



*Test Security:
District Testing
Policy &
Procedures
Handbook
2020-2021*

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VISION

The McAllen Independent School District Student Assessment Department's vision is to provide guidelines and calendar of events for administration and to ensure that accurate, timely, and relevant data is available to district and campus administration in order to measure student achievement of academic curriculum and excellence in effective teaching.

The tests include:

- State of Texas Assessments of Academic Readiness (STAAR™)
- State of Texas Assessments of Academic Readiness (STAAR™ ALT 2)
- Texas English Language Proficiency Assessment System (TELPAS)
- Texas English Language Proficiency Assessment System Alternate (TELPAS Alternate)

MISSION

The McAllen Independent School District Student Assessment Department's mission is to maintain the security and confidentiality of the Texas Student Assessment Program, safeguard fair and equal testing opportunities for all students, ensure meaningful and valid test scores and assist each campus in the implementation of the assessments program's requirements at the local level.

GOAL

The McAllen Independent School District Student Assessment Department's main goal is to support incident free test administrations that have a positive impact on student performance.

PURPOSE

Maintaining the security and confidentiality of the Texas student assessment program is critical for ensuring fair and equal testing opportunities for all students. Given the high stakes associated with student performance 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 program preserve the integrity of all test content and student data through strict adherence to the instructions and procedures by providing standard and equal testing opportunities for all students. For that reason, the McAllen ISD Student Assessment Department developed the *District Testing Policies & Procedures Handbook for Test Security*.

This handbook is meant to communicate district procedures necessary for maintaining security and confidentiality in alignment with required state assessment policies. This document is not intended to replace any procedures or instructions contained in the current *District and Campus Coordinator Resources* or any test administrator manuals published by the Texas Education Agency. It is simply provided as a guide to further support incident-free test administrations.

The McAllen Student Assessment Department has high expectations for proper state assessment procedures and requests that principals, Campus Test Coordinators and test administrators take ample time to read and understand their respective manuals to ensure that test security protocols are followed across the district.

The Student Assessment Department counts on your leadership to maintain McAllen ISD's reputation for high standards, reliable and valid assessments based on those standards, and educational excellence.

RECEIPT AND STORAGE OF TEST MATERIALS

When testing materials are received at the district office 2-3 weeks before testing, district assessment staff locate Box 1 with packing list and immediately contact Warehouse personnel to help sort boxes. Boxes are sorted by campus using the affixed label. The packing list is then used to inventory all boxes received. District Test Coordinator (DTC) is notified of complete or missing shipment. If shipment is incomplete, DTC notifies contractor (Educational Testing Services (ETS) or Pearson) to report discrepancy.

District Assessment Staff place overage in the enclosed office separated by course, subject, grade, and language.

Campus Test Coordinators (CTC) are notified to pick up materials.

New for the 2020-2021, the quantities of test booklets and precoded answer documents shipped to districts will be based on paper registrations in the Assessment Management System at the close of the paper registration window. Districts may now identify students that need large print or oral administration directly in the student's test registration. This process must be completed by the Campus Test Coordinator. Please ensure the following committees: RTI, 504, LPAC and Special Education are providing the most up-to-date documentation to the Campus Test Coordinators. This will impact the materials that are required to be ordered.

An additional deadline is given to order additional materials 2 weeks before testing. Local order form is attached with deadline to turn in quantities of items needed. CTCs are required to submit the local order form to all district assessment staff (DTC and Assessment Staff) to ensure the order is received. (see **Appendix A**) DTC collects orders and submits a single order to testing contractor (ETS).

CTCs are responsible for reporting to the district office where they must open and physically inventory using all the test booklets within each box against the campus packing list. They are to immediately report any discrepancies to district office assessment staff. DTC notifies contractor (ETS or Pearson) of discrepancies. Materials are then scanned through our electronic system, TestHound, which inventories the book's test security number and generates reports. CTC signs district binder prior to leaving the office with testing materials. Signature acknowledges that items are complete and were picked up. CTC then becomes responsible for all testing items taken. **CTCs are trained to return directly to their campus and secure the items in their secure storage location.**

CTCs are not allowed to inventory and take testing materials if they have not been trained and signed an oath of test security and confidentiality. Under extenuating circumstances where a CTC is unable to pick up testing materials, they may in rare circumstances, send a certified professional to pick up testing items. However, District Test Coordinator be must notified for approval. Please be advised that testing materials cannot be picked up by anyone unless they have been properly trained and signed the oath of test security and confidentiality.

