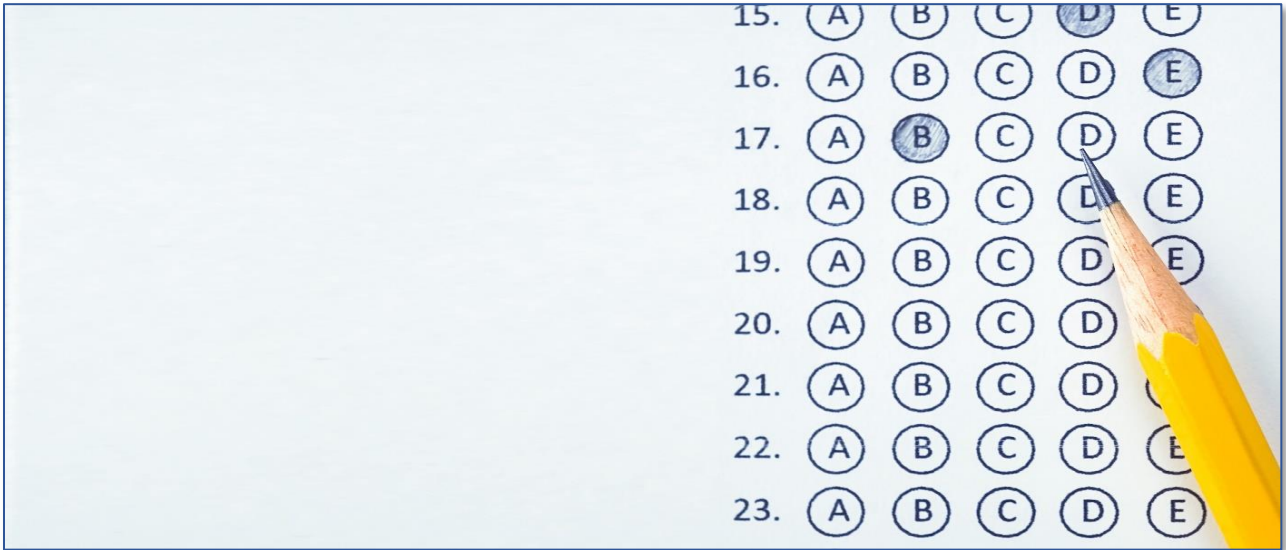


Revision Date: October 30, 2019



SECONDARY

Test Coordinator Manual

Fall Testing Dates:
December 16-19, 2019

Spring Testing Dates:
May 21-27, 2020

Table of Contents

Things to Know about ACPs	1
District-mandated Testing.....	1
ACP Reminders.....	1
Test Item Format.....	2
Test Booklets.....	2
Answer Sheets.....	2
Testing Periods.....	2
Teacher Surveys.....	2
Item Report Form.....	2
TEIs	2
ACP Data.....	2
Testing Window Information - Dismissal Times	3
Testing Window Information - Teacher vacancies - (high school only)	3
Test Security	4
ACP Specifics.....	4
Test Security Training.....	4
Cell Phones and Electronic Devices	5
Cheating	5
Reporting Testing Irregularities.....	5
Additional Resources for Documenting Testing Irregularities	6
Examples of Irregularities	6
Accommodation Resources	7
Student Testing Accommodations.....	7
ACP Exceptions.....	7
Reference tools	7
Accessibility Features	7
Designated Supports	8
Oral Administration for ACPs.....	8
ACP Oral Administration Policy	8
ACP Calculator Policy.....	9
ACP Support Based on Student Populations.....	10
SPED	10
English Learners (ELs).....	10
504	10
General Education (MTSS)	10
Test Coordinator Responsibilities	11
Before Testing Begins	12
During the Testing Window	13
After the Testing Window.....	14
Testing Materials	15
Test Booklets.....	15
Secondary Teacher Headers.....	18
Precoded Secondary Answer Sheets:.....	20
Blank Secondary Answer Sheets:	20
Correcting Secondary Answer Sheets	21
ACP Griddable Items	22
ACP Test Administrator Script.....	23

Make-Ups	26
Directions for Make-Ups	26
Additional Reminders for Make-Ups	27
ACP Courses	28
2019-2020 High School ACPs.....	29
2019-2020 Middle School ACPs	35
Forms	40
OATH OF TEST SECURITY AND CONFIDENTIALITY.....	Form 1
OATH OF TEST SECURITY AND CONFIDENTIALITY	Form 2
Test Coordinator Sample Statement Regarding Irregularity (for LOCAL tests).....	Form 3
Questions to Answer When Writing Statements Regarding Irregularities.....	Form 4
ACP Item Report Form.....	Form 5
ACP MATERIALS CONTROL FORM.....	Form 6
Box Pickup Online Form	Form 7
Blank Nonscorable Labels.....	Form 8
Teacher Vacancy for ACP Test Reporting.....	Form 9
STAAR Calculator Policy Last updated Sep 05, 2019.....	Form 10
STAAR Dictionary Policy Last updated Aug 19, 2019.....	Form 11
2019-2020 ACP Procedures for ELs.....	Form 12
ACP Missing Score Form	Form 13
Evaluation & Assessment Contact Infomration	Contacts

Things to Know about ACPs

District-mandated Testing

This document is a reference guide for the **Assessment of Course Performance (ACP)**. The campus-based personnel who will use this manual to facilitate the tests are **Test Administrators**.

Refer to this manual for information about the testing procedures, testing materials and make-ups. Any clarifications and assistance required beyond the scope of this document will be addressed by the Assessment Department. If later changes or updates are made from District Leadership or the state, then these initiatives will prevail. This document will be revised accordingly.

Assessments of Course Performance (ACPs) are the semester final exams used by the district for grades 6-12 secondary students. Students in STAAR/EOC test subjects will only test with an ACP in the fall semester.

ACPs are secure tests. They assess the Texas Essential Knowledge and Skills (TEKS) or student expectations.

Please refer to the [districtwide grading policy](#) regarding instructional activities, placement decisions and awarding course credit. This manual will only address ACP administration.

The fall testing window is: December 16-19, 2019

The spring testing window is: May 21-27, 2020

The following ACPs are not administered in the second semester, due to the STAAR and EOC:

Middle School:

ELA: Grades 6-8 Reading Language Arts*
Math: Grades 6-8 Math*, Algebra I Pre-AP
Science: Grade 7 Science Pre-AP, Grade 8 Science
Social Studies: U.S. Studies 8*
***And corresponding Pre-AP courses and ESL courses**

High School:

ELA: English I, English II*
Math: Algebra I*
Science: Biology*
History: U.S. History
***And corresponding Pre-AP courses and ESL courses**

ACP Reminders

- LPAC, Sped, and 504 chairs are your campus contacts for EL, special education and 504 concerns.
- ARD committee meetings are required to change ACP testing decisions for SPED students.
- LPAC committee meetings are required to change the testing language for ACPs.
- If a student is tested, the score will be included in the school summary.
- Secondary students in grades 6-12 will test with ACPs designated for 2019-2020.
- ACPs count as 10% for the middle school and 15% for the high school semester grades.
- There are no modified test versions. ACPs must be taken as-is.
- Students must take teacher-made tests if they are exempted by an IEP or for a non-ACP subject.

The final test results will be displayed within MyData Portal and entered manually into PowerSchool.

ACP content is developed and approved through collaboration between Test Development and Teaching and Learning. ACP blueprints may be found on the ACP tab on the assessment.dallasisd.org website.

Test Item Format	Many of the ACP items are presented in a multiple-choice format. Science and Mathematics have items in a griddable-response format, requiring a numeric answer to be entered and bubbled.
Test Booklets	Numbered test booklets are printed and shipped to all campuses. Consumable ACPs are printed with an indicative box in the upper right-hand corner of the cover. Online booklets are not available.
Answer Sheets	Grades 6-12 have specific answer sheets. These are the scorable documents that must be scanned with matching teacher headers. <u>Students must bubble their answers on the answer sheet during the testing period.</u> The Test Administrator Script warns the students when 15 minutes are left to test. If a blank answer sheet was turned in after the testing period, only trained testing personnel under oath may transfer the answers from the test booklet using the state's transcription procedures. Answer sheets cannot be returned to the students.
Testing Periods	Students are allotted 90-minutes to complete the test. Campuses must factor in additional time for disseminating materials and reading the Test Administrator Script. Students documented with extra time are allotted a maximum of 2 hours and 15 minutes (time-and-a-half). Review sessions cannot be conducted on the day(s) of testing. Students who are not finished must stop at the end of the allotted time and turn in what they have completed.
Teacher Surveys	ACP surveys document teacher feedback about the tests. Test Coordinators should schedule a supervised time for teachers to complete the surveys, which cannot occur before the student testing window. A scannable survey format is available.
Item Report Form	Complete the ACP Item Report Form (Form 5) for any ACP concerns reported by students about the test items or printed quality of the test booklets. If students have issues with an item, direct them to do the best they can and mark an answer. Submit the form during the testing window for the item to be evaluated for scoring.
TEIs	ACPs will count toward students' semester grades, Teacher Excellence Initiatives and principal evaluations for the 2019-2020 school year. Please follow your campus testing plan to contribute toward a successful test administration.
ACP Data	MyData Portal will post test results at the student and teacher levels. Districtwide summaries post after the testing window. No item-level analyses will be available.

