Test Administrator Manual

STAAR Alternate 2

2023–2024

Information about the Texas Assessment Program can be found on the Student Assessment website.

Texas Educator Committees

The Texas Education Agency encourages highly qualified educators to apply to participate in educator committees for the Texas Assessment Program. Click the link or scan the QR code for more information.

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Policies and Procedures

Participation Requirements

All students enrolled in Texas public schools and open-enrollment charter schools are required by federal and state law to participate in the Texas Assessment Program. Students, including

Make-up Testing

Since STAAR Alternate 2 assessments are administered during a five-week window, districts should offer make-up opportunities to students who were absent on their scheduled assessment day. District testing personnel must maintain the security of the assessments during make-up testing to ensure that the test content remains valid throughout the testing window.

Students Who Become Sick During an Assessment

A student who becomes sick and leaves campus during the assessment may complete the assessment, as needed, on a different day within the scheduled testing window.

Released Tests

TEA releases previously administered STAAR Alternate 2 assessments as printable PDFs on the [STAAR Alternate 2 Released Test Questions](#) webpage. The released tests are designed to familiarize students with the testing format and the various types of test questions. The released tests also provide educators with an opportunity to observe how students interact with the test prior to the administration.

Test Security and Confidentiality

Maintaining the security and confidentiality of all components of the Texas Assessment Program is critical for ensuring fair and equal testing opportunities for all Texas students. Given the

personnel should be instructed to immediately notify their campus or district coordinator if they suspect a student is being tested or has been tested incorrectly. District coordinators should contact the TEA Student Assessment Division for guidance in resolving the issue.

Examples:

x   A student was administered an incorrect assessment (e.g., wrong grade level).

x   An eligible student was not administered an assessment.

x   An ineligible student was incorrectly administered an assessment.

x   District testing personnel failed to submit student responses in DEI resulting in no test scores for the students.

x   District testing personnel failed to properly account for all eligible testers.

Monitoring Errors

Monitoring errors are some of the most common types of testing irregularities, but the incidence of monitoring errors can be reduced with annual training. Improper monitoring can be detrimental to students. For example, providing a student with access to materials not allowed during an assessment may result in the student not receiving a score for that assessment. Other monitoring errors might lead to breaches in confidentiality that could place students' test scores in question.

For all incidents where students were left unattended and unmonitored during testing, district coordinators are required to submit a testing irregularity form and indicate if the validity of the students' assessments was compromised and the students' assessments were invalidated.

Examples:

x   A test administrator:

o   left a room unmonitored while students were testing;

o   reinforced test-taking strategies;

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Example:

- x   Personnel were permitted to administer assessments, monitor test sessions, relieve a test administrator during a break, or handle secure materials even though they were not properly trained or did not sign a test security oath.

Serious Testing Violations

Incidents caused by district testing personnel that violate the security and confidentiality of an assessment are considered serious violations. District coordinators must report serious testing violations to the TEA Student Assessment Division as soon as they are made aware of such incidents. District personby ri7 (e)4.2 (2(n)1.3 (iab)11.7 ((a)-0.8 (t)0.6 (b7)2.8 1(n)1.4 (ci)47 (ri)4a3.1 ( )0.7 (pe)ST)8

- x   invalidating student test results;

- x   referring certified educators to the State Board for Educator Certification (SBEC) for sanctions in accordance with TAC §247, Educators' Code of Ethics, and TAC §249, Disciplinary Proceedings, Sanctions, and Contested Cases; and

- x   lowering the school district's or charter school's accreditation status or a school district's, charter school's, or campus's accountability rating in accordance with TEC §39.003 or appointment of a monitor, conservator, or management team to the school district or charter school in accordance with TEC Chapter 39A.

In addition, TAC §249.15 stipulates that while charter school test administrators are not required to be certified, any irregularity during the administration of any assessment required by TEC Chapter 39, Subchapter B, would cause the charter itself to come under review by the commissioner of education for possible sanctions or revocation, as provided under TEC §12.115.

As indicated in TAC §249.15, any person who violates, assists in the violation of, or solicits another to violate or assist in the violation of test security or confidentiality, as well as any person who fails to report such a violation or fails to cooperate with a TEA investigation, is subject to the following penalties:

- x   placement of restrictions on the issuance, renewal, or holding of a certificate, either indefinitely or for a set term;

- x   issuance of an inscribed or non-inscribed reprimand;

- x   suspension of a certificate for a set term or issuance of a probated suspension for a set term;

- x   revocation or cancellation of a certificate, which includes accepting the surrender of a certificate, without opportunity for reapplication for a set term or permanently; or

- x   imposition of any additional conditions or restrictions on a certificate that the SBEC deems necessary to facilitate the rehabilitation and professional development of the educator or to protect students, parents of students, school personnelTT0 1 Tn[1persoee3.4 (e)5.3TJ0.0

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Prior to the opening of the STAAR Alternate 2 testing window, there is a two-week preview window during which district testing personnel may preview the assessment. A test administrator may also preview the assessment during the testing window as long as testing has not begun for a particular student. Test administrators may **NOT** administer the assessment during the preview window.

Photocopying Guidelines

In order to access some allowable accommodations, it may be necessary to photocopy secure materials. These allowable accommodations must be documented in the student's IEP.

Many of the techniques used to make images more accessible require methods that might distort the images on the next page of the student test booklet. In these instances, photocopying of the student test booklet may be required. Testing personnel must adhere to the following guidelines when photocopying the student test booklet:

- x   The student test booklet may not be disassembled.

- x   The district must maintain test security and confidentiality when photocopying the student test booklet.

- x   Photocopying must be performed within the district by a trained test administrator or test administrator assistant who has signed a test security oath.