Training on test security and confidentiality and procedures unique to each test administration is provided prior to each testing cycle. During the Test Security and Confidentiality Training, CTCs are responsible for submitting

a “Secure Testing Materials Storage Certification” form signed by the principal indicating the location to be used for storing testing materials and the names of the individuals who have keys to this location. District limits the number of individuals to a total of 3 or less. (See **Appendix B**) Individuals must be certified professionals who are designated by the principal as “Campus Test Coordinators” responsible for coordinating campus assessments.

DISTRIBUTION OF TEST MATERIALS

When CTCs request additional materials, the Assessment Department uses, TestHound, an electronic system to assign secure items. The book's test security number is scanned and saved into the system to document the transfer of materials. A printed control form is generated. CTC is notified of when materials are ready to be picked up. CTC inventories materials against the control form and signs the control form. Assessment staff makes a copy of the signed control form. One copy is given to CTC for their inventory and one copy is kept at the district office. CTCs are now responsible for these testing items. CTCs are trained to return directly to their campus and secure the items in their secure storage location.

In instances where more than one test administration is received, we communicate to CTCs to keep materials for different administrations separate.

CTCs are responsible for developing campus procedures for the following:

- Check-in and check-out of testing materials
- Procedures for verifying and accounting for all secure materials each day
- The proper packing and return of materials to DTC
- Procedures for verifying that all completed or voided answer documents are accounted for and correctly submitted to DTC.

These procedures are submitted to the DTC for approval.

District assessment staff retains the following in the district pouch: (1) shipping records and (2) materials tracking documentation (3) campus packing list and (4) list of district overage.

CTC are trained to keep all boxes for return of materials. Campus Test Coordinators are instructed to arrange test booklets in numerical order. Each box must contain a local label with the following: (1) campus name (2) box number, for instance box 1 of 10 (3) range of sequence for test booklets. (see **Appendix C**)

TRAINING CAMPUS COORDINATORS BEFORE EACH TEST ADMINISTRATION

Campus Test Coordinators are trained using the District and Campus Coordinator Resources, test administrator manuals and online resources on the TEA District Coordinator Resources webpage.

Campus Test Coordinators are required to sign the oath of test security and confidentiality after training.

When test materials arrive, campus test coordinators are notified via email and are instructed to inventory their test materials prior to leaving the district assessment office. Campus test coordinators immediately return to the campus to store their testing materials in their locked secure storage areas.

During training, test administrators are instructed to designate test administrators, TELPAS raters and verifiers, and monitors in conjunction with their campus principal. Only certified professionals are eligible to administer state assessments. However, in rare circumstances in which a noncertified staff member is given approval by DTC and Assistant Superintendent to administer a state assessment, the “Oath of Test Security and Confidentiality for Noncertified Personnel” must be signed and returned to the District Assessment Office. (High school campus test coordinators identify certified professionals who will be responsible for each paraprofessional participating in the organization of testing materials.) (See **Appendix D**)

The assessment department schedules CTC training sessions prior to each administration including online testing and testing with accommodations. Dates are set by adhering to the deadlines posted on the Calendar of Events. Training sessions are distributed to campuses in advance. Reminders of upcoming training sessions are sent via email the week leading to the training with professional development information. Make-up sessions are conducted to ensure all CTCs are trained.

Campus Test Coordinators are trained to verify that all test materials have been received and are instructed to retain the test contractor boxes for return of materials.

Campus Test Coordinators are required to submit an order form to request additional materials to ensure they have sufficient quantities of materials for testing day. Deadline is included on the order form. Emphasis on ordering testing materials needed for special administrations (oral administrations, large-print, braille, etc.) is made during training. Reminders are sent via email. The additional materials request must be submitted after CTC’s have inventoried their initial shipment.

Campus Test Coordinators are trained to arrange for testing rooms and prepare for paper and online test sessions. CTCs are trained to schedule testing opportunities for students that are absent during the regularly scheduled testing.

Campus Test Coordinators are trained to have a sufficient number of blank seating charts. Seating chart must account for areas used for overflow or for consolidating late testers. Seating charts contain space on which to record the required information (including the test session start and stop times and the test administrator’s name). Seating charts are modified as needed to account for the layout of each room and computer lab. (See **Appendix E**)

Campus Test Coordinators are trained to ensure that test administrators have all the necessary materials to administer a test: test administrator manuals; seating charts; test session rosters (online and paper); student test tickets for online test takers; headphones if applicable; accommodations lists and TEA authorized materials; student attendance sheets; pencils and erasers; and calculators and dictionaries, if applicable.

