of STAAR L online assessments.

The instructions for administering the TAKS tests can be found in the *2013 DCCT—TAKS, TAKS (Accommodated), and TAKS–M.*

DCCM Online Resources

Assessment Management System User's Guide

TAKS Online Resources

After Test Administration

Packing STAAR Materials for Return

NOTE: If you have STAAR L examinees, refer to the section, "Complete Online Administration Process," in the *2013 District and Campus Coordinator Manual* for completing online administrations.

- Complete a STAAR Campus and Group Identification Sheet (pink) with the following information:

  CAMPUS NAME: Print the name of your test site.

  DISTRICT NAME: Print the city, state, and zip code where your test site is located.

  COUNTY-DISTRICT NUMBER: Print and grid 777-777.

  CAMPUS NUMBER: Print and grid 777.

  NUMBER OF ANSWER DOCUMENTS SUBMITTED: Print and grid the number of scorable answer documents to be processed. (Do not include voided answer documents in this count.)

  AGENCY USE: Print and grid the zip code of your test site (same as in "DISTRICT NAME" above).

  STAAR ENGLISH and STAAR SPANISH: Mark one only.

  STAAR MODIFIED: Leave this field blank.

  STAAR END-OF-COURSE: Mark the circle for the course of scorable documents submitted.

  STAAR MODIFIED END-OF-COURSE: Leave this field blank.

- Complete a STAAR Class Identification Sheet (green) with the following information:

  CAMPUS AND DISTRICT NAMES

  CAMPUS NAME: Print the name of your test site.

  DISTRICT NAME: Print the city, state, and zip code where your test site is located.

  GROUP (mark one only): Mark the circle for the course of the scorable documents submitted.

  NAME: Print and grid TMIP, City, and State.

  NUMBER OF ANSWER DOCUMENTS SUBMITTED UNDER THIS IDENTIFICATION SHEET: Print and grid the number of answer documents to be processed. (Do not include voided answer documents in this count.)

- If necessary, complete a STAAR Voided Answer Document Identification Sheet (gray).

  Additionally, call the TMIP at 800-292-7006 if you need to void an answer document.

- Paper band and pack your materials in the following order, top to bottom:
  TMIP Test Site Roster
  STAAR Campus and Group Identification Sheet (pink)
  STAAR Class Identification Sheet (green)
  STAAR answer documents to be processed
  STAAR Voided Answer Document Identification Sheet (gray)
  Voided STAAR answer documents (if any)
  All other materials

If possible, use the box(es) in which your materials arrived.

Packing TAKS Materials for Return

- Complete a TAKS Campus and Group Identification Sheet (orange) with the following information:

  CAMPUS NAME: Print the name of your test site.

  DISTRICT NAME: Print the city, state, and zip code where your test site is located.

  COUNTY-DISTRICT NUMBER: Print and grid 777-777.

  CAMPUS NUMBER: Print and grid 777.

  NUMBER OF ANSWER DOCUMENTS SUBMITTED: Print and grid the number of scorable answer documents to be processed. (Do not include voided answer documents in this count.)

  AGENCY USE: Print and grid the zip code of your test site (same as in "DISTRICT NAME" above).

  TAKS EXIT LEVEL PRIMARY, including TAKS (Accommodated): Mark the circle for the grade of scorable answer documents submitted.

  TAKS EXIT LEVEL RETEST, including TAKS (Accommodated): Mark the circle for the grade of scorable documents submitted.

  TAKS–MODIFIED: Leave this field blank.

- Complete a TAKS Class Identification Sheet (purple) with the following information:

  CAMPUS AND DISTRICT NAMES

  CAMPUS NAME: Print the name of your test site.

  DISTRICT NAME: Print the city, state, and zip code where your test site is located.

  GROUP (mark one only): Mark the circle for the grade of the scorable documents submitted.

  NAME: Print and grid TMIP, City, and State.

  NUMBER OF ANSWER DOCUMENTS SUBMITTED UNDER THIS IDENTIFICATION SHEET: Print and grid the number of answer documents to be processed. (Do not include voided answer documents in this count.)

- If necessary, complete a TAKS Voided Answer Document Identification Sheet (green).

  Additionally, call the TMIP at 800-292-7006 if you need to void an answer document.

- Pack your materials in the following order, top to bottom:

  TMIP Test Site Roster

  TAKS Campus and Group Identification Sheet (orange)

  TAKS Class Identification Sheet (purple)

  TAKS answer documents to be processed

  TAKS Voided Answer Document Identification Sheet (green)

  Voided TAKS answer documents (if any)

  All other materials

If possible, use the box(es) in which your materials arrived.

Returning Test Materials

Call the shipper at the number listed on your prepaid shipping bill.

Ship your materials, using the prepaid shipping bills and the box(es) provided, to

Pearson
905 West Howard Lane
Austin, Texas 78753