STAAR A
Non-Secure Front Matter

December 2016

PAPER ADMINISTRATION GUIDE

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Overview

General Information

This document supplements the *2016 District and Campus Coordinator Manual* and the appropriate *2016 STAAR Test Administrator Manual* with instructions for administering TEA-approved paper administrations of the grades 3–8 and end-of-course (EOC) STAAR A tests. This manual should be used in conjunction with those manuals.

Coordinators and test administrators involved in paper administrations of STAAR A must be trained in the administration procedures outlined in the appropriate STAAR manual and in procedures specific to paper administrations of STAAR A. Testing personnel must review and follow the instructions in this guide. Coordinators should ensure that testing personnel have the information they need in time to ask questions and prepare for the test administration.

Testing personnel must also follow the test security and confidentiality requirements in the STAAR manuals and the *Test Security Supplement* as applicable to paper administrations.

Use of This Document

During paper administrations of STAAR A, the test administrator uses the secure accommodation tables and supporting images in this guide to provide accommodations to selections and test questions. Accommodations may include definitions, synonyms, graphics, rewording of text, or indication by the test administrator of certain parts of the selection, test question, or reference materials. The test administrator may provide reading support to the student based on his or her needs. However, the student's test booklet will indicate text that cannot be read aloud with a "Do not read" icon.

Student responses will be recorded on scorable paper answer documents. The student may respond using his or her primary mode of communication or any other mode of communication appropriate at the time of testing. The student may record his or her own answers, or the test administrator may record the student's responses if the student is eligible for Basic Transcribing or approved for Complex Transcribing.

Organization of This Document

The *STAAR A Paper Administration Guides* consist of the following sections:

- District and Campus Coordinator instructions on preparing for a STAAR A paper administration and administering a paper version of STAAR A
- test administrator **SAY** directions
- secure subject-specific accommodations provided in tables
- secure subject-specific supporting images for selections and test questions
- security oath

Accommodations Information

Students may be eligible to use accommodations allowed in the accommodation triangle as determined by the admission, review, and dismissal (ARD) committee or the Section 504 placement committee and documented in the student's individualized education program (IEP) or individual accommodation plan (IAP). Detailed information about the accommodation triangle can be found on the Texas Education Agency's (TEA's) Accommodation Resources webpage.

If a student needs a Type 2 accommodation (e.g., Photocopy, Extra Day), this request should have been submitted to TEA in the request for a paper administration of STAAR A. An Accommodation Request Form should **NOT** be submitted. Contact TEA's Accommodation Task Force at 512-463-9536 if you have questions.

District and Campus Coordinators

Designate and Train Test Administrators

Campus coordinators should schedule training sessions before testing begins. Test administrator training should include the following:

- **Test security and general testing procedures.** It is important that test administrators understand their obligations concerning test security and confidentiality since they will be viewing a secure state assessment. The test administrator must sign the Oath of Test Security and Confidentiality for Test Administrator document. This includes the bottom section of the oath for test administrators who are authorized to view secure state assessments.

- **STAAR A time limits.** The STAAR Time Limits Policies and Procedures document applies to STAAR A; it can be found on the TEA's District and Campus Coordinator Manual Resources webpage. Test sessions should be scheduled for the applicable amount of time (four or five hours depending on the subject) unless a student is eligible to receive an extended time accommodation [i.e., extra time (same day), extra day].

- **Preparing students to receive accommodations.** Test administrators providing accommodations should be familiar with the subject matter assessed and the needs of the students. Test administrators should talk to students before the test session to prepare them for testing with accommodations, explain how the STAAR A session will be conducted, and explain the types of accommodations students will receive. Although students are familiar with classroom accommodations, test administrators might need to review particulars about using the accommodations in a testing situation. The test administration directions assume that students have already been informed about their particular accommodations. This information should include any allowable test administration procedures and materials students need or additional accommodations (as found in the accommodation triangle on the TEA's Accommodation Resources webpage) they are eligible to use when taking STAAR A.

- **STAAR A administration groupings.** Because test administrators respond to student requests for reading text aloud and presenting additional accommodations, individual or small group administrations are necessary. Students taking a paper administration of STAAR A cannot be grouped with students taking other assessments.