Campus Test Coordinators are trained to ensure that test administrators understand the cell phone policy and procedures for students and staff members. Students are not allowed to bring cell phones/iPads/chrome books or any other electronic device to school that may jeopardize the security of the assessment. Electronic devices must be turned off and turned in to test administrators before testing.

Campus staff members are not allowed to use cell phones or have them on their possession on testing days. Cell phones must be turned off and stored. Use digital clocks or timers to time the test.

Campus Test Coordinators are trained to confirm that all eligible examinees have been accounted for and have been assigned the correct test.

Campus Test Coordinators are trained to ensure testing materials and accommodations are made available to the alternative campuses to assess students identified as eligible testers. (See **Appendix F**)

Campus Test Coordinators are trained to make arrangements to assess homebound students who have been identified as eligible testers. (See **Appendix G**)

Campus Test Coordinators are trained to ensure that procedures are in place for transferring examinees and testing materials from one area to another and that testing personnel are aware of monitoring requirements when doing so. (Examinees are never permitted to transport testing materials outside the testing environment. The new testing room must be properly prepared to receive students.)

Campus Test Coordinators are trained to ensure that test administrators know procedures on requesting assistance during testing. Emphasis is placed on never leaving examinees unattended. Test Administrators who need assistance must notify hall monitor to locate Campus Test Coordinator during testing.

Campus Test Coordinators are trained to ensure that lunch procedures are followed. Emphasis is to secure test materials during a lunch break with the campus test coordinator. If testing materials will be secured in a classroom a storage certification form needs to be submitted for every classroom. This storage certificate ensures that only trained individuals have access to the classroom.

Campus Test Coordinators are trained to walk through each testing room prior to testing and verify no visible instructional materials that may assist with the state assessment are on display and that the environment is appropriate for testing. (Irregularities involving a failure to conceal instructional aids result from transferring examinees to rooms that the campus did not originally intend to use as testing areas.)

TRAINING CAMPUS COORDINATORS TO DO THE FOLLOWING DURING EACH TEST ADMINISTRATION

Campus Test Coordinators are trained to verify and account for all secure test materials before and after testing each day using the Materials Control Forms.

Campus Test Coordinators are trained to properly complete Materials Control Forms when distributing secure test materials to test administrators.

Campus Test Coordinators are required to train Test Administrators to be responsible for maintaining the security of student test booklets and the STAAR Alternate 2 Test Administrator Manuals until they are returned for secure storage. All secure test materials assigned must be kept in locked storage when not in use and returned to the campus coordinator at the end of each day. When the materials are returned, the campus test coordinator must initial the "In" box. The coordinator's initials indicate that the test administrators have returned all secure test materials checked out to them as listed on the Materials Control Forms. Test booklets may only be checked during the scheduled test day.

Campus Test Coordinators are trained to verify that all test administrators have been issued the correct test administrator manuals, assessments, answer documents, student test tickets for online testers; and when applicable, accommodations lists and materials, calculators, and dictionaries. CTCs are ensuring that all students have been directed to and are present in their designated testing areas.

Campus Test Coordinators are trained to monitor testing areas to ensure test administrators are actively monitoring as directed in the test administrator manuals and are periodically reminding students to record their responses on the answer document.

Campus Test Coordinators are responsible for confirming that a seating chart has been completed for each test session and that test administrators are recording test session start and stop times. CTCs are also ensuring that seating charts are to be completed for test sessions involving students who have been moved or transferred as well as seating information for any late arriving students.

Campus Test Coordinators are trained to ensure that students are issued the appropriate tests and have the correct corresponding answer document and that students taking online tests receive the correct student test ticket and are in the correct test session.

Campus Test Coordinators are trained to ensure that all test administrators verify and personally distribute test materials to examinees.

To avoid switching answer documents for paper administrations and student test tickets for online administrations, test administrators are trained to be especially careful when issuing materials to students with the same or similar names.

Campus Test Coordinators are trained to be aware of any appearance of impropriety (i.e., make sure coordinators and test administrators know how to avoid situations that might lead to allegations of viewing, discussing, or scoring test materials). Ensure that test administrators verify that students mark their responses on their STAAR answer documents and that they remind online testers to answer all items before the end of the time period. CTCs are trained to verify that test administrators are allowing students who have completed and turned in or submitted their tests to quietly read a book or leave the testing area. CTCs are trained to be accessible in case problems arise.

