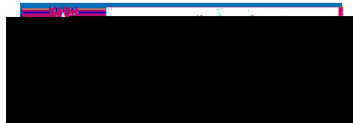


STAAR

Paper

Test Administration Information



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 (T)-2.9EMC p 0.7.4 (t)-6.8 (h)-11.1 (e)t1s0-0.004 0er As18.2

Table of Contents

Resources	4
General Information	5
Before Testing	6
Test Materials	6
Embedded Supports Administration	8
Braille Administration	12
During Testing	15
Manage Materials	15
Test Administration Directions	16
After Testing	17
Student Response Modes.....	17
Submit Responses in DEI	17
Enter Student Information in TIDE	19

Resources

- [Texas Assessment Program](#)
- [District and Campus Coordinator Resources](#)
 - o [Accommodations](#)
 - o [Test Security](#)
 - o [Oral and Signed Administration](#)
 - o [Oath of Test Security and Confidentiality](#)
 - o [Complete Administrations](#)
 - o [Test Information Distribution Engine \(TIDE\) User Guide](#)
 - o [Data Entry Interface \(DEI\) User Guide](#)

General Information

This document is to be used in conjunction with the [District and Campus Coordinator Resources](#) and the [STAAR Test Administrator Manual](#). It contains information about how to provide a paper administration for the following versions of the State of Texas Assessments of Academic Readiness (STAAR®).

Regular Print	Large Print	Braille (contracted and uncontracted)
<ul style="list-style-type: none">• STAAR• STAAR Spanish• STAAR with Embedded Supports• STAAR Spanish with Embedded Supports	<ul style="list-style-type: none">• STAAR• STAAR Spanish• STAAR with Embedded Supports• STAAR Spanish with Embedded Supports	<ul style="list-style-type: none">• STAAR

will be provided in Nemeth Code within UEB context. The braille test booklets have single-sided pages with single spacing of braille lines.

-

- If the mathematics assessment is enlarged, the state-supplied ruler (as part of the reference materials) must also be enlarged to the same percentage in order to ensure that measurements requiring the use of a ruler will result in the intended measurement. If a mathematics assessment is photocopied but not enlarged, the copier must be set to copy at 100% and the scaling option set to “no scaling” or “zero”

The parts of the test question that have been accommodated with content and language supports will not be marked in the braille student booklet; they will be marked only in the embedded supports test booklet. Students should be made aware that they can ask for clarification of words or concepts and that the test administrator may be able to provide support. For each question, test administrators may provide support only for words or phrases that appear in the accommodation tables.

Example: Grade 7 Reading Language Arts

The photograph at the end of the passage is included to —

- A illustrate why the Cutty Sark needed renovation
- B highlight the Cutty Sark’s historical significance
- C indicate the number of people who can visit the Cutty Sark each day
- D show how a defining feature of the Cutty Sark is displayed

Test Question Number	Part of the Test Question with the Dotted Underline	Content and Language Supports
----------------------	---	-------------------------------

version is used in conjunction with the braille version, it may be necessary to view the paper with embedded supports version and the STAAR Paper with Embedded Supports Secure Test Instructions to assist with preparing materials for the administration.

Students Requiring More Time

District testing personnel should schedule STAAR test sessions for three to four hours. Students who are still testing after four hours should be consolidated into a general testing area to continue testing. If possible, campuses should dismiss students from the testing session at scheduled intervals (e.g., after 1 hour, then after 2 hours, etc.). Until students are dismissed from the testing area, they are required to follow security procedures and should not have access to electronic devices.

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. TEA recommends that district testing personnel begin testing within one hour of the start of the school day. District testing personnel should exercise judgment about starting a test session after lunch for students who are late, as they may not have sufficient time to complete the assessment before the end of the school day.

Students with visual impairments who take a braille version of STAAR may require considerably more time to complete the assessment than students

1

r

e

d

ensure that the assessment is accessible to a student who reads braille. For example, test questions with a visual element that cannot be rendered in braille will include a description of what is depicted in the regular-print version of the assessment. Although such descriptions are provided in the braille booklet, the test administrator may read them aloud from the **STAAR Braille Secure Test Instructions** at a student's request. This section also informs test administrators of any manipulatives (e.g., braille ruler, three-dimensional geometric figure) that a student will need in order to complete the assessment.

- **Test Administration Directions:** This section includes general and specific information about the braille assessment

- o Select Sign In
4. On the Is This the Student? page that appears after the student's information is entered, verify the student's information. If all the information is correct, select Next. The Available Tests page will appear.

Change Log

Document changes

Date of change

Pages affected

