Dallas ISD Assessment Department STAAR ALT 2

CTC Step by Step Checklist and Reminders

Print this page so that you can check off each step to better manage the STAAR Alternate 2 test window.

Activity	Deadline	Completed
Attend CTC training for STAAR Alt 2	Feb 15 or 17th *per sign up*	
Train raters, STAAR Alt 2 test administrators on administration procedures *Please keep in mind this includes paraprofessionals and teacher assistants who may assist during the Preview and Assessment windows.*	March 11 *(Deadline Per state)*	
Check material in/out during Preview Window	Window opens March 21	
Check material in/out during Assessment Window	Window March 28-April 27	
Last day to enter STAAR ALT ratings in DEI	April 27 (*DISD deadline)*	
Deliver STAAR Alt 2 Nonscorable Material (Drive and Drop) to Service Center	Friday, April 22 or Monday, May 2	
CTC files STAAR Alt 2 document retention	By May 2	

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Planning and Preparing for Campus Training

CTC Steps:

- Read the STAAR Alternate 2 Non Secure Manual

- Obtain a roster of students who are scheduled to test.

  - **High School**: MyData >Monitor>Special Ed>**STAAR Alt EOC Compare**. *It is also recommended that you run a roster using the elementary and middle school steps below.*
  - **Elementary and Middle:** MyData >Monitor>Special Ed>**State Testing Roster**. A new window opens then click the following: Grade (Select All) Test Area (Select All) Assessment Type (Alternate) then click "View Report". To view students, in the school name column, click on the + sign to see student names.

- Share rosters with those who will serve as test administrators to confirm all students who are scheduled to test are listed.

- Based on test administrator feedback, confirm all students are listed in TIDE > Student Information> View/Edit/Export Students. Under advanced search, choose Alternate Student Flag from the drop down. Check the box beside STAAR Alternate 2 **AND** select Yes. Click the green *Add Selected* box. Your new criteria should now show in the *Additional Criteria Chosen* column. Select *Search*. Select *View Results*

- If additions or deletions need to occur from list, use the Correction Request Form found on our website under Important Links Tab > Test Tracking and Reporting Column> Assessment Correction Requests

- Share links to STAAR Alternate 2 Non Secure Manual and Educator Guide with those who will serve as STAAR Alternate 2 test administrators.

- When materials arrive on campus, unpack materials by content and grade. Materials should arrive as a kit containing a student book, a teacher book, a set of image cards, and a scoring guide (located within student book). If there are any discrepancies, contact your assigned DWTC immediately.

- Based on your roster, ensure you have a kit for each student and the assessment(s) they are assigned to take. If additional material is needed, contact your assigned DWTC immediately.

- Plan your campus training using the STAAR Alt staff training ppt found on our website.

- Prepare test buckets (You may prepare your test buckets by teacher, by student, or by content- confer with your test administrators to determine how they would like their bins prepared).

- Prepare a materials control form for each test administrators

Training Reminders:

- ➢ You must train your STAAR Alt 2 test administrators by **March 11 per state deadline.**

- To participate in STAAR Alt 2, students must have the current participation form on file, including those scheduled for NAAR or Medically Exception (requires NAAR or Medical Exemption Form, in addition to, STAAR Alt 2 Participation Form).
- Each test administrator must have their own materials control form which will be used for both *Preview* and *Assessment* Window.
- Test do not have to be checked out each day. However, if they are checked "out" for the day, they must be checked "in" by end of day.
- Collaborate with Sped contact regarding: NAAR and ME students

Assessment Windows

CTC Steps:
- Check out materials to teacher using Materials Control Form each day of preview period and assessment window as needed based on your predetermined schedule for check out and check in of materials.
- During assessment window, it is recommended to have test administrator(s) separate answers documents by grade and subject (elementary-middle) and subject (high school). **Put in a colored folder by subject or manila folder and label folder to avoid entering wrong answer**. For example, 3rd grade math in a folder, 3rd grade reading in a folder, Biology in a folder, Algebra in a folder. In addition, you may want to have test administrators highlight student name, subject, and form number on the scoring document.
- If a test irregularity occurs, contact your assigned DWTC for additional guidance.

Training Reminders:
- Preview Window starts March 21 (Due to DISD Spring Break)
- Assessment Window starts March 28-April 27
- Dallas ISD Assessment Department Verification Dates are April 28.
- Preview window is to be used only for preparing accommodations and becoming familiar with test administrator script and guidelines. It is NOT a pre-teach window. Any presentation of materials or introduction of concepts or topics to a student prior to the administration of the test is considered a serious violation of test security and will be reported to TEA.