TRAINING CAMPUS COORDINATORS TO DO THE FOLLOWING AFTER EACH TEST ADMINISTRATION

Campus Test Coordinators are trained to direct the collection of all test materials from the test administrators and ensure that the return of all secure materials is verified and noted on the Materials Control Form.

Campus Test Coordinators are trained to account for every answer document and ensure that the number of answer documents matches the number of students scheduled to test by comparing with the campus testing roster.

Campus Test Coordinators are trained to account for every test booklet (this includes any overage or transferred materials) by using the campus packing list.

Campus Test Coordinators are trained to verify that the correct score code, test taken information, and accommodations have been marked on each answer document and that all hand gridding and transcribing have been properly completed. (Emphasis for campus test coordinators and test administrators: testing personnel may NOT erase stray marks or darken answer choice circles on students' answer documents. This is considered a serious irregularity.)

Campus Test Coordinators are taught to train their Test Administrators to confirm that each examinee has recorded responses on his or her answer document. If a blank answer document is discovered during this process, the campus test coordinator must contact the District Test Coordinator for permission to transcribe responses. The District Test Coordinator will submit a testing irregularity report to document the monitoring error.

Campus Test Coordinators are trained to confirm that all seating charts have been accurately completed and contain the required information, including the tests administrator(s) first and last names and test session start and stop times. Make sure that all students who tested are accounted for on a seating chart, including any students who moved, transferred, or arrived late to a test session.

Campus Test Coordinators are given written procedures for properly boxing and labeling materials for return to the District Test Coordinator so as to not mix materials from one administration with any other.

Campus Test Coordinators are trained to recheck the secure storage area, as well as all areas that may have been used to process test materials, for stray items (such as overage or unused materials) before returning materials to the District Test Coordinator.

Campus Test Coordinators are trained to inventory records and packaging information in the event a problem arises, and materials need to be accounted for.

AFTER AN ADMINISTRATION

The District Campus Test Coordinator and assigned central office staff are trained to monitor campuses and oversee the proper collection of and accounting for secure materials.

Campus Test Coordinators are trained to collect and destroy immediately after each test administration any state-supplied reference materials, recordings, and graph paper or scratch paper that students have written on during the test. A “Letter of Affirmation” containing these items are sent to campus test coordinators after each administration for verification of compliance. (See **Appendix H**)

Campus Test Coordinators are trained to confirm that campuses account for every answer document for each enrolled, eligible student taking a paper administration and that campuses ensure proper marking of the SCORE CODE, TEST TAKEN, ACCOMMODATIONS, and any other applicable fields.

Campus Test Coordinators are trained to account for all eligible testers including online testers, out-of-district and out-of-school examinees (when applicable), homebound students, and students at alternative campuses. A check mark is placed next to the precoded roster indicating that answer documents or online testers are accounted.

District Assessment Office verifies that the campuses account for all secure nonscorable materials, including test booklets, STAAR Alternate 2 test administrator manuals and scoring documents, and overage materials that have been issued, and that all secure materials are reconciled with the original packing list and materials control documents. Our district uses an electronic system to scan each test booklet and reconcile with the district and campus packing list.

Campus Test Coordinators are trained on the proper packing procedures and that they label boxes correctly. CTCs are trained and reminded to recheck their secure storage areas and any areas used for processing materials for overage, unused secure materials, and other materials for return, especially completed or voided answer documents and test booklets.

District Assessment Office verifies that all boxes for return have been checked to ensure that no completed or voided answer documents were inadvertently returned with nonscorable materials.

District Assessment Office receives and inventories test materials from the campuses.

District Assessment Office verifies the receipt of the complete return shipment of test materials from each campus by using the electronic system to reconcile the campus packing list.

Written Procedures are communicated to campus test coordinators to make certain that test materials for different administrations are kept separate as per the testing contractor’s directions.

The District Assessment Office keeps a list of the contents of each box of scorable and nonscorable materials returned to the state’s testing contractor.

The District Assessment Office returns materials to the testing contractor as specified on the Texas Student Assessment Program Calendar of Events.

District Assessment Office verifies that the contents of each box matches the return shipping labels and checks to make sure that no bar codes are taped over or covered with other labels.

District Assessment Office verifies that all boxes have the appropriate label (scorable vs. nonscorable) for the return of materials as established by the state contractor. Ensure that materials are grouped by administration and are numbered in sequential order (e.g., Box 5 of 10, Box 6 of 10, etc.).