Receive, Verify, and Distribute Materials to Campuses

A district will receive a shipment of test materials for each TEA-approved request for a paper administration of STAAR A. If a district submits separate requests, materials will be sent upon approval of each request. The following materials are included:

- packing list
- test booklet(s) (including large print, if applicable)
- answer documents (see the instructions in the *2016 District and Campus Coordinator Manual* for completing the fields on the answer document)
- *STAAR A Paper Administration Guides* (one guide for every three students for each subject)
- supplemental materials, including Punnett squares and writing checklists (if applicable)

- shipping information, as detailed in the *2016 District and Campus Coordinator Manual*

District coordinators should verify that the shipment is complete and immediately forward it to the campus coordinator.

Review of Shipment by Campus Coordinator

- Retain the packing list throughout the testing process. Verify that the number of secure test booklets and *STAAR A Paper Administration Guides* matches the quantity indicated on the packing list.

- Verify that the 10-digit security numbers on the back of each test booklet match the range of numbers on the packing list. The letter "S" in front of the security number should be ignored.

- If a discrepancy is found between the campus packing list and the secure booklets and *STAAR A Paper Administration Guides* received, the campus coordinator should report it immediately to the district coordinator.

- To account for secure test materials (test booklets and *STAAR A Paper Administration Guides*) signed out to test administrators, campus coordinators must use the 2016 Materials Control Form for STAAR A Paper Administrations provided in this guide. Every test administrator will need a *STAAR A Paper Administration Guide* for each subject administered. The range of security numbers of the test booklets assigned to each test administrator must be recorded. Test administrators must verify that they have received the test materials assigned to them, as recorded on the Materials Control Form, and that they have signed their security oath. Test administrators are responsible for the test materials until returning them to the campus coordinator. Secure materials must be checked out and back in on the day of the test.

Materials for Test Sessions

On the day of the test, test administrators must be provided the materials listed below. Test administrators should keep the materials in locked storage until immediately before testing.

- two No. 2 pencils with erasers per student

- one answer document per student

- one answer document for training purposes

- one secure test booklet per student

- one secure test booklet for the test administrator (if needed)

- one secure *STAAR A Paper Administration Guide* that corresponds to the student's test subject

- separate supplemental materials, including Punnett squares and writing checklists (if applicable)

- required dictionary per the STAAR Dictionary Policy (if applicable)

- required calculator per the STAAR Calculator Policy (if applicable)

- other allowable linguistic accommodations or accommodations for eligible students with disabilities (if applicable)

- any additional TEA-authorized materials or devices that are approved or allowed, as needed

Reference materials and graph paper for STAAR A mathematics and science assessments are included in the test booklets as applicable. These materials are printed on perforated pages so that students can remove them and use them during the test administration.

Some supplemental materials will be provided as separate handouts (e.g., Punnett squares for biology and writing checklists for grades 4 and 7 writing, English I, and English II).

Photocopying secure test material (e.g., to enlarge) is a Type 2 accommodation and requires TEA approval. This request should have been submitted to TEA in the request for a paper administration of STAAR A. If approved, TEA provided specific guidelines for the test coordinator to follow when photocopying secure test material.

> **Test booklets and *STAAR A Paper Administration Guides* are secure materials. Keep them in locked storage when not in use.**

Arrange for Testing Rooms and Organize Test Sessions

Follow the procedures in the *2016 District and Campus Coordinator Manual* and this document to arrange for testing rooms and organize test sessions. Test sessions must be conducted under the best possible conditions.

Distribute Materials to Test Administrators

After test administrators have verified that they have received the exact quantity of test materials required, they must initial the "Out" box on the Materials Control Form. The test administrators' initials signify that they have received the test materials assigned to them, as recorded on the form, and that they have signed their security oath.

Test administrators are responsible for the test materials until returning them to the campus coordinator. **All test materials assigned must be returned after the test session.**

Ensure Proper Testing Procedures

Test sessions must be conducted under the best possible conditions. Using the appropriate *2016 STAAR Test Administrator Manual*, follow the procedures that are applicable to paper administrations. Also note the following:

- Students must record their answers on the answer document within the time limit. Students will not be permitted to record answers after the time limit has expired.
- Students must be reminded periodically to record their answers on the answer document. However, test administrators may not view or discuss individual test questions or responses.

Unusable or Defective Test Materials

If a test booklet or answer document becomes unusable at any point during a test session, the test administrator must contact the campus coordinator for guidance.