- x   The memory on the copier must be cleared after photocopying student test booklets.

- x   All photocopied pages of the student test booklet must be returned with the secure materials after testing.

Some students may need double-

- x   tablets or computers with internet access that cannot be disabled, or

- x   recording answer choices in a device that has stored memory that cannot be erased.

Training

o Understand Test Administrator Responsibilities

Test administrators must understand their responsibilities, which include, but are not limited to, the following:

- x implementing the test administration processes and procedures stated in this manual and other test administration materials

- x ensuring that students have the required materials and allowed accommodations for the assessments

- x actively monitoring test sessions to maintain test security

- x maintaining the security of test materials until they are returned to the campus coordinator

- x reporting any suspected violation of test security to the campus coordinator

o Review the Applicable Test Administration Materials

Test administrators should review and become familiar with the following resources:

- x this test administrator manual

- x secure test instructions

o Review and Sign an Oath of Test Security and Confidentiality

x Test administrators and other campus personnel participating in the STAAR Alternate 2 administration must complete an [Oath of Test Security and Confidentiality](#) after training and before handling secure test materials and content.

x Test administrators and other campus personnel must initial each item on the test security oath, as applicable.

x Test administrators and other campus personnel who are responsible for submitting responses in DEI must confirm compliance with security requirements by completing specific sections of the test security oath.

x A copy of the completed test security oath (electronic or paper) must be submitted to the campus coordinator.

> The campus coordinator is the contact person for all assessment-related matters on campus. Any questions that arise during test administration should be directed to the campus coordinator.

o Inventory All Secure Materials Issued and Use the Materials Control Form

Student test booklets, image cards, and secure test instructions will be issued to test administrators and recorded on the Materials Control Form using the 10-digit serial number printed on the back of each booklet and set of image cards. An example of the serial number is shown below.

x Student test booklets, image cards, and secure test instructions are checked out to test administrators each day during the preview and testing windows. Test administrators must return all assigned secure test materials to the campus coordinator after each test session.

x After test administrators have verified that they have received the exact secure materials assigned to them on the form, they should enter the time in the TIME OUT box and their initials in the appropriate cell of the TEST ADMINISTRATOR INITIALS column. Their initials signify that they have received the materials assigned to them, as recorded on the Materials Control Form, and that they have signed a test security oath.

- - *f* Answer choices may be color-coded, numbered, or labeled with letters to direct the student to a specific place as long as the format is equally applied to all answer choices.
  - x Equal time and treatment must be provided for each answer choice so that a correct answer is not emphasized.
- o Communicate

  Communicate indicates bold text that must be shared with the student exactly as written. A test administrator can communicate with a student in many ways depending on the student's needs. The bolded information in the presentation instructions can be stated, signed, translated into any other language routinely used with the student in instruction, provided in written form, or paired with tactile or picture symbols. The information in RLA passages and text of stimulus "a" and "b" cannot be paraphrased, simplified, translated, or shortened. The administrator can ask the student to repeat the information if needed to make sure that the information was received. Administrators can ask a student to point to, touch, or outline images as they are described to make sure the student has focused on all the details.

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Verbal Responses

Student may respond by:

x verbal statement, including word approximations;

x communicating "yes" or "no" when presented answer choices one at a time and asked, "Is this the ...?";

x forming responses with the assistance of a communication device with preprogrammed answer choices or programmed student vocabulary;

x use of an output device to indicate the answer when each answer choice is presented individually;

x vocalizing positively or negatively to indicate the answer when each answer choice is presented individually;

x making a negative vocalization to indicate an unmatched object;

x describing the location of the answer; or

x responding with a letter, number, or color name if answer choices are so labeled.

Physical Responses

Student may respond by:

x pointing to, reaching for, or touching an answer;

x highlighting, coloring, circling, or otherwise marking a response;

x nodding, smiling, or gesturing to indicate "yes" or "no" when presented answer choices one at a time and asked, "Is this the...?";

x manipulating words, sentences, or sections of a recreated answer choice;

x using calculators, manipulatives, or math tools (fraction pieces, geometric shapes, number lines, counting charts, money, base-ten blocks, counters) to arrive at and display an answer;

x writing or typing responses with or without the use of adaptive writing equipment;

x signing a response;

x formulating a response using a choice board;

x isolating answer choices in a section organizer, such as a calendar box or tub;

x nodding or gesturing toward the answer; or

x placing a flag on the answer.

Visual Responses

Student may respond by:

x gazing, blinking, winking, or fixating on an answer choice.

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Monitor Administrations

o Ensure a Proper Testing Environment

    x   No element of the testing room environment should hinder any student's performance.

photocopied to be used in presenting other questions in the cluster, no other information from previous questions may be used in presenting subsequent questions.

o Record Scoring Information

x The secure test instructions include an asterisk (*) next to a stimulus image or a boxed answer choice indicating the correct answer for each test question. The asterisk appears only in the secure test instructions. Because the correct answer is indicated, the test administrator should not place the secure test instructions in the student's line of sight during testing.

Complete Administrations

o Collect Test Materials

Before students leave the testing area, collect the following:

- x used and unused student test booklets, including large-print test booklets;
- x used and unused image cards;
- x STAAR Alternate 2 Secure Test Instructions;
- x completed STAAR Alternate 2 scoring documents; and
- x photocopies or any other reproduction of secure test materials.

o Return Test Materials to the Campus Coordinator

- x Prior to returning materials, test administrators must account for all secure test materials.
- x Test administrators must return all se57.2 (a)3nr.0 Td[(re)5.2 a( )0.n66Td( )Tj0.001 Tc 0.001 Tww 0.261 0

Change Log

Document changes	Date of change	Pages affected