District Assessment Office ensures that all extraneous items (e.g., rulers, charts, nonsecure manuals, etc.) are either disposed of locally or returned separately with nonscorable materials, per directions in the District and Campus Coordinator Resources.

District Assessment Office ensures that all secure materials remain monitored by certified personnel or in locked storage until the boxes are picked up by the carrier.

District Assessment Office ensures to detach and retain the shipping label receipt(s) for all the boxes returned to the testing contractor.

RETENTION OF TEST ADMINISTRATION DOCUMENTATION

The Campus Test Coordinators are trained to retain signed security oaths and seating charts for five years following a test administration. Inventory and shipping records must also be maintained in the event that a discrepancy arises or the receipt of materials cannot be confirmed.

The Assessment Department requires Campus Test Coordinators to submit copies of five-year documentation during each required state assessment.

MONITORING THE RETENTION OF TEST ADMINISTRATION DOCUMENTATION

The District Assessment Office verifies that campuses have collected signed security oaths for all personnel who participated in testing by conducting periodic audits.

The District Assessment Office confirms via periodic audits that campuses have collected seating charts for each test session, that they are accurately completed, and that coordinators have verified that the charts contain the required information, including the tests administrator(s) first and last names and test session start and stop times.

The District Assessment Office Confirms via periodic audits that campuses have properly completed and collected all inventory and shipping records (including Materials Control Forms, campus packing lists, and documents used to track the transfer of secure materials within and outside the district).

Campus Test Coordinators are trained to ensure that the designated test administration documentation storage location is secure and that the documentation cannot be subsequently altered.

PROCEDURES REQUIRED BEFORE A TEST ADMINISTRATION BEGINS

Campus coordinators are provided with detailed checklists of all duties and reminders of tasks to be performed before testing. Principals verify that the checklists are used.

Only the officially designated campus coordinator is allowed to sign for and receive boxes of testing materials.

Boxes of testing materials are signed for and placed directly in secure storage.

When campuses receive boxes, two individuals count and verify the contents of all boxes. These individuals provide their signatures to indicate they have followed all appropriate procedures and that all materials have been accounted for.

District Assessment Office utilizes hand-held scanners that enable us to inventory and track all secure materials electronically.

The contents of boxes are verified against the packing list.

All campus and district storage areas for testing materials have a sufficient number of shelves, rolling carts, and tables for materials to be sorted and tracked. Any hiding places that would allow secure materials to be misplaced or left behind are identified.

Principals are asked to designate in writing all individuals who will have access to the secure storage area.

The District Assessment Office provides appropriate training for non-certified personnel who will have access to secure test materials (e.g., warehouse staff).

Certified professionals sign a form acknowledging their supervisory role when assigned a paraprofessional who will be serving as a test administrator.

District office personnel who are assigned to campuses to monitor testing are provided the same level of training that was given to the individuals they will be monitoring. Monitors know testing procedures well enough to be able to recognize possible irregularities. (See **Appendix I**)

PROCEDURES REQUIRED DURING A TEST ADMINISTRATION

Campus personnel are given detailed checklists to verify duties and responsibilities during testing.

Requests for extra materials are made in writing using the local order form. This serves as our record in writing that the materials are picked up by the campus coordinator in person. Signatures and detailed paperwork of order requested are always used when materials from district overage are distributed to campus coordinators.

The Campus Test Coordinator makes a “first hour” check of all test sessions to ensure that all students are in the correct location and have been issued the correct assessments.

PROCEDURES REQUIRED AFTER A TEST ADMINISTRATION

Campus Test Coordinators verify that they are using the “Materials Return Page” when assembling materials for return. (See **Appendix J**)

At district check-in, Campus Test Coordinators in conjunction with District Assessment Staff, inspect, physically count, scan each test booklet, and verify the contents of all campus boxes before the boxes are sealed for shipping.

The materials returned are always verified against the packing list. After scanning test booklets, a materials return report is printed showing all booklets returned.

Only Campus Test Coordinators return testing materials to the District Student Assessment Office.

If a testing irregularity has occurred, all involved individuals write a statement on the day the incident was detected or as soon as possible thereafter.

APPENDIX A

**2021 MAY STAAR EOC
ORDER FORM FOR ADDITIONAL MATERIALS**

Middle/High School

Campus Name: _____

Deadline to submit additional order is (Date) by (time p.m.) Email order form to Mary Lou Jaime and Deanna Hernandez.