Capturing Accommodations from Scoring Guides

To Enter Accommodations from each student scoring guide:
It is recommended you open two windows or screens if possible (one for TIDE and one for DEI direct link)

- Accommodations must be captured **in TIDE not DEI**

- In TIDE run your STAAR Alt list: TIDE > Student Information> View/Edit/Export Students. Under advanced search, choose Alternate Student Flag from the drop down. Check the box beside STAAR Alternate 2 **AND** select Yes. Click the green *Add Selected* box. Your new criteria should now show in the *Additional Criteria Chosen* column. Select *Search*. Select *View Results*
- Your STAAR Alt list will populate   Search for student.
- Once student is located click the pencil to view student profile.
- In the student profile, go to Section 5 Non Embedded Supports.
- Find the STAAR Alt 2 Non Embedded Supports Section. Choose the subject based on the scoring guide for the accommodations you wish to enter.
- Click the drop down and select the accommodation(s) that were entered on the student's scoring guide. **If student has multiple tests, you may update accommodations for multiple sections if you have each scoring guide available for each subject.

Scroll to bottom of student profile screen and click Save.

Entering Responses into DEI

CTC Steps:
It is recommended you open two windows or screens if possible (one for TIDE *and one for* DEI direct link*)*

- Use student test ticket to log into DEI platform for student whose scoring responses will be entered or if using multiple screens as indicated in previous section, copy, and paste TSDS from TIDE (You must right click and copy/paste in order for it to work rather than using shortcut Ctrl V and C key).
- Ensure student information is correct on the *Confirmation Screen* before proceeding to next screen.
- Select appropriate test. Double check to ensure the scoring guide matches the selected test. **Entering student responses for the wrong test is an irregularity and will impact student score.**
- Enter appropriate form number and begin entering responses.
- Confirm what you have entered is correct (correct student, correct assessment and responses), before submitting.
- Follow procedures above for each student and their assigned test.- *See Campus PPT for screenshots* **Please note, it is recommended to enter student scoring guides as they are completed rather than at the end of the window to ensure errors do not occur and that you have a scoring guide for each student who is scheduled to test.**

Training Reminders:
- ➤ If test administrator will enter Scoring Guides into DEI system, test coordinator must create them as a user in TIDE and ensure they have the S**tudent Data Assistant role**.

➢ If a STAAR Alt 2 student does not test, ensure score code is captured in *TIDE> administering Tests>Appeals and Score Codes* using appropriate score code A (Absent) N (NAAR) M (Medical Exception) or O (Other).

➢ Scoring Guides are secure and must be returned to test coordinator and returned with nonscorable material.

Closing Out and Returning Materials

CTC Steps:

- Ensure all Scoring Guides have been entered for every STAAR Alt 2 student and all assessments they are assigned to take.

- Report any irregularities during testing using TISV link, **http://scbpaswmsas01/TISV/**
  Be sure to include statement.

- If you have students who were exempt per ARD (NAAR or ME), Absent, or Other, be sure they have been marked complete with appropriate score code. *TIDE> administering Tests>Appeals and Score Codes> Create Appeal*

- In TIDE, export a list of students for which you submitted score code appeals. *TIDE> administering Tests>Appeals and Score Codes >View Appeals*

- Rerun the Test Code Status Report. Filter for blanks in the Test Status column.

- Clear up any students showing blank. **As a reminder student who you submitted a score code appeal for will continue to show blank. Refer to your submitted appeals list.**

- Pack materials- pack materials by content and grade for grades 3-8 and by course for EOC. For example, pack all 6 Reading Student Books, 6 Math Student Books, 6 Reading Manuals, 6 Math Manuals etc. *Be sure to put books in numerical order by content and grade.*

- The following additional nonscorable materials should be returned in box 1
  - STAAR Alternate 2 Scoring Documents
  - used and unused image cards (a return bag is provided for used cards)
  - used and unused secure STAAR Alternate 2 teacher booklets
  - photocopies or any other type of reproduction of secure test materials made during preview window, if used

- Seal boxes.   Put DISD nonscorable label on the small side of each box. Label may be found on our website > coordinator resources > Resources > CTC Forms.

- Deliver Nonscorable Material to service center April 22 or May 2 *(Drive and Drop)*

- Complete your online issues documentation (if any) http://scbpaswmsas01/APS/oec/.

- Refer to retention document of things to retain for STAAR Alternate 2.