

Administrations in Alternative Education Settings

The TAKS assessments required by the Texas Education Code, Chapter 39, must be administered to all eligible examinees assigned to an alternative education setting at the time of regularly scheduled testing. Refer to the Calendar of Events for testing dates. The instructions below apply to tests administered in the following alternative education settings:

- juvenile justice alternative education programs (JJAEPs)
- disciplinary alternative education programs (DAEPs)

Summary of Testing Procedures for Online Administrations

Any district or entity where an examinee is located may provide an online assessment to the examinee through the Assessment Management System. However, test results for assessments administered in these alternate settings will be reported to the examinees' home districts. Online testing activities are performed in the organization (district, JJAEP, or DAEP) through the Assessment Management System. Results for tests administered in these alternative settings are reported to the examinees' home districts.

Procedures for Administering Tests

Follow the steps below to conduct online administrations.

1. Ensure you have coordinator access to the Assessment Management System.
2. Log in to the Assessment Management System at <http://www.TexasAssessment.com/login>.
3. Enroll the student in your JJAEP or DAEP organization.
4. Register the student for the administration in which the student needs to test.
5. Change the county-district-campus (CDC) number in the Registered Students section of the Assessment Management System to the CDC number of the student's home campus.
6. Assign the applicable tests to the student.
7. Create a test session and add the student to the session.
8. After the test session, ensure that all student information is entered and is accurate on the *Student Test Details* screen.

For more information about registering students or managing test sessions, refer to the “Test Management” section of the *Assessment Management System User’s Guide*.

For more information about test setup at alternative settings, contact Pearson’s Austin Operations Center at 800-627-0225.