SECURE TEST BOOKLETS	QUANTITY
Algebra I STAAR EOC	
Biology STAAR EOC	
US History STAAR EOC	
Algebra I STAAR EOC Form 1 (Oral Administration)	
Biology STAAR EOC Form 1 (Oral Administration)	
US History STAAR EOC Form 1 (Oral Administration)	

SECURE TEST BOOKLETS	QUANTITY
Large Print Algebra I STAAR EOC	
Large Print Biology STAAR EOC	
Large Print US History STAAR EOC	

BLANK ANSWER DOCUMENTS	QUANTITY
Algebra I STAAR EOC	
Biology STAAR EOC	
US History STAAR EOC	

APPENDIX B

Secure Testing Materials Storage Certification

Please complete the following information to meet the requirements of the state mandated secure/locked storage – with extremely limited access – for use with state testing materials. This documentation form serves as a means of protecting both the campus principal and the district. A copy of this form must be kept in the campus 5-year documentation binder. The original is to be filed with the District Test Coordinator.

PLEASE NOTE: Changes to the secure storage area requires the completion of a new form to be completed by the campus principal certifying the area as secure.

CAMPUS NAME: _____ **SCHOOL YEAR:** _____

LOCATION to be used for secure storage: _____

The following people are the only persons with keys and/or access to the keys for this storage area:

PRIMARY KEY ACCESS PERSON: _____

(Name of Person)

(Position)

<h3>Alternate Persons with Key Access</h3>
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(Campus total, including person listed above should be limited to a total of 3 or less.)
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Name (Please Print)	Position
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1. _____

I certify there is a secure/locked storage area for use with secure test materials and access to the secure area is limited to those listed above.

Campus Principal's Signature: _____ Date: _____

APPENDIX C

Please post in secure area for reminder

BOX 1 of _____

CAMPUS NAME

NUMBER RANGE FROM – TO

ALL BOXES THAT COME TO THE STUDENT ASSESSMENT OFFICE SHOULD HAVE THIS LABEL ON THE FRONT AND BACK SIDE OF THE BOXES.

KEEP OVERAGE MATERIALS IN A SEPARATE BOX.

APPENDIX D

Oath of Test Security and Confidentiality
For Noncertified Personnel

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the State Assessment Program and do hereby certify the following: (Initial each statement.)

Security

_____ I have attended training pertaining to the rules and regulations governing the administration of the statewide student testing program.

_____ I understand my obligation to maintain security and confidential integrity of this test.

_____ I understand that I have been directed to report immediately to the Campus Testing Coordinator or Administrator any suspicious conduct or irregularities that I observe or am directed to participate in with regard to the testing.

_____ I am aware that the district will investigate and may take disciplinary action against me, up to and including the termination of my employment, if I fail to report suspected or actual violations of state test procedures.

_____ I am also aware that SB 1031 has made it a Class C misdemeanor to intentionally disclose the contents of any portion of a secure test, including the answers to any items on the test.

Administration

_____ I will administer one or more of the state tests.

_____ I will also sign the Test Administrator Oath as required by the state.

I do hereby certify, warrant, and affirm that I will comply with all the requirements governing the State Assessment Program and that I will report any suspected violations of test security or confidentiality to the campus testing coordinator. Initial and sign this form **before** handling any secure test materials.

IN WITNESS WHEREOF I affix my hand on this the _____ day of _____, 20____.

_____	_____	108-906
Signature of Noncertified Personnel	Printed Name of Noncertified Personnel	County-District Number
McAllen ISD	_____	_____
District Name	Campus Name	Area Code/Telephone #

Non-certified school personnel who are currently employed by the district and routinely work with students in the classroom may serve as test administrators, monitors, or assistants provided that they are under the supervision of a certified professional on the same campus.

APPENDIX E

Test Administration Seating Chart

District: McAllen ISD Campus: _____ Room #: _____

Test Administered: _____ Subject: _____ Grade Level: _____ Date: _____

Test Administrator: _____

Test Time

Test Start Time: _____ : _____	Lunch Stop Test: _____ : _____ Re-start Test _____ : _____
Test End Time: _____ : _____	Emergency Stop Test: _____ : _____ Re-start Test _____ : _____

Reminders

Record the time as you remind the students about the remaining time and to bubble their answers on the answer documents.

4hr: _____ : _____	3hr: _____ : _____	2hr: _____ : _____	1hr: _____ : _____	30min: _____ : _____	
15min: _____ : _____					

Test Administrators

The names of ALL test administrators/monitors responsible for monitoring the test session must be documented below.