Prepare Materials for Return

Student responses cannot be scored unless they are recorded using a No. 2 pencil on an answer document. Answers marked in a test booklet will not be scored. Only students are allowed to erase stray marks or darken answer choices (unless the test administrator is transcribing the student's response), and only during the scheduled test session.

Receive Materials from Test Administrators After Testing

After testing, campus coordinators must check the security numbers of the test booklets against those assigned to the test administrators and ensure the return of all *STAAR A Paper Administration Guides* and other test materials. When the materials are returned, the campus coordinator must initial the "In" box on the Materials Control Form. The initials indicate that test administrators have returned all test materials checked out to them as listed on the Materials Control Form. Keep the Materials Control Form for your records. Any scratch paper used by students (e.g., to write essays or short answers, to solve math calculations) must be destroyed immediately after testing. In addition, reference materials that students wrote on must also be destroyed immediately after testing.

Complete Paper Administration Process

Test administrators or other campus personnel should complete the TEST TAKEN INFO field on the answer document by filling in the bubble for **STAAR A** to indicate the test taken.

Test administrators or other campus personnel should follow the instructions in the *2016 District and Campus Coordinator Manual* for completing the SCORE CODE field and the ACCOMM. field on the answer document.

If these fields are not accurately completed, the test will not be correctly scored.

Return Materials to District Coordinator

Keep all secure materials in locked storage until they are shipped to the district coordinator. Nonscorable materials must be returned to the district coordinator after each administration by the date designated on the Calendar of Events.

Scorable materials include:

- used and voided answer documents

Nonscorable materials include:

- used and unused test booklets
- supplemental materials, such as Punnett squares and writing checklists (if applicable)
- large-print materials (if applicable)
- *STAAR A Paper Administration Guides*

As district coordinators receive nonscorable materials from campuses, they must verify that campus coordinators have completed the following:

- submitted all nonscorable materials and assembled them correctly
- provided accurate counts of the materials submitted

2016 MATERIALS CONTROL FORM
STAAR A PAPER ADMINISTRATIONS

Campus coordinators should use this form to account for secure test materials signed out to test administrators or other campus personnel for all STAAR A paper test administrations.

Before distributing the materials, the campus coordinator should fill out the name of the individual issued materials and the applicable test booklet columns.

Individuals issued materials should fill in the date and initial the "Out" box. The initials in the "Out" box signify that they have received the materials assigned to them. The form should not be initialed if the information on it is incorrect.

Any missing secure materials must be located before the campus coordinator initials the "In" box. If a missing booklet or other secure material cannot be located, the campus coordinator should immediately contact the district coordinator.

Campus Name _____   **Campus Coordinator** _____

Individual Issued Materials	Total # of Booklets	Total # of Paper Administration Guides	Range of Security Numbers Coded on Booklets	Date	Out	In

Duplicate this form as necessary.

STAAR A Paper Test Administration Instructions

The accommodation tables and supporting images in the *STAAR A Paper Administration Guides* are secure. Test administrators must use these tables and supporting images when administering a paper version of STAAR A. They contain information about the selections and test questions that may be accommodated throughout the administration of STAAR A.

If a student asks for support, the test administrator will refer to the accommodation tables and, if needed, the pages that contain supporting images. The test administrator will provide the accommodation indicated in the accommodation table for the text specified in the selection or test question.

Format of the STAAR A Paper Test

During a STAAR A paper testing session, parts of selections and test questions in the student's test booklet will contain a dotted underline that indicates the text is eligible for embedded accommodation support. The test administrator may remind the student that he or she can ask for support when they see this dotted underline in their test booklet.

Paper Administration Guide: Accommodation Tables

Test Question Number	Parts of Test Question with Dotted Underlines	Accommodation
1	New York, Boston, and Charleston	**Show** map on page 21.
	A abundant	**SAY** large amounts of
	B Proximity	**SAY** Being close
2		

Student Booklet: Test Question

How did geography influence the early economic development of New York, Boston, and Charleston?

○ **A** Long coastlines offered abundant natural resources.

○ **B** Proximity to flooding rivers limited development.

○ **C** Natural harbors provided access to markets.

