STAAR

Texas Migrant Interstate Program

Test Administration Information

2023–2024

Table of Contents

Resources

To administer a STAAR online assessment, refer to the following:

- *District and Campus Coordinator Resources*
- *STAAR Test Administrator Manual*
- *Test Delivery System (TDS) User Guide*

Contact Information	
Texas Migrant Interstate Program (TMIP)	(833) 454-6711 tmip@esc20.net
Student Assessment Division	(512) 463-9536 Student Assessment Division Helpdesk
Cambium Assessment, Inc. Texas Testing Support	(833) 601-8821 TexasTestingSupport@cambiumassessment.com

General Information

This Texas Education Agency (TEA) publication is designed to support the Texas Migrant Interstate Program (TMIP) with the administration of the State of Texas Assessments of Academic Readiness (STAAR®) to migrant children from Texas who are out of state during testing. To administer a STAAR assessment, use the information provided in this document, along with the *District and Campus Coordinator Resources* and the *STAAR Test Administrator Manual*.

> This document assumes the test administrator is responsible for all testing activities and has reviewed all appropriate materials. If your test site has more than one person involved in an administration, call TMIP.

STAAR General Information

STAAR is a standardized academic achievement test designed to measure the extent to which a student has learned and is able to apply the defined knowledge and skills in the Texas Essential Knowledge and Skills (TEKS) at each tested grade, subject, and course. Every STAAR question is directly aligned to the TEKS currently in effect for the grade and subject or course being assessed.

STAAR helps to ensure that Texas students are competitive with other students both nationally and internationally. Another important function of STAAR is gauging how well schools and teachers prepare their students academically. In addition, STAAR fulfills the requirements of the federal Every Student Succeeds Act (ESSA), which requires that all students be assessed in specific grades and subjects throughout their academic careers. STAAR includes:

- grades 3–8 mathematics,
- grades 3–8 reading language arts (RLA),
- grades 5 and 8 science,
- grade 8 social studies,
- end-of-course (EOC) assessments for:
    - Algebra I,
    - English I,
    - English II,
    - Biology, and
    - U.S. History, and
- Spanish assessments for:
    - grades 3–5 mathematics,

- o grades 3–5 RLA, and
- o grade 5 science.

Accommodations

TEA defines accommodations as changes to materials or procedures that enable students to participate meaningfully in learning and testing. TEA accommodation policies may apply to any student taking STAAR depending on his or her needs and whether the student meets the eligibility criteria, as applicable. Students requiring embedded supports for testing will have test attributes for certain accommodations enabled in the online assessments. Call TMIP if students indicate that they are eligible for accommodations but the accommodations are not appearing in the Test Delivery System (TDS).

Scheduling

For the 2023–2024 school year, STAAR administrations will be offered during the following two-week testing windows:

- April 9–19: STAAR RLA assessments
- April 16–26: STAAR science and social studies assessments
- April 23–May 3: STAAR mathematics assessments

Students participating in assessments administered through TMIP will take STAAR online using TDS. Students must complete the assessment within the same school day, and no test session may exceed seven hours. Exceptions exist for students who have a TEA-approved Extra Day designated support. It is not necessary to track the time for lunch or breaks, but students may not spend more than seven hours actually working on the assessment. Each test site must contact TMIP in advance to arrange a testing schedule.

Before Testing

Test sites for students participating in STAAR grades 3–8 or STAAR EOC assessments must contact TMIP in advance to ensure that proper online testing infrastructure is in place and testing materials are received in a timely manner. TMIP will confirm that test sites have the necessary resources to administer an online test and provide student login credentials.

Responsibilities of Testing Personnel

Home District Testing Personnel

- Identify students who will participate.
- Ensure identified students are registered in the Test Information Distribution Engine (TIDE) with appropriate test attributes.
- Coordinate with TMIP personnel to ensure students are appropriately tested.
- Send confidential student test tickets to TMIP personnel.
- Be available to answer questions.

TMIP Personnel

- Become familiar with these test administration instructions.
- Identify students who will participate.
- Coordinate with home district testing personnel to ensure students are appropriately tested.
- Train test administrators and prepare them to carry out their duties.
- Ensure that test administrators have signed and submitted test security oaths.
- Receive secure test session IDs from TEA assessment staff.
- Receive confidential student test tickets from home district testing personnel.
- Provide secure test session IDs and confidential student test tickets in a secure manner to test administrators.
- Be available for assistance before and during test sessions to address any issues that may occur.
- Contact TEA assessment staff for test security incidents.
- Maintain testing documents for 5 years.

Test Administrators

- Become familiar with these test administration instructions.
- Review and sign a test security oath.
- Ensure that administrative rights necessary for installing software are obtained.

- Ensure that network infrastructure and devices have been assessed and meet the [Minimum System Requirements](#).