Time In	Time Out	Print Name* <i>*First & Last Names</i>	Signature

Medical Breaks

Seat#	Name	ID#	Stop Time	Re-start Time	Total Time	Student Test End Time

Instructions for the grid below:

1. Mark the location of the test administrator(s) by placing an “X” in the margin surrounding the grid.
2. Draw the location of and indicate the corresponding seat number for each student on the list of examinees.
3. Mark the location of any entrances into the testing area.

List of Examinees

Seat #	Student First Name	Student Last Name	Student ID#	Test Booklet #	Form #
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

APPENDIX F

REQUIRED MATERIALS FOR ALTERNATIVE CAMPUSES

MUST BE PROVIDED BY CAMPUS TEST COORDINATORS BY DEADLINES

INSTRUCTION AND GUIDANCE CENTER

- Pre-coded or Hand-gridded Answer Documents
- Online Test Sessions with Students
- Testing Accommodations
 - ARD testing documentation
 - 504 testing documentation
 - LPAC testing documentation
 - RTI testing documentation

JJAEP

- Pre-coded or Hand-gridded Answer Documents
- Online Test Sessions with Students
- Testing Accommodations
 - ARD testing documentation
 - 504 testing documentation
 - LPAC testing documentation
 - RTI testing documentation
- Test Booklet with the following
 - Student Name on top right-hand corner
 - Local ID on top right-hand corner
 - District Name on top right-hand corner
 - Campus Name on top right-hand corner
- Dictionaries, if applicable
- Calculators, if applicable
- Headsets, if applicable

APPENDIX G

McAllen ISD Assessment Procedures for Homebound Testing

1. Two weeks prior to testing, campus test coordinators must contact homebound teachers (special education and general homebound) to determine if any students pertaining to the campus are receiving services and identify whether students are eligible for testing.
2. Campus Test Coordinators must assign Campus Test Administrators to administer state assessments for homebound students. The following trainings will be provided by the Campus Test Coordinator at the campus where the student is enrolled:
 - Online Test Administrator Training Modules on Test Security and Confidentiality
 - Appropriate STAAR Test Administrator Manual
 - TELPAS Training for Raters and Test Administrators
3. Copies of the training agendas, sign-in sheets, and oaths for the above trainings must be kept at the campus for 5 years.
4. During training, the Campus Test Coordinator will inform the assigned Campus Test Administrator that an alternate test administrator will be on stand-by in the event that the assigned test administrator needs a lunch break, bathroom break, or has an emergency situation. This trained test administrator must also be trained on homebound of testing procedures.
5. On the day of the test, the Campus Test Administrator will sign-out testing materials from the Campus Test Coordinator. Materials distributed must also include a seating chart and "Do not Disturb Sign." Testing materials must be placed in the locked trunk of a vehicle until the homebound test administrator arrives at the student's home.
6. After testing has concluded, the Campus Test Administrator will immediately lock all testing materials in the trunk and return to the campus to have their materials signed-in by the Campus Test Coordinator.

APPENDIX H

**LETTER OF AFFIRMATION
COLLECTING AND DESTROYING THE FOLLOWING:
DUPLICATED OR RECORDED SECURE TEST CONTENT REFERENCE MATERIALS
TRANSCRIBING GRIDDABLE QUESTIONS STUDENT DOCUMENT
STUDENT TEST TICKETS
SUPPLEMENTAL AIDS
SCRATCH PAPER
GRAPH PAPER**

Handling Reference Materials, Scratch Paper, Graph Paper, and Duplicated or Recorded Secure Test Content Reference materials and graph paper for STAAR mathematics and science assessments are included in the test booklets and are printed on perforated pages so that students can remove them for use during the test administration. Scratch paper and paper versions of these materials printed for online test administrations may also be provided to students.

All personnel who handle these materials should be aware that the materials may contain secure test content and that any viewing, discussion or recording of this confidential information is strictly prohibited.

After the completion of a test administration, campus test coordinators must collect and destroy any scratch paper, graph paper, or reference materials that students wrote on, as well as any recordings.

I, _____, Campus Test Coordinator of _____, hereby declare that the following items have been collected and destroyed: duplicated or recorded secure test content reference materials, transcribing griddable questions student document, student test tickets, supplemental aids, scratch paper and graph paper.

Campus Test Coordinator Signature

Date

Principal Signature

Date

Please submit a scanned copy with principal's signature to the Assessment Department on or by **due date of Intake**. Thank you.