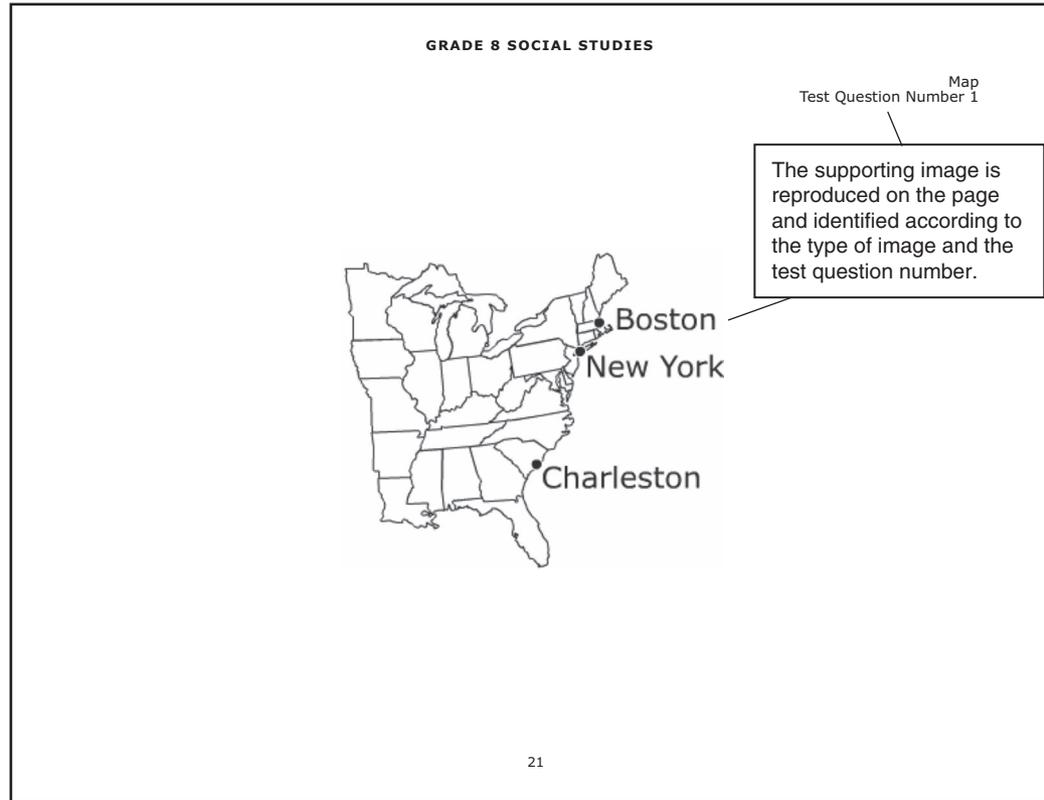○ **D** Extreme climates limited productive activity.

The dotted underlines indicate that the test administrator may provide the accommodation located in the accommodation tables.

Paper Administration Guide: Supporting Images

Map
Test Question Number 1

The supporting image is reproduced on the page and identified according to the type of image and the test question number.

Boston

New York

Charleston

21

A−8

Accommodation Support

Test administrators must adhere to the following guidelines when administering a paper version of STAAR A.

- Allowable test administrator-provided accommodation support is specifically described in the accommodation tables. These tables allow the test administrator to **SAY** something to the student, to **Show** the student an image, or to **Indicate** to the student specific information in the student's test booklet. This information may be repeated as often as necessary.

  - **SAY:** This text must be communicated to the student exactly as written. The information in the **SAY** text cannot be paraphrased, simplified, or shortened. The information can be stated, signed, or provided in written form. The test administrator may repeat the **SAY** information as many times as needed. Additionally, for students with visual impairments, the information can be paired with tactile or picture symbols.

  - **Show:** Images that accommodate selections and test questions are located in this guide. The "Accommodation" column in the accommodation table may instruct the test administrator to show the student an image (e.g., political cartoon, chart, map, photo) on a specific page in the guide.

    To help students with visual impairments access these images, the test administrator can enlarge, describe verbally, sign, demonstrate, or pair the images with tactile symbols/text/objects. Only information shown in the images can be described, without emphasizing particular information or favoring one answer choice over another.

  - **Indicate:** In some instances, the test administrator will need to indicate to the student specific information in the student's test booklet. The test administrator may indicate information in the most appropriate way for that student (e.g., point to

the information, cover the information not indicated, place the student's hand on the information, etc.).

- Selections and test questions that do not have any embedded accommodation support are shaded and left blank in the accommodation tables.

- Supplemental materials, such as blank Punnett Squares for biology and writing checklists for grades 4 and 7 writing, and English I and English II, will be provided as separate handouts.