- Ensure that all testing software is properly installed, configured, and tested.

- Ensure that devices are available and properly configured for testing sessions.

- Ensure a Spanish voice pack is available for students testing with a text-to-speech (TTS) accommodation in Spanish.

- Coordinate with TMIP personnel to ensure that students have the necessary information they need to log in to their test sessions and take the assessments.

- Prepare the testing environment.

- Help students log in to and access their assessments.

- Ensure proper testing procedures.

- Administer the assessments.

- Maintain test security, including active monitoring.

- Notify TMIP if any issues arise.

Test Security and Training

Maintaining the security and confidentiality of the Texas Assessment Program is critical for ensuring fair and equal testing opportunities for all Texas students. Given the many uses of student performance data and the need to assure educators, parents, students, and the public that test results are meaningful and valid, it is imperative that all individuals participating in the Texas Assessment Program preserve the integrity of test content and student data through strict adherence to the instructions and procedures contained in the *Coordinator Resources* and the test administrator manuals.

All testing personnel who handle test materials should be aware that the materials may contain secure test content and that any viewing, discussing, or recording of this confidential information is strictly prohibited. Test administrators who have permission to view secure content in order to provide an approved designated support or as part of the program-specific test administration process must be reminded that responding to test questions, recording the information they see, scoring a test, or discussing the content of a test at any time is strictly prohibited.

Test administrator training on test security and administration procedures is required at least once. Annual test administration training is strongly encouraged, especially for policies and procedures that have changed. TMIP will provide training and training materials to test administrators.

Required topics for STAAR test administrator training include:

- test security,

- scheduling test administrations,

- preparing for test administrations,

- testing with accommodations,
- administering assessments, and
- returning materials.

All testing personnel involved in the administration of STAAR are required to sign an Oath of Test Security and Confidentiality indicating that they understand their obligations concerning test security and confidentiality. The general test security oath is located in the Test Security section of the *Coordinator Resources*. The test security oath must be signed before handling secure test materials and returned to TMIP prior to testing.

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities. Each person participating in the Texas Assessment Program is responsible for reporting any violation or suspected violation of test security or confidentiality. To report a testing violation, contact TMIP immediately. TMIP will inform TEA of all testing violations.

Prepare for Online Testing

Each student must have a test ticket to log in to an assessment. Student test tickets contain the information needed to log in to take an assessment, including the student's first name and Texas Student Data System (TSDS) ID.

- Student test tickets will be provided electronically by TMIP and must be printed at least one day before the test administration. Test tickets contain personally identifiable information and should be kept confidential.
- The test session ID, which is also needed to log in to take the assessment, is not included on the test ticket and will need to be provided to students separately. Secure test session IDs will be provided by TMIP and must be kept in a secure location.
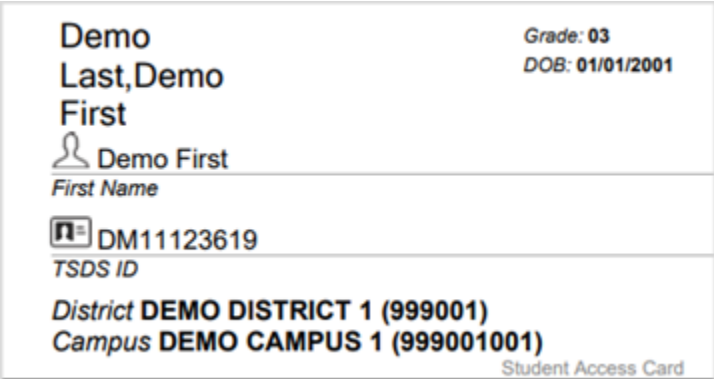
Refer to the Prepare for Online Administrations section of the *STAAR Test Administrator Manual*.

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

During Testing

Students must present photo identification on the day of the assessment before being allowed to test. A driver's license, Department of Public Safety (DPS) ID, school ID, or resident alien card may be used to verify a student's identity. Contact TMIP to verify a student's identity if none of these forms of ID are available.

Testing personnel must verify that the student's first and last name, date of birth, district, and campus printed on the test ticket are correct. Contact TMIP if the information on the test ticket is not correct.

Refer to the Monitor Online Administrations section of the *STAAR Test Administrator Manual*.

If you have any concerns during the administration of an assessment, contact TMIP immediately for guidance.

After Testing

All STAAR assessments that were started during an online testing window will automatically default to a score code of "S" for Score. Online assessments that have not been started will be automatically voided at the close of the online testing window. Test administrators must inform TMIP if any other score codes are necessary before the close of each specific content testing window.

Notify TMIP once testing is completed. Follow directions from TMIP regarding the destruction of student test tickets, any allowed supplemental aids, and scratch paper, graph paper, or reference materials that students wrote on.

All STAAR test materials should be sent to TMIP once testing is complete.