APPENDIX I

Test Monitor Checklist

Instructions: Place a check mark in the box if observed. Write NA next to the box if you were not able to observe. If a box is not marked, it will be assumed that there was a problem that needed to be addressed. Use the Comments section to document further explanation or remediation.

Monitoring Issues

- There is an orderly environment that is relatively free from distractions and excessive noise.
- There is at least one test administrator for every thirty students.
- Bulletin boards and instructional displays that might aid examinees during testing are covered or removed (i.e. number lines, math facts, word walls, maps, etc.)
- Teachers are actively monitoring the test administration. They are walking around the room or sitting in the classroom where all students are visible.
- Test administrators and hall monitors are only monitoring to maintain test security and confidentiality.
- Students remain seated and silent during testing.
- There is no evidence of “coaching” or “pacing” during the test. Teachers are not checking for strategies.
- Seating charts are completed with required student information.
- Students are using a No. 2 pencil to complete their answers.
- There are hall monitors who are monitoring the restrooms. One student at a time is allowed to take a break (unless the test administrator takes his/her class as permitted). No talking is allowed.

- When students have completed testing, the student raises his/her hand. The test administrator checks to be sure that the student has bubbled his/her answers on the answer document.
- Hall monitors are supervising students as they move through the halls to be sure that nothing is happening that would invalidate testing.
- Hall monitors do not have reading material or other work that hinders active monitoring.
- Students who are not finished with testing are sitting together at lunch with supervision to guarantee that the students are not discussing the test.
- During a lunch break, all testing materials is placed in locked storage.
- Test administrators return testing materials to the campus testing coordinator immediately after they finish testing. Materials are checked in and out using a Materials Control Form.

Procedural Issues

- Each test is administered on the correct day.
- When test administrators read directions, directions are read **verbatim** from the test administrator manual.
- If test takers are required to change locations, the testing materials are taken up and transported by the test administrator.

Secure Materials

- Test materials are stored in locked storage when not checked out to teachers.

Other Security Issues

- There is no discussion of questions and prompts by faculty and staff.

Comments: _____

Signature of Monitor

Date

APPENDIX J



STAAR MATERIALS RETURN PAGE

Campus: _____ Campus Test Coordinator: _____

INTAKE

Initial	Item
	Training Agendas
	Sign-In Sheets
	Pre-coded Roster with Checkmarks indicating you accounted for each ans. doc.
	Classroom Testing Roster for all students including Designated Supports listed
	Attendance Documentation Form (pages 1 and 2 completed) with CTC signature
	List of Absent Students
	Record of Transcribed Answer Documents
	List of Voided Answer Documents
	Score of O Documentation
	Seating Charts for All Tested Subjects
	Materials Control Form for All Tested Subjects
	Test Administrator Oaths (Not Previously Submitted to Assessment)
	Campus Test Coordinator Oath
	Principal Oath
	Letter of Affirmation signed by Campus Test Coordinator
	Labeled Boxes (sorted by scorables and non-scorables)

SCORABLES

Initial	Item
	Used Answer Documents
	Voided Answer Documents – Write “Void” across answer document using pencil
	Alternative Campus
	RSD
	JJAEP
	I & G

NON-SCORABLES

Initial	Item
	Used and Unused Non-scorable STAAR Test Booklets Grouped by Grade or Course (organize by numerical order)
	Braille
	Specific Braille Instructions
	Large-Print Test Booklets
	Unused ID Sheets
	Unused Answer Documents
	Photocopies of Secure test materials from a TEA approved accommodation

DID YOU REMEMBER TO DO THE FOLLOWING?:

	Mark Designated Supports for STAAR online, if applicable
	Mark Students Absent for STAAR online, if applicable
	Bubble "New to Texas" if applicable (paper and online)

Assessment Office Signature: _____

Date: _____

OTHER NONSCORABLE MATERIALS

- Used “Transcribing Griddable Questions” student documents (must be destroyed after testing)
- Handwritten student responses that have been transcribed (must be destroyed after testing)
- Typed or Taped-Recorded Materials (must be destroyed after testing)
- Scratch paper (must be destroyed after testing)
- Reference Materials and graph paper that students have removed from their test booklets. If students have written or made notes on these materials the marked materials must be destroyed.
- Approved/allowed supplemental aids. If students have written or made notes on these materials the marked materials must be destroyed.
- Coordinator Manuals
- Coordinator Packets
- Test Administrator Manuals

Revised August 2020