- Students may be provided with additional accommodations that are not contained in this guide. Refer to the TEA's Accommodation Resources webpage for a list of accommodations that may be used on STAAR A by eligible students. In addition, students may be provided with any allowable procedure or materials needed. Refer to the Allowable Test Administration Procedures and Materials document, also located on the Accommodation Resources webpage.

Read Aloud Support

The test administrator will use the student's test booklet or the test administrator's copy of the student booklet to read aloud the following test content based on the needs of the student.

- mathematics, science, and social studies assessments: the entire test
- reading: prereading text and test question and answer choices
- writing: all prereading text, revising selections, revising test questions and answer choices, and the entire writing prompt
- English I and English II: all prereading text, reading test questions and answer choices (including short answer questions), revising selections, revising test questions and answer choices, and the entire writing prompt

The test administrator may **NOT** read aloud specific test content. A symbol (🔇) in the student's booklet will signify that the test administrator may **NOT** read aloud the following.

- reading selections (reading, English I, and English II assessments)
- editing selections (writing, English I, and English II assessments)
- editing questions and answer choices (writing, English I, and English II assessments)

Accommodations for Students with Visual Impairments

To meet the needs of students with visual impairments, test administrators may verbally describe images, such as photos, diagrams, maps, and graphics, that appear in the STAAR A test. Test administrators must keep their voice inflection neutral when describing images to students to avoid favoring one answer choice over another. These image descriptions can include only details that a sighted student would obtain from viewing the images and should **NOT** contain information that could reveal a correct answer or make an incorrect answer option more attractive to a student.

Types of Student Responses

Student responses will be recorded on scorable paper answer documents. The student may respond using his or her primary mode of communication or any other mode of communication appropriate at the time of testing. The student may record his or her own answers, or the test administrator may record the student's responses if the student is eligible for Basic Transcribing or approved for Complex Transcribing.

When transcribing a student's responses to griddable questions, the Transcribing Griddable Questions document must be printed and provided to each student who does not use his or her answer document so that the student is aware of the maximum number of boxes available for an answer to a griddable question. Blank Transcribing Griddable Questions student documents are available on the STAAR Assessment Management System two weeks prior to testing. This separate sheet must be used by the test administrator who transfers the student's responses onto the answer document. District or campus testing coordinators must print the applicable student documents prior to testing and destroy them after transcription is complete.

Assistive Technology

Assistive technology that is documented in the student's IEP and is used routinely in instruction may be used to provide the student access to the assessment. The use of technology should be used primarily for communicating an answer by the student or presenting answer choices by the test administrator. Because the assessment is secure, the use of some devices is not allowable. Instances when a device or procedure would **not be allowed** include the following:

- tablets or computers with Internet access that cannot be turned off
- inputting answer choices into a device that has stored memory that cannot be erased

**Secure Materials are
located here in the secure
2016 STAAR A
Paper Administration Guides**

Security Oath

2016

State of Texas
County of _____

Oath of Test Security and Confidentiality
for Test Administrator

This oath applies to all state assessments.

For All Test Administrators: Complete this section **before** handling any secure test materials

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following by initialing to the left of the statements below and including the date where applicable:

(Initial each statement.)

_____ I have received training on test administration procedures, and I understand my responsibilities concerning the administration of state assessments;

_____ I am aware that testing procedures require me to actively monitor during test administrations;

_____ I understand my responsibilities as a test administrator, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures;

_____ I understand my obligations concerning the security and confidentiality of state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of _____, 20 _____.

_____   _____   _____
Signature of Test Administrator   Printed Name of Test Administrator   County-District Number

_____   _____   _____
District Name   Campus Name   Area Code/Telephone #

For Test Administrators Authorized to View Secure State Assessments

Individuals who are authorized to conduct test administration procedures that involve viewing secure state assessments have an added responsibility of maintaining confidentiality. These procedures include but are not limited to: oral administration of paper tests, transcribing student responses from the test booklet, and particular accommodations, including linguistic accommodations. As a reminder of this responsibility, these individuals are required to specifically confirm compliance with state confidentiality requirements by initialing to the left of each statement below.

_____ I have not and will not divulge the contents of the test, generally or specifically.

_____ I have not and will not copy any part of the test.

I do hereby certify, warrant, and affirm that I will fully comply with all the requirements governing the student assessment program.

_____   _____
Signature of Test Administrator   Date

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