Testing Window Information - Dismissal Times

Dismissal times on testing days are assigned by School Leadership. Campus principals must consult with Executive Directors and the Transportation Department to adjust dismissal times and bus schedules. Secondary schools with more than eight class periods must call the Assessment Department for approval to begin testing earlier than the designated window.

Refer to the School Leadership WAIP for dismissal times.

Window	Testing dates	Bell Schedule
Fall	December 16 December 17-19	Full Day Early Release
Spring	May 21 May 22-27	Full Day Early Release

Reminders:

- Schools are not approved to schedule and test more than two ACPs per day.
- Scanning deadlines for delivering the answer sheets and headers is 4:00pm.

Testing Window Information - Teacher vacancies - (high school only)

The [district grading policy](#) acknowledges when certified teachers are not available for all classrooms.

If a student at the high school level has been taught by a noncertified substitute teacher in a classroom with a vacancy or a teacher with extended absences for more than 25 days in Semester 1 or 30 days in Semester 2, the student’s final grade will be calculated using either the ACP examination with 15 percent weight or the average of the three six-weeks grades, whichever is higher. (Dallas ISD, p. 17)

Students must still take the ACP during the testing window. Teacher-made tests and class projects cannot be used as a substitute grade.

Test Coordinators will take the following steps to report teacher vacancies for ACP courses:

- ① - Verify all ACP courses that were not covered by a certified teacher.
- ② - Fill out **Form 9** to list the specific ACP subjects, class sections and number of vacant days.
- ③ - Submit all completed pages for processing.
- ④ - After the HCM Department verifies the vacancies, School Leadership sends the signed vacancy forms to Test Coordinators and principals to approve grade changes.
- ⑤ - After receiving the ACP scores, compare the students’ exam scores and the average of their three six week’s grades. Enter the higher of the two in PowerSchool.

Test Security

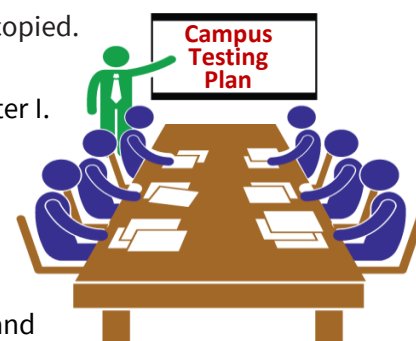
ACPs are secure, locally developed tests that comply with the standards and procedures outlined in the district [Test Security Manual](#).

Test Administrators are ultimately responsible for the security of the exam booklets until they are returned to the Test Coordinator. Test Administrators are also responsible for ensuring that the correct test was administered to the students.

Some state-specific directives will not apply to ACP test design, such as online testing.

ACP Specifics

- ACPs are 90-minute paper-based exams.
- Non-district employees and volunteers cannot assist with testing.
- Teachers of record will not test their own students.
- Campus Instructional Coaches cannot serve as Test Administrators or assistants within their content areas.
- Secondary teachers cannot test within their content areas.
- Seating charts must be filled out on each testing day.
- Remove or cover maps, pictures, posters, graphics, any other instructional tools that give tips, clues or formulas to answer test questions.
- Students cannot use supplemental aids that are not documented.
- No electronic devices can be used during ACPs. These include cell phones, smart watches, wireless devices and electronic versions of dictionaries and calculators.
- ACPs cannot be viewed in advance, copied, scanned, shared with a nearby school or physically altered in any manner. This includes using the test cover as a template for a teacher-made test cover.
- ACPs found from previous test administrations cannot be used for reviews or copied. These must be returned to the Assessment Department immediately.
- Test Coordinators must acquire additional test booklets from the Service Center I. Schools cannot borrow or trade testing materials.



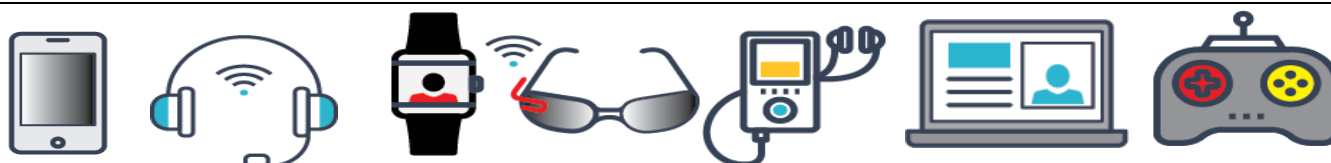
Test Security Training

- All campus staff involved with any aspect of testing must be trained and sign an oath of test security (**Forms 1 and 2**). This includes the principal, front office and back-up Test Administrators.
- Meeting sign-in sheets and signed oaths must be filed after testing.
- Explain active test monitoring.
- Define procedural and serious testing irregularities and their consequences.
- Discuss the process for reporting testing irregularities and completing signed statements.
- Identify the contacts for your staff to call in case of emergencies during testing.
 - Test Coordinator
 - Principal
 - Assistant Principal
 - Office Manager

Cell Phones and Electronic Devices

Students are not permitted to use or have cell phones visible in the testing areas or during testing. Schools will follow their campus policies for collecting backpacks, cell phones and other electronic devices.

In addition, Test Coordinators and Test Administrators have the same expectations of not using cell phones, smart watches and other electronic or wireless devices during testing.



Cheating

Student cheating also includes but is not limited to, the act of acquiring, forwarding and/or receiving any aspect of the ACP content with the use of printed, oral or digital mediums (e.g. using cameras or optical readers from cell phones and other electronic devices to photograph test questions, completed answer sheets, hand-written notes or videos).

- Follow your campus safety guidelines for removing students who are observed cheating from the testing area and confiscating the devices.
- The students will receive a grade of zero, if cheating is determined. ACP scores are automatically invalidated and not scanned. Forward supporting documentation immediately to update student records and grading.
- Test Administrators must report cheating incidents immediately to the Test Coordinator or campus administrators.
- Collect any form of physical evidence from students or staff to submit with the test security violation report. This includes, notes, cheat sheets, electronic devices, books and any other item used during the cheating incident.
- Stop and contact the District Test Security Officer or the Assessment Department immediately to report any form of cheating.

Reporting Testing Irregularities

Test Coordinators must ensure the adherence to all testing policies and procedures. Your understanding of the testing protocols and your campus dynamics will help you to quickly identify and correct small mishaps and deter serious testing irregularities.

Information about testing irregularities may arise from campus staff, students, parents or anonymous tips. The [Test Security Violation Form](#) will be used to report testing irregularities electronically. Emails and verbal explanations will not be accepted.

Note: Call immediately to report time-sensitive issues. Do not become consumed with filling out the online form and acquiring statements for issues that can be seriously impacted by lapsed time. (e.g. widespread cell phone cheating)

Additional Resources for Documenting Testing Irregularities

Test Coordinators will submit written statements to summarize all testing irregularities. Test Administrators and other staff members who are involved with or have information about an irregularity, must also submit a signed statement.

Use these templates when preparing to write a testing irregularity report and writing a statement:

- [Test Coordinator Sample Statement \(Form 3\)](#)
- [Questions to Answer When Writing Irregularity Statements \(Form 4\)](#)

If a testing irregularity impacts a student's grade, Test Coordinators must contact the Assessment Department, upon submitting a testing irregularity form. Schools will receive a copy of a formal resolution that documents the issue and actions taken.

- This step must accompany any grade changes processed by the schools.

Examples of Irregularities

Failing to seek assistance or to clarify late-arising questions can invalidate test results or result in severe consequences. There are two categories for testing irregularities. Testing violations are categorized as serious or procedural.

Procedural irregularities or violations include actions that are typically the result of minor deviations from testing procedures. Some examples include testing personnel:

- Losing or misplacing completed answer document(s) or test booklet(s),
- Issuing an incorrect test,
- Failing to provide an allowable accommodation or providing an unallowable accommodation,
- Failing to read the directions verbatim as outlined in the Test Administrator Script, or
- Leaving students or secure testing materials unmonitored during testing.

Serious irregularities or violations include actions that could reasonably be concluded or determined to have ramifications that would alter or impact the integrity and validity of the test results and can result in the individual(s) responsible being referred for consideration of disciplinary action. Some examples include testing personnel:

- Viewing a test before, during, or after an assessment without authorization,
- Discussing or revealing secure test content or student responses,
- Making a copy of secure materials without permission,
- Directly or indirectly assisting students with responses to test questions, and
Failing to report an individual engaged in any activity that violates the security or confidentiality of a test.

The district [Test Security Manual](#) addresses the consequences of procedural and serious testing irregularities. The manual also provides more common examples of testing irregularities.

Accommodation Resources

Student Testing Accommodations

Failure to administer documented testing accommodations can jeopardize a student's success and result in testing irregularities.

Testing accommodations are considered on an individual basis. Students must use an accommodation independently and routinely with daily instruction and classroom testing. District-mandated processes must be used to properly determine eligibility and to document the testing needs within the authorized systems before the ACP testing window.

ACP Exceptions

The content cannot be modified, reproduced or photocopied in any manner as part of administering an accommodation.

Students who do not receive on-level instruction or are exempted from testing due to learning disabilities must have documentation to take teacher-made tests through ARD, 504, MTSS interventions or LPAC documentation.

Reference tools

Required reference tools such as rulers, weight and measurement charts, formulas, etc., will be provided within the test booklet. Any other types of posters, charts, maps, graphics, websites and chalkboard writings that can provide clues and answers, must not be present or visible during the testing period.

Accessibility Features

These are testing materials or environments that are available to all students who use them routinely and effectively during regular classroom instruction and testing. Students are not mandated to use these resources for ACPs.

For ACPs:

- Small groups
- Scratch paper
- Highlighters
- Assistive tools such as blank place markers, color overlays, stress balls, etc.
- Reminders to stay on task

Designated Supports

These testing accommodations are available only to students who meet specific eligibility requirements. Students must have the abilities to use them independently and routinely with daily instruction and classroom testing. District-mandated processes must be used to properly determine eligibility and to document the testing needs within the authorized systems.

ACPs do not include all state approved designated supports that are specific for online testing and STAAR.

For ACPs:

- Basic transcribing
- Braille
- Calculation aids
- Extra time (time-and-a-half maximum)
- Individual structured reminders
- Large Print
- Math manipulatives [including snap cubes, counting cubes and base 10 blocks (paper-based)]
- Oral / signed test administration
- Supplemental aids

Oral Administration for ACPs

This designated support allows the test questions, answer choices, and directions to be read aloud or signed to students who meet the eligibility criteria. Oral administration will be administered following local guidelines.

Test Administrators must be trained in advance to understand what content is permissible to be read or signed based on the type of test questions, subjects and routine instruction and testing done in the classroom.

ACP Oral Administration Policy		
ACP subjects	What can be read?	What cannot be read?
Reading Language Arts ESL English	Directions Test questions Answer choices Required reference materials Allowable designated supports	Reading passages Revising/Editing passages
Math Science Social Studies Electives	Directions Test questions Answer choices Required reference materials Allowable designated supports	

ACP Calculator Policy

ACP Calculator Policy		
ACP	Calculator Allowed?	Type of Calculator
Math 6	NO*	--
Math 6 Pre-AP	NO*	--
Math 7	NO*	--
Math 7 Pre-AP	YES	Handheld Graphing
Math 8	YES	Handheld Graphing
Algebra I	YES	Handheld Graphing
Algebra I Pre-AP	YES	Handheld Graphing
Geometry	YES	Handheld Graphing
Geometry Pre-AP	YES	Handheld Graphing
Algebra II	YES	Handheld Graphing
Algebra II Pre-AP	YES	Handheld Graphing
Pre-Calculus	YES	Handheld Graphing
Pre-Calculus Pre-AP	YES	Handheld Graphing
Algebraic Reasoning	YES	Handheld Graphing
Science 6	YES**	4-Function, Scientific, or Handheld Graphing
Science 6 Pre-AP	YES**	4-Function, Scientific, or Handheld Graphing
Science 7	YES**	4-Function, Scientific, or Handheld Graphing
Science 7 Pre-AP	YES**	4-Function, Scientific, or Handheld Graphing
Science 8	YES**	4-Function, Scientific, or Handheld Graphing
Biology	YES**	4-Function, Scientific, or Handheld Graphing
Biology Pre-AP	YES**	4-Function, Scientific, or Handheld Graphing
Environmental Systems	YES**	4-Function, Scientific, or Handheld Graphing
Astronomy 8	NO	--
Astronomy	NO	--
Chemistry	YES	Handheld Graphing
Chemistry Pre-AP	YES	Handheld Graphing
Physics 8	YES	Handheld Graphing
Physics	YES	Handheld Graphing
Physics Pre-AP	YES	Handheld Graphing
<p>*Students must meet eligibility criteria for calculation aids from the TEA designated supports policy.</p> <p>**Schools must provide at least one calculator for every 5 students. Shared calculators must be cleared after each student use.</p> <ul style="list-style-type: none"> ➤ All calculator memory must be cleared prior to use on the ACP. ➤ Computer Algebra System (CAS) calculators are NOT permitted. 		

ACP Support Based on Student Populations

Students may have different types of learning needs, disabilities and conditions that are protected by federal and state laws. If a student has an academic plan that requires testing accommodations, then schools must comply with completing the evaluation process and documentation before the start of testing.

There are no modified test versions. ACPs must be taken as-is.

If a student is exempted from taking the ACP, then a teacher made exam must be administered.

See the student population categories below that require documentation for testing accommodations:

SPED

- Students who are approved to receive special education services will test with ACPs, unless they are exempted by an ARD committee.
- IEPs must be updated with testing decisions for SPED students within the EasyIEP system.
- Testing decision changes or requests for designated supports must be documented and updated before testing in accordance with district policy.
- The [Special Education Department](#) should be consulted at (972) 581-4100 for assistance to SPED chairs, EasyIEP issues, vision services support and instructional guidelines.

English Learners (ELs)

- The LPAC committee determines the testing language for ACPs. The testing language must be documented within MyData Portal.
- See the district's EL testing policy for English Learners. (**Form 12**)
- The [Bilingual ESL Department](#) should be consulted at (972) 925-6490 for assistance to LPAC chairs, bilingual and ESL instructional concerns.

504

- IAPs must be updated with testing decisions for 504 students within the EasyIEP system.
- Testing decision changes or requests for designated supports must be documented and updated before testing in accordance with district policy.
- The [Section 504 & Dyslexia Services Department](#) should be consulted at (972) 581-4100 for assistance to 504 chairs and instructional guidelines for dyslexia.

General Education (MTSS)

- This student population does not have IEPs or 504 plans.
- Designated supports for testing must be approved and documented in PowerSchool.
- Students must have experience using the designated support independently and routinely, before the scheduled testing window.
- Testing decisions are based on campus decisions that consider the students' academic needs and progress.
- The MTSS Department must be consulted for assistance with academic intervention plans.
- MTSS guidelines are located at: <http://www.dallasisd.org/MTSS>.

Test Coordinator Responsibilities

Test Coordinators serve as the campus leads for ACP test administration. Changes and updates regarding ACP testing will be communicated through training meetings, district email and posted to the [Assessment website](#).

Your primary responsibilities revolve around these major tasks:

1. Planning for and executing preparation activities before the tests are administered;
2. Supervising and monitoring campus needs and test security during the testing window;
3. Submitting corrections for missing or incorrect test scores;
4. Scheduling make-ups during the ten-day make-up window;
5. Auditing, packing up and returning all testing materials by the end of the make-up window.

Critical deadlines for the fall and spring are noted within the [Block Calendar](#). These include delivery dates for testing materials, make-up testing deadlines, test score results and upcoming training meetings.

Scheduled Tasks	Fall Date	Spring Date
Attend ACP Test Coordinator Training.	November 12 – (HS)-9:00am (MS)-1:30pm	May 19 – (MS)-9:00am (HS)- 1:30pm
Notify office personnel that test materials will ship and arrive on campus.	Week of November 4 (HS) Week of December 2 (MS)	Week of May 4
Order additional testing materials.	After verification of initial shipment	
Administer assessments during student testing window.	December 16-19	May 21-27
Deliver answer sheets and headers on each testing day by 4:00pm. <ul style="list-style-type: none"> • Turn in teacher survey forms in a separate envelope on the last scanning day. • Scanning location: Service Center I – 2525 S. Ervay St. – (972) 925-4430. <p style="text-align: center;">(Do not go to the Buckner Building!)</p>		
Scanned test scores will post to MyData Portal. Teachers must enter their students’ test scores manually into PowerSchool and report missing or incorrect exam grades.	December 20	May 28
Administer make-up tests during the make-up testing window.	January 7-January 21	May 29-June 11
Pack, count and return all secure and nonsecure testing materials. Use Forms 7 and 8 . Submit an online box pick-up request	January 17	June 8

Before Testing Begins

Preparations for testing should to begin well in advance of the testing window. Major tasks include:

- Attending Test Coordinator training meetings and workshops
- Maintaining secure storage of secure materials
- Auditing the testing materials packing list
- Facilitating campus training
- Creating testing assignments for teachers to switch and identify the number small groups needed daily

Attend your scheduled ACP Test Coordinator meeting

- Learn all aspects about the test and new updates
- Ask questions and clarify your concerns
- Share strategies and solutions with your peers
- Consult with Districtwide Test Coordinators when necessary

Create a campus testing plan and include the following:

- Schedules for each testing day
- Duties for staff members during testing
- Designated testing areas - (include small groups)
- Contingencies for teacher absences
- Acquiring reference materials and testing supplies (e.g. pencils, dictionaries, etc.)
- List of contacts to call for help during testing
- Process for administering make-up tests

Adjust campus activities during the testing window as follows:

- Review the campus testing plan with your principal and administrators
- Contact School Leadership if the early dismissal time must change
- Contact the Transportation Department if the bus schedules must change
- Reschedule or cancel after-school programs, volunteer activities, tutoring or field trips
- Adjust announcements, bell schedule and schedule fire drills
- Send school messenger calls and emails to parents with testing reminders

Train your campus staff on the following:

- Test security, active test monitoring and irregularities
- Process for checking in/out and returning test materials
- Appropriate activities for early finishers
- Test accommodations and small groups based on IEPs, IAPs and designated supports
- Assigned testing duties and switching teachers
- Completing seating charts
- Process of collecting and returning testing materials
- Campus procedures for handling late arrivals, classroom disruptions, sick students and lunches
- Process of notification in event of an emergency
- Schedule for completing optional teacher surveys and ACP viewings

Prepare the testing areas to include the following:

- How to fill out seating charts thoroughly and correctly
- Rearrange tables and chairs for appropriate spacing
- Print and post signs for class changes, assigned teachers, lunch changes, etc.
- Check the pathways and building access to portables and other building wings
- Test the audio CDs for the listening sections for Varsity Band and foreign language ACPs
- Decide where hall monitors will be stationed in each area
- Remove instructional posters and student work samples from the walls

Contact the Assessment Department for assistance with any other concerns that are pertinent to your campus.

During the Testing Window

Keep track of testing materials

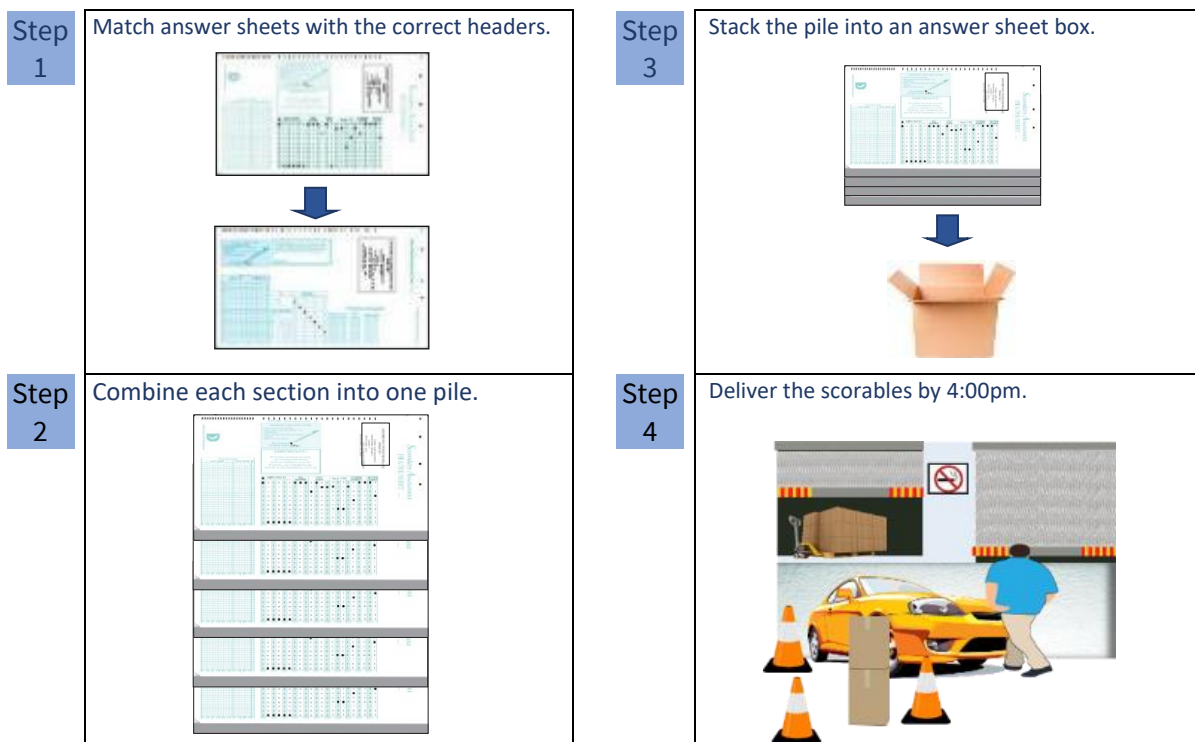
- Distribute and collect testing materials daily using the Materials Control Form (**Form 6**)
- Save precoded answer sheets for absent students
- Separate teacher-made tests from ACPs
- Test booklets and answer sheets are turned in and counted separately
- Scorables are turned in on time for scanning

Address and resolve observable concerns

- In-district and out-of-district transfer students
- Staffing, student and parent issues
- Report testing irregularities and submit signed statements

How to organize answer sheets for daily scanning

- Remind Test Administrators to collect and count test booklets and answer sheets separately, before checking in their testing materials
- Verify that all class sections were turned in by each Test Administrator
- Verify that the correct headers are used for each class section
- Verify that blank answer sheets are not submitted for absent students
- Verify that the test code, year and form are captured on the completed student answer documents
- Do not use paper clips, rubber bands or staples to separate answer sheets and headers
- Remove sticky notes, page flags, blank sheets and any other item used to separate or identify class sections
- Contact the Assessment Department for guidance to assess damaged answer sheets and ones discovered with no answers marked on the back side
- Scanning does not require for answer sheets to be alphabetized or in order by student ID number



• **Delivering answer sheets for scanning**

- Answer sheets must be hand-delivered on each testing day at 2525 S. Ervay Street.
- Another staff member under oath (except for the principal or teacher of record) may bring the answer sheets in place of the lead Test Coordinator.
- Schools that are no-call/no-shows are reported for testing irregularities to their respective Assistant Superintendents. Completed answer sheets cannot remain at a campus overnight.
- The answer sheet drop-off is a stop-and-drop drive-thru. Test Coordinators sign in for their schools and transfer the answer sheets from their vehicles.
- Additional testing material orders can still be picked up at this time on the second floor.
- Never send the answer sheets, header or teacher survey forms through district bulk mail.

After the Testing Window

• **Distribute ACP scores to teachers to enter into PowerSchool**

- Ensure that all students have test scores – check the exceptions report
- Submit corrections for missing or incorrect test scores
- Create a make-up testing roster for absent students

• **Count and pack nonscorables for pick up**

- Submit a truck pick up request
- Pack test booklets in numerical order by subject – include audio CDs and administrator manuals for Band, World Languages and Art image cards

Testing Materials

Test booklets, headers, answer sheets, audio CDs and administrator manuals are the primary testing materials. These items arrive at your campus before the testing window. A detailed packing slip is enclosed with all shipments. ACPs are printed tests and are not available online.

Scorable materials to be submitted daily include the completed student answer sheets with corresponding teacher headers. Non-scorable materials (test booklets, manuals, CDs, etc.) must be returned after testing.

Test Booklets

- **All student booklets are consumable.**
 - One test is printed for each student.
 - Students can write or highlight within the tests.
 - The tests are considered **non-scorable**, because they are not scanned.
 - The booklets are packaged in bundles of **25**.
- **Book numbers**
 - ACPs are printed with book numbers.
 - The range of numbers for each bundle of ACPs helps with quality control checks.
 - Missing test booklets are counted as testing irregularities against your campus.
- **Test covers**
 - Each content area is grouped by a specific color code:

Content Area	Cover Color
ESL / ESOL	Gray
Art and Band	Salmon
Health /P.E.	Lavender
Mathematics	Pink
Reading / L. Arts	Buff
Science	Lt. Green
Social Studies	Lt. Blue
Technology Applications	Goldenrod
World Languages	Lt. Yellow

- **Special labeling**
 - Student test booklets are printed with a text box in the top, right-hand corner for students to write their names and read final test-taking tips.
 - **Pre-AP** tests have an extra-bold border around "Pre-AP" and the edge of the test cover.

The initial, bulk shipment of testing materials will be marked with a 4"x4" orange sticker on the boxes and envelopes. Additional orders will be marked with a 4"x4" yellow sticker.

• **Sample of ACP packing slip:**

- Packing slips are receipts for the testing materials that were shipped.
- You must go through all of the boxes to verify that you received the items noted.

Contact the Service Center I at (972) 925-4430 to report discrepancies and order extras.

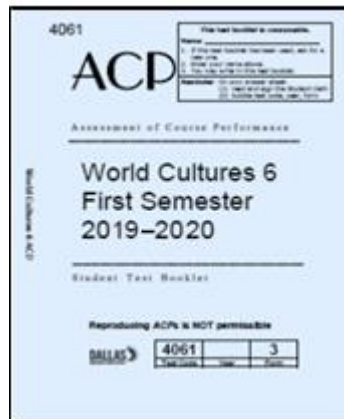
ACP PACKING LIST SCIENCE			
(000) MAIN HIGH SCHOOL BOX 999 ROUTE Z-21			
TEST	FIRST BUNDLE	LAST BUNDLE	NUMBER of BUNDLES
3091193 - BIOLOGY SEM 1	1	3	3
3101193 - CHEMISTRY SEM 1	1	6	6
3111193 - PHYSICS SEM 1	1	5	5
3291193 – ENVIRONMENTAL SEM 1	1	4	4
3371193 – ASTRONOMY SEM 1	1	2	2
Packed by _____		Date _____	

• **Supplemental Materials:**

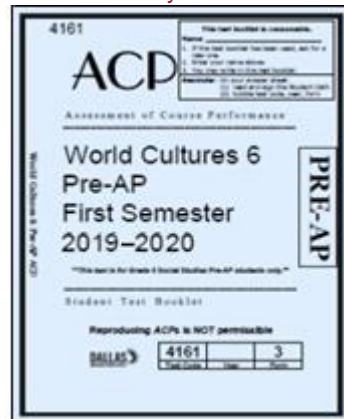
- Some ACPs require additional materials to administer tests properly. These items will be shipped with the tests.
- The chart below details the affected ACPs and the additional materials:
- Contact the Service Center I at (972) 925-4430 to report discrepancies and order extras.

Test	Admin. Manual	Audio CD	Image Card
French I & II	Yes	Yes	—
Spanish I & II	Yes	Yes	—
Spanish Heritage Speakers-Fundamentals	Yes	Yes	—
Middle School Varsity Band	Yes	Yes	—
High School Varsity Band	Yes	Yes	—
MS Art I Studio	—	—	Yes
Studio Art I	—	—	Yes

Recognize the differences between regular and Pre-AP test covers:



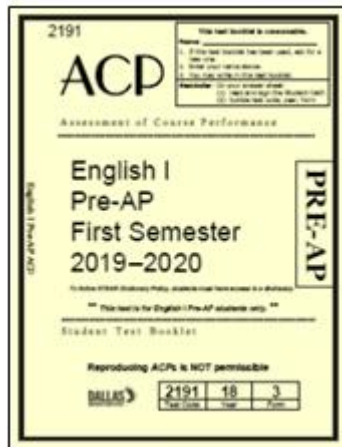
Surrounded by a thick border



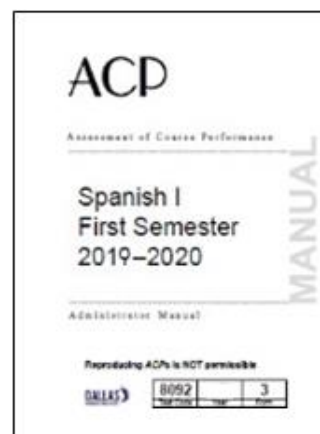
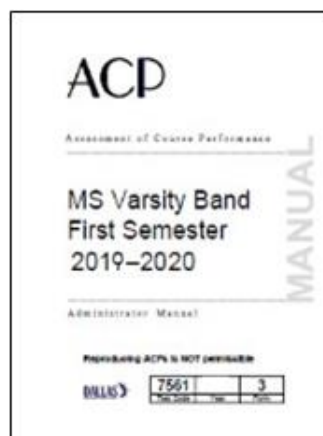
Pre-AP is marked on the edge.

Surrounded by a thick border

Pre-AP is marked on the edge.



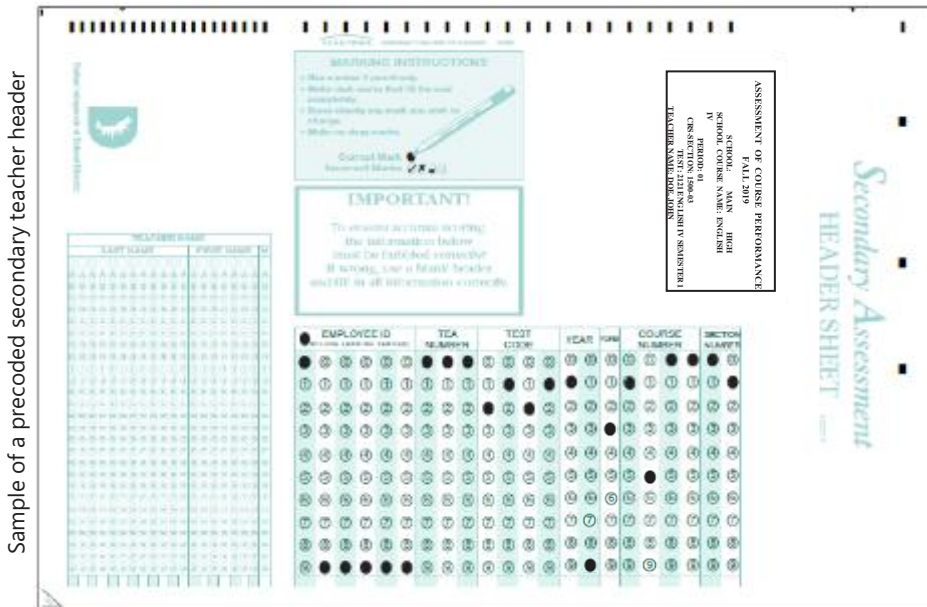
- Sample of secondary administrator manual covers:



- Grades 6-12 ACPs receive Varsity Band and World Language Administrator Manuals that are secure, due to containing test items. These are not scannable and must be returned after testing.
- **All used and unused student test booklets must be returned to your Test Coordinator after testing.**

Secondary Teacher Headers

- Headers are scorable documents that accompany student answer sheets for each class section.
- Secondary headers are printed in Jade.
- When scanned, the timing marks and bubbled categories activate software programs that generate test scores, reports and data analyses.



Precoded categories:

- Employee ID Number
- TEA Number
- Test Code
- Year
- Form
- Course Number
- Section Number

Text box details

- School
- Course Name
- Period
- Crs-section
- Test Code
- Title of Test
- Teacher Name

Secondary Assessment
HEADER SHEET

Science 7 - 1st period
Mrs. Doe
Room 114

TEACHER NAME
LAST NAME FIRST NAME

EMPLOYEE ID TEA NUMBER TEST CODE YEAR FORM COURSE NUMBER SECTION NUMBER

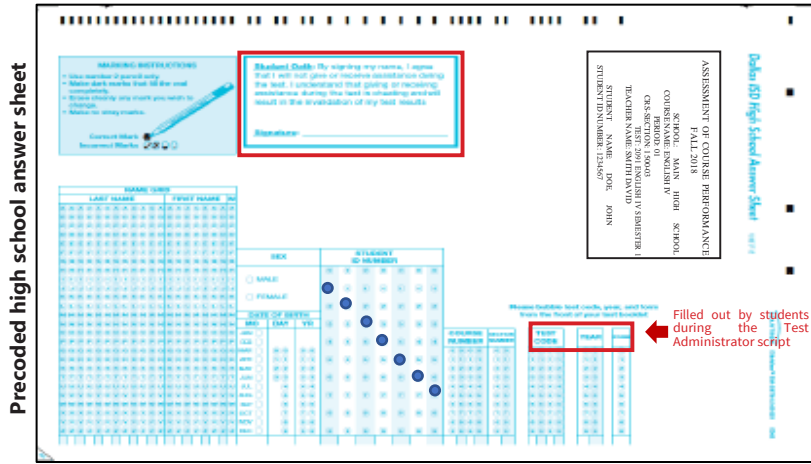
Sample of a blank middle school teacher header

• Explanations for bubbling blank headers:

- TEACHER NAME – Print the last and first name and bubble the correct ovals.
- EMPLOYEE ID – Print the 6-digit ID number and bubble the correct ovals. If the ID number is less than six digits, then bubble leading zeros (left-justified). (Ex. 1234 is bubbled as 001234) **Do not leave the sixth column blank!**
- TEA – Print the 3-digit TEA number and bubble the correct ovals. If the TEA number is less than three digits, then bubble leading zeros (left-justified). (Ex. TEA # 3 is bubbled as 003)
- TEST CODE – Print the 4-digit test code and bubble the correct ovals. The test code is found on the ACP book cover and in the appendix.
- YEAR – Print the 2-digit year and bubble the correct ovals. The year is found on the ACP book cover and in the appendix.
- FORM – Print the 1-digit form and bubble the correct oval. The form number is found on the ACP book cover and in the appendix.
- COURSE NUMBER – Print the 4-digit course number and bubble the correct ovals.
- SECTION NUMBER – Print the 2-digit section number and bubble the correct ovals.

EMPLOYEE ID (6 COLUMNS)	TEA NUMBER (3 COLUMNS)	TEST CODE (4 COLUMNS)	YEAR (2 COLUMNS)	FORM (1 COLUMN)	COURSE NUMBER (4 COLUMNS)	SECTION NUMBER (2 COLUMNS)
0 0 1 2 3 4	0 0 3	1 2 3 4	0 7	5	3 5 0 1	0 1

Pre-coded Secondary Answer Sheets:



- Answer sheets must be paired with headers sheets for scanning, scoring and reporting.
- High school answer sheets are printed in **Blue**.
- Middle school answer sheets are printed in **Maroon**.
- Students must be **reminded** to bubble their answers on the answer sheet and not the test booklet.
- Students sign the oath during the reading of the Test Administrator Script.

Pre-coded categories:

- Student ID

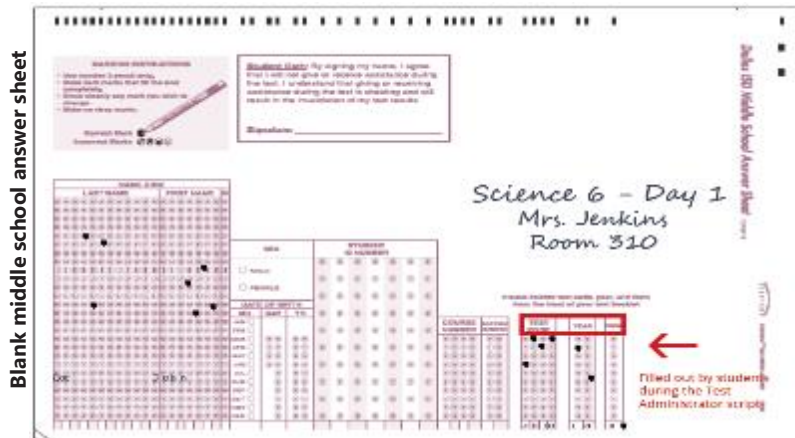
Text box details:

- Type of test
- School
- Course Name
- Period
- Crs-Section
- Test code
- Test Name
- Student Name
- Student ID Number

Special categories:

- Test code
- Year
- Form
- Student oath

Blank Secondary Answer Sheets:



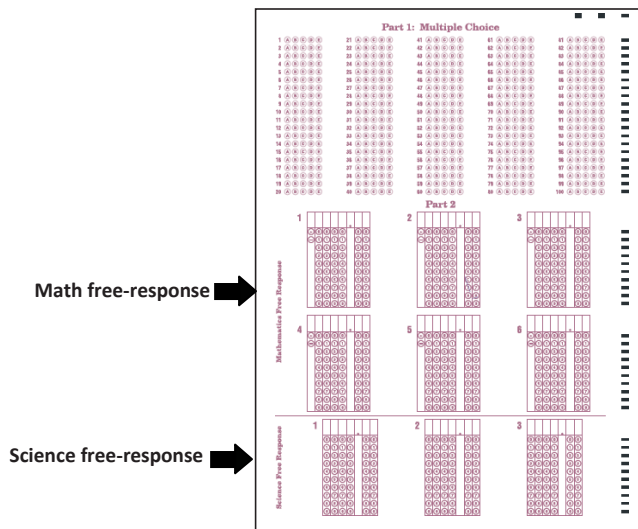
- Students who do not have a pre-coded answer sheet must fill out a blank one.
- Do not use photocopies or answer sheets formatted for other tests!

• Explanations for bubbling blank answer sheets:

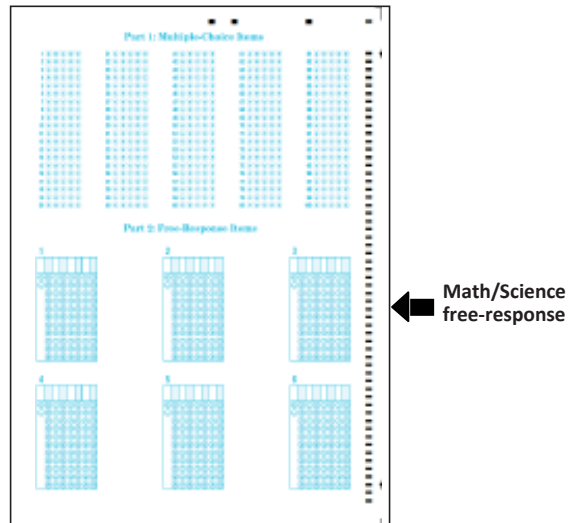
- **STUDENT NAME** – Print the last and first name and bubble the correct ovals.
- **STUDENT ID** – Print the 7-digit ID number and bubble the correct ovals.
- **TEST CODE** – Print the 4-digit test code and bubble the correct ovals. The test code is found on the ACP book cover and in the reference section of this manual.
- **YEAR** – Print the 2-digit year number and bubble the correct ovals.
- **FORM** – Print the 1-digit form number and bubble the correct ovals. (Mark the number from the front cover of the test booklet.)

Correcting Secondary Answer Sheets

- Instruct students to clean up their own answer sheets.
 - ❖ **Erase** stray marks near the timing marks at the edge of the page
 - ❖ **Ensure that the** bubbles do not bleed into the next column
- Do not write on a scannable column, bubble or timing mark.
- Do not use photocopies or answer sheets formatted for other tests!
- Answer sheets with bubbles made with ink pens or markers must be transcribed onto another answer sheet.
 - ❖ Test Coordinators may supervise and witness the transcribing of answer sheets bubbled in ink or markers
 - ❖ The answer sheet must be signed and dated by the person who completed the transcription
 - ❖ It is only permissible to correct the student name and ID number on the front of the answer sheets
- **Do not combine different answer sheet subjects under one header.**
- **Do not submit blank answer sheets for students who were absent.**
- **Keep blank answer documents separate.**
- **Contact TC Support for direction to correct major mishaps.**



Grades 6-8 answer sheet



Grades 9-12 answer sheet

ACP Test Administrator Script Secondary

Follow these scripted responses to begin testing.

All wording enclosed in text boxes, in bold print, and preceded by the word “**SAY**” must be read verbatim to the students.

A. Move rapidly through these preliminary instructions to save time. Proceed when the students are ready to begin.

SAY: Today, the ACP will measure how much you have learned this semester. I am going to pass out the test booklets, and answer sheets. Do not open your test booklet until you are told.

Please pace yourself to complete this exam within 90 minutes. Your answers must be recorded separately on your answer sheet.

Is there anyone who did not turn in their electronic devices, including their cell phone or smart watch?

B. Collect any remaining cell phones and smart watches. Distribute the test booklets and pre-coded answer sheets.

SAY: Do not write or mark on your answer sheet until you are told.

Check to make sure the answer sheet you received has your correct name and student ID.

If you did not receive an answer sheet with your name printed on it or with the correct information, raise your hand.

C. Pass out the blank answer sheets to students who raised their hands.

SAY: Look at your answer sheet. If the black ovals on your answer sheet do not match up with the blank bubbles, or if the black ovals are outside of the columns, raise your hand.

D. For all students who raise their hands, correct pre-coded answer sheets if possible. Pass out the blank answer sheets to students who received pre-coded answer sheets that cannot be corrected. Assist any student who needs help completing steps D through H.

SAY: If you have an answer sheet that has your name correct, please wait quietly. The next instructions are for students with blank answer sheets only.

Find the section that says NAME GRID. Begin with the LAST NAME section. Print your last name at the bottom, with one letter in each box. Then fill in the correct bubble for each letter, one bubble in each column. If there is not enough room for all the letters in your last name, print as much of it as you can.

Find the FIRST NAME section. Print your first name at the bottom, one letter in each box. Then fill in the correct bubble for each letter, one bubble in each column. If there is not enough room for all the letters in your first name, print as much of it as you can. Leave the middle name section blank.

Find the STUDENT ID NUMBER section. Print your seven-digit ID number at the bottom, one number in each box. Then fill in the correct bubble for each number, one bubble in each column.

E. After all answer sheets are verified as coded correctly,

SAY: Now we will make sure ALL students have the correct test booklet.

(PAUSE)

SAY: Open the cover of your test booklet. On the first page, you will see two stop signs at the top followed by a chart. The top of the chart should read, “Are you in...?” Answer the questions and follow the arrows on the chart. If the arrows lead you to the diamond shape on the right—or if you have a question about the chart—please raise your hand.

F. For all students who raise their hands, verify their test booklets are correct for the grade and course to be assessed. If not, contact the Test Coordinator immediately. Once all test booklets have been verified as correct,

SAY: If you have the correct test booklet, the arrows on the chart will lead you to the correct test code for this ACP. You will use this test code and the example provided at the bottom of the chart to fill in the last sections on your answer sheet.
All students will now fill out the last sections of the answer sheet.

(PAUSE)

SAY: At the far right of your answer sheet, find the last three columns. Find the TEST CODE section. In the boxes at the bottom, print the four-digit test code from the chart inside your booklet. Then fill in the correct bubble for each number, one bubble in each column.
Find the YEAR section. Print the two-digit YEAR code and bubble it in.
Last, find the FORM section and bubble in the one-digit code from the chart inside your test booklet. Make sure your answer sheet matches the example at the bottom of the chart inside your test booklet.

(PAUSE)

SAY: Next, return to the cover of your test booklet. At the bottom of the cover, you will find a box with the test code, year, and form for your test booklet. Make sure these match the numbers you bubbled in on your answer sheet. If your numbers do not match, please raise your hand.

G. Correct any coding errors for students who raised their hand. After the test identification sections are verified as coded correctly,

SAY: Now read the Student Oath at the top of your answer sheet. After you have read the oath, please sign your name on the line provided. Next, look at the cover of your test booklet. In the box, write your full name on the line.

(PAUSE)

H. After the students sign the oath and write their names on their test booklets,

SAY: Turn your answer sheet over. Remember, your answers must be bubbled in on this answer sheet. Now find the row for question #1.

I. If the test has its own Administrator Manual, then begin following it now. If not, continue with these instructions.

SAY: Open your booklets to page 1. The testing period will end after 90 minutes. Please raise your hand if you need assistance during the test and do not talk. You may now begin.

Note: You must actively monitor during the test by moving around the room to ensure test security. Follow the campus plan regarding students who finish early.

J. After 1 hour and 15 minutes, alert your students that only 15 minutes remain.

SAY: You have 15 minutes left to finish the test. 15 minutes. Please remember to bubble in the answers on your answer sheet.

K. At the 90-minute mark,

SAY: Stop! Time is up. Please close your test booklets. KEEP YOUR ANSWER SHEET SEPARATE FROM THE TEST BOOKLET. TURN IN YOUR ANSWER SHEET SEPARATELY.

L. Collect all answer sheets, test booklets, pencils, etc. separately. Keep answer sheets separate from test booklets. Do not allow students to leave until all materials are collected.

M. Check in your answer sheets and test booklets as directed. Do not use paper clips, rubber bands, Post-it Notes, or any other items that can damage the answer sheets.

N. **Turn in the answer sheets and test booklets for each class section to your Test Coordinator.**

Make-Ups

Directions for Make-Ups

Students have ten school days after the last day of the testing window to take a make-up test. The fall make-ups will be administered at each campus from January 7-21, 2020. The spring make-ups will be administered at each campus from May 29-June 11, 2020.

An appropriate number of unused test booklets and answer sheets must be separated from the testing materials to accommodate the students completing make-up tests. Please make note of the following items:

You must create separate headers for each different ACP. Precoded answer sheets can be retained to save time and reduce scanning errors.

Make-up answer sheets must be hand-delivered for scanning to Service Center I by the final make-up testing day on **January 21** for the fall and **June 11** for spring testing. Make-up test scores are not uploaded to PowerSchool. PDF reports will be emailed to the lead Test Coordinator. Schools are responsible for updating PowerSchool. Make-up test scores must be entered manually at the schools.

The retesting policy that affects ACP make-ups can be found at:

[EIA Regulation](#)

<https://pol.tasb.org/Policy/Code/361?filter=EIA>

During the make-up testing window, students with excused or unexcused absences may test. After the ten-day window, only students with excused absences can make up tests.

If students cannot test during the make-up window, and have excused absences, Test Coordinators submit the ACP Make-Up Testing Form to schedule an appointment for a site tester to proctor the make-up.

If students with unexcused absences do not test during the make-up window, they receive a final exam grade of zero.

Students receive 1.5 hours (90 minutes) to test. All other test security guidelines remain in effect. Testing accommodations must also be administered.

No make-up testing is allowed at schools after (Fall) January 21 / (Spring) June 11. Submit a list of your students with excused absences to schedule make-up tests. The make-ups must be completed before the close of the following grading period.

Test Coordinators are required to organize the headers and answer sheets for make-ups using the same procedures during the regular testing window.

Students with excused absences have until the end of the grading period when they return to complete their make-ups.

Additional Reminders for Make-Ups

- **Make-Up headers:**
 - Separate blank headers must be created to scan secondary sheets as follows:
 - ❖ Each teacher
 - ❖ Each test subject
- **Note: Headers cannot be scanned with different test subjects!**
(Ex. Do not group different course sections of Math answer sheets under one header.)
 - All header categories must be submitted with the same areas:
 - ❖ Teacher name - (this can be the Test Coordinator's name)
 - ❖ Grade
 - ❖ Subject
 - ❖ Employee ID
 - ❖ TEA Number
- **Make-Up answer sheets:**
 - Student answer sheets must be submitted with the following categories:
 - ❖ Last Name
 - ❖ First Name
 - ❖ Student ID number
 - ❖ Test Code, Year and Form - (as directed by the Test Administrator Script)
- **Scanning make-up answer sheets:**
 - Make-up answer sheets can be delivered at one time, after all students have tested.
 - ❖ You must return them to Service Center I.
 - ❖ The hours of operation are 7:30am-4:30pm Monday-Friday.
 - ❖ Test Coordinators must park and go to the second floor to sign in their answer sheets.
- **Test scores:**
 - The lead Test Coordinator will receive a PDF file containing the students' test scores.
 - ❖ Make-up test scores are **not directly uploaded into PowerSchool**.
 - ❖ Make-up test scores must be updated locally at each school.
 - ❖ Make-up test scores will not show up on the third six weeks report card.
- **Handling make-ups after the designated make-up window has ended:**
 - No further testing is allowed at schools after the final day of the make-up window.
 - Only students with **excused** absences may take make-ups after this date.
 - An appointment must be made for a site tester to come to your school with the make-up test using the online ACP Make-up Form located at: <http://scbpaswmsas01/APS/acp/MakeupRequest/>
 - Contact Leticia Lozano at (972) 925-6487 to confirm your appointment times.
 - ❖ Students with **unexcused** absences during the ten day make-up window receive a grade of zero

ACP Courses

The following pages list high school and middle school course names/numbers. Only the courses listed will have a district-made corresponding ACP.

High School List of ACPs-pgs. 29-34

Middle School List of ACPs -pgs. 35-39

You may also look up a course to verify if there is an ACP using the [ACP Course to Test Lookup](#)

2019-2020 High School ACPs

Mathematics

Crs #	Course Name	Sem	Test Code	Test Name	Sem
2599	Algebra I Pre-AP HS	S1	1191193	Algebra I Pre-AP	S1
2600	Algebra I	S1	1091193	Algebra I	S1
2604	Sheltered Algebra I	S1	1091193	Algebra I	S1
2610	Algebra I Dual Language	S1	1091193	Algebra I	S1
2630	Geometry	S1	1101193	Geometry	S1
2630	Geometry	S2	1101196	Geometry	S2
2633	Sheltered Geometry	S1	1101193	Geometry	S1
2633	Sheltered Geometry	S2	1101196	Geometry	S2
2660	Geometry Pre-AP	S1	1201193	Geometry Pre-AP	S1
2660	Geometry Pre-AP	S2	1201196	Geometry Pre-AP	S2
2562	IS Geometry	S1	1201193	Geometry Pre-AP	S1
2562	IS Geometry	S2	1201196	Geometry Pre-AP	S2
2636	Geometry Dual Language	S1	1101193	Geometry	S1
2636	Geometry Dual Language	S2	1101196	Geometry	S2
2720	Algebra II	S1	1111193	Algebra II	S1
2720	Algebra II	S2	1111196	Algebra II	S2
2613	Sheltered Algebra II	S1	1111193	Algebra II	S1
2613	Sheltered Algebra II	S2	1111196	Algebra II	S2
6619	Algebra II Dual Language	S1	1111193	Algebra II	S1
6619	Algebra II Dual Language	S2	1111196	Algebra II	S2
2730	Algebra II Pre-AP	S1	1211193	Algebra II Pre-AP	S1
2730	Algebra II Pre-AP	S2	1211196	Algebra II Pre-AP	S2
2559	IS Algebra II	S1	1211193	Algebra II Pre-AP	S1
2559	IS Algebra II	S2	1211196	Algebra II Pre-AP	S2
2840	Pre-Calculus	S1	1121193	Pre-Calculus	S1
2840	Pre-Calculus	S2	1121196	Pre-Calculus	S2
2614	Sheltered Pre-Calculus	S1	1121193	Pre-Calculus	S1
2614	Sheltered Pre-Calculus	S2	1121196	Pre-Calculus	S2
2845	Pre-Calculus Pre-AP	S1	1221193	Pre-Calculus Pre-AP	S1
2845	Pre-Calculus Pre-AP	S2	1221196	Pre-Calculus Pre-AP	S2
2587	Sheltered Algebraic Reasoning	S1	1411193	Algebraic Reasoning	S1
2587	Sheltered Algebraic Reasoning	S2	1411196	Algebraic Reasoning	S2
2616	Algebraic Reasoning	S1	1411193	Algebraic Reasoning	S1
2616	Algebraic Reasoning	S2	1411196	Algebraic Reasoning	S2

* Areas shaded in gray indicate second semester. ** Trailer courses use most current available test.

2019-2020 High School ACPs

Reading / Language Arts					
Crs #	Course Name	Sem	Test Code	Test Name	Sem
1200	English I	S1	2091193	English I	S1
1280	Sheltered English I	S1	2091193	English I	S1
1211	English I Pre-AP	S1	2191193	English I Pre-AP	S1
1447	IS English I	S1	2191193	English I Pre-AP	S1
1300	English II	S1	2101193	English II	S1
1283	Sheltered English II	S1	2101193	English II	S1
1303	English II Pre-AP	S1	2201193	English II Pre-AP	S1
1450	IS English II	S1	2201193	English II Pre-AP	S1
1400	English III	S1	2111193	English III	S1
1400	English III	S2	2111196	English III	S2
1360	Sheltered English III	S1	2111193	English III	S1
1360	Sheltered English III	S2	2111196	English III	S2
1500	English IV	S1	2121193	English IV	S1
1500	English IV	S2	2121196	English IV	S2
1365	Sheltered English IV	S1	2121193	English IV	S1
1365	Sheltered English IV	S2	2121196	English IV	S2

* Areas shaded in gray indicate second semester. ** Trailer courses use most current available test.

2019-2020 High School ACPs

Science					
Crs #	Course Name	Sem	Test Code	Test Name	Sem
3150	Biology	S1	3091193	Biology	S1
3140	Sheltered Biology	S1	3091193	Biology	S1
3163	Biology Dual Language	S1	3091193	Biology	S1
3190	Biology Pre-AP	S1	3191193	Biology Pre-AP	S1
3188	Biology Pre-AP Dual Language	S1	3191193	Biology Pre-AP	S1
3193	IS Biology	S1	3191193	Biology Pre-AP	S1
3220	Chemistry	S1	3101193	Chemistry	S1
3220	Chemistry	S2	3101196	Chemistry	S2
3217	Sheltered Chemistry	S1	3101193	Chemistry	S1
3217	Sheltered Chemistry	S2	3101196	Chemistry	S2
3216	Chemistry Dual Language	S1	3101193	Chemistry	S1
3216	Chemistry Dual Language	S2	3101196	Chemistry	S2
3210	Chemistry Pre-AP	S1	3201193	Chemistry Pre-AP	S1
3210	Chemistry Pre-AP	S2	3201196	Chemistry Pre-AP	S2
3213	IS Chemistry	S1	3201193	Chemistry Pre-AP	S1
3213	IS Chemistry	S2	3201196	Chemistry Pre-AP	S2
3260	Physics	S1	3111193	Physics	S1
3260	Physics	S2	3111196	Physics	S2
3230	Sheltered Physics	S1	3111193	Physics	S1
3230	Sheltered Physics	S2	3111196	Physics	S2
3245	Physics Pre-AP	S1	3211193	Physics Pre-AP	S1
3245	Physics Pre-AP	S2	3211196	Physics Pre-AP	S2
3257	IS Physics	S1	3211193	Physics Pre-AP	S1
3257	IS Physics	S2	3211196	Physics Pre-AP	S2
3125	Astronomy	S1	3311193	Astronomy	S1
3125	Astronomy	S2	3311196	Astronomy	S2
3139	Sheltered Astronomy	S1	3311193	Astronomy	S1
3139	Sheltered Astronomy	S2	3311196	Astronomy	S2
3128	Environmental Systems	S1	3121193	Environmental Systems	S1
3128	Environmental Systems	S2	3121196	Environmental Systems	S2
3231	Sheltered Environmental Systems	S1	3121193	Environmental Systems	S1
3231	Sheltered Environmental Systems	S2	3121196	Environmental Systems	S2
3160	Environmental Systems Dual Lang.	S1	3121193	Environmental Systems	S1
3160	Environmental Systems Dual Lang.	S2	3121196	Environmental Systems	S2

* Areas shaded in gray indicate second semester. ** Trailer courses use most current available test.

2019-2020 High School ACPs

Social Studies

Crs #	Course Name	Sem	Test Code	Test Name	Sem
2120	World Geography Studies	S1	4091193	World Geography	S1
2120	World Geography Studies	S2	4091196	World Geography	S2
2115	Sheltered World Geography Studies	S1	4091193	World Geography	S1
2115	Sheltered World Geography Studies	S2	4091196	World Geography	S2
2125	World Geography Studies Pre-AP	S1	4191193	World Geography Pre-AP	S1
2125	World Geography Studies Pre-AP	S2	4191196	World Geography Pre-AP	S2
2105	World History Studies	S1	4101193	World History	S1
2105	World History Studies	S2	4101196	World History	S2
2095	Sheltered World History Studies	S1	4101193	World History	S1
2095	Sheltered World History Studies	S2	4101196	World History	S2
2110	World History Studies Pre-AP	S1	4201193	World History Pre-AP	S1
2110	World History Studies Pre-AP	S2	4201196	World History Pre-AP	S2
2320	US History Studies	S1	4111193	U.S. History	S1
2315	Sheltered US History Studies	S1	4111193	U.S. History	S1
2307	United States Government	S1	4120193	Government	SS
2307	United States Government	S2	4120196	Government	SS
2308	Sheltered Government	S1	4120193	Government	SS
2308	Sheltered Government	S2	4120196	Government	SS
2351	Economics	S1	4220193	Economics	SS
2351	Economics	S2	4220196	Economics	SS
2349	Sheltered Economics	S1	4220193	Economics	SS
2349	Sheltered Economics	S2	4220196	Economics	SS

* Areas shaded in gray indicate second semester. ** Trailer courses use most current available test.

2019-2020 High School ACPs

English as a Second Language

Crs #	Course Name	Sem	Test Code	Test Name	Sem
1370	English I ESOL BEG	S1	5091193	English I for ESOL Beginner	S1
1266	English I ESOL INT	S1	5191193	English I for ESOL Intermediate	S1
1264	English II ESOL INT	S1	5101193	English II for ESOL Intermediate	S1

Health

Crs #	Course Name	Sem	Test Code	Test Name	Sem
3437	Health Education	S1	7090193	HS Health Education	SS
3437	Health Education	S2	7090196	HS Health Education	SS

Visual & Performing Arts

Crs #	Course Name	Sem	Test Code	Test Name	Sem
8285	Studio Art I	S1	7191193	Studio Art I	S1
8285	Studio Art I	S2	7191196	Studio Art I	S2
8292	Pre-AP Studio Art I	S1	7191193	Studio Art I	S1
8292	Pre-AP Studio Art I	S2	7191196	Studio Art I	S2
8194	VAR WIND/PERC I (F)	S1	7591193	HS Varsity Band	S1
8195	VAR WIND/PERC I (S)	S2	7591196	HS Varsity Band	S2
8398	VAR WIND/PERC II (F)	S1	7591193	HS Varsity Band	S1
8402	VAR WIND/PERC II (S)	S2	7591196	HS Varsity Band	S2
8399	VAR WIND/PERC III (F)	S1	7591193	HS Varsity Band	S1
8403	VAR WIND/PERC III (S)	S2	7591196	HS Varsity Band	S2
8401	VAR WIND/PERC IV (F)	S1	7591193	HS Varsity Band	S1
8404	VAR WIND/PERC IV (S)	S2	7591196	HS Varsity Band	S2

* Areas shaded in gray indicate second semester. ** Trailer courses use most current available test.

2019-2020 High School ACPs

World Languages					
Crs #	Course Name	Sem	Test Code	Test Name	Sem
3610	French I	S1	8093193	French I	S1
3610	French I	S2	8093196	French I	S2
3621	IS French I	S1	8093193	French I	S1
3621	IS French I	S2	8093196	French I	S2
3625	French II	S1	8103193	French II	S1
3625	French II	S2	8103196	French II	S2
3618	IS French II	S1	8103193	French II	S1
3618	IS French II	S2	8103196	French II	S2
3890	Spanish I	S1	8092193	Spanish I	S1
3890	Spanish I	S2	8092196	Spanish I	S2
3563	IS Spanish I	S1	8092193	Spanish I	S1
3563	IS Spanish I	S2	8092196	Spanish I	S2
3925	Spanish II	S1	8102193	Spanish II	S1
3925	Spanish II	S2	8102196	Spanish II	S2
3560	IS Spanish II	S1	8102193	Spanish II	S1
3560	IS Spanish II	S2	8102196	Spanish II	S2
3543	Spanish Heritage Speakers-Fundamentals	S1	8292193	Spanish Heritage Speakers-Fundamentals	S1
3543	Spanish Heritage Speakers-Fundamentals	S2	8292196	Spanish Heritage Speakers-Fundamentals	S2

* Areas shaded in gray indicate second semester. ** Trailer courses use most current available test.

2019-2020 Middle School ACPs

Mathematics

Crs #	Course Name	Sem	Test Code	Test Name	Sem
9905	Mathematics 6	S1	1061193	Mathematics 6	S1
9913	Sheltered Mathematics 6	S1	1061193	Mathematics 6	S1
9889	Math 6 Dual Language	S1	1061193	Mathematics 6	S1
9890	Mathematics 6 Pre-AP	S1	1161193	Mathematics 6 Pre-AP	S1
9888	Math 6 Pre-AP Dual Language	S1	1161193	Mathematics 6 Pre-AP	S1
2500	Mathematics 7	S1	1071193	Mathematics 7	S1
2520	Sheltered Mathematics 7	S1	1071193	Mathematics 7	S1
2501	Mathematics 7 Dual Language	S1	1071193	Mathematics 7	S1
2505	Mathematics 7 Pre-AP	S1	1171193	Mathematics 7 Pre-AP	S1
2550	Mathematics 8	S1	1081193	Mathematics 8	S1
2525	Sheltered Mathematics 8	S1	1081193	Mathematics 8	S1
2551	Mathematics 8 Dual Language	S1	1081193	Mathematics 8	S1
2555	Algebra I Pre-AP	S1	1191193	Algebra I Pre-AP	S1

Reading / Language Arts

Crs #	Course Name	Sem	Test Code	Test Name	Sem
9892	Read Lang Arts 6 Dual Language	S1	2161193	Reading Language Arts 6	S1
9900	Read Lang Arts 6	S1	2161193	Reading Language Arts 6	S1
9912	Sheltered Read Lang Arts 6	S1	2161193	Reading Language Arts 6	S1
9904	Read Lang Arts 6 Pre-AP	S1	2261193	Reading Language Arts 6 Pre-AP	S1
1001	Read Lang Arts 6 Pre-AP Dual Lang.	S1	2261193	Reading Language Arts 6 Pre-AP	S1
1000	Read Lang Arts 7	S1	2171193	Reading Language Arts 7	S1
1170	Sheltered Read Lang Arts 7	S1	2171193	Reading Language Arts 7	S1
1005	Read Lang Arts 7 Pre-AP	S1	2271193	Reading Language Arts 7 Pre-AP	S1
1002	Read Lang Arts 7 Pre-AP Dual Lang.	S1	2271193	Reading Language Arts 7 Pre-AP	S1
1100	Read Lang Arts 8	S1	2181193	Reading Language Arts 8	S1
1180	Sheltered Read Lang Arts 8	S1	2181193	Reading Language Arts 8	S1
1102	Read Lang Arts 8 Pre-AP	S1	2281193	Reading Language Arts 8 Pre-AP	S1
1214	Eng I for 8 th Graders	S1	2091193	English I	S1

* Areas shaded in gray indicate second semester.

2019-2020 Middle School ACPs

Science					
Crs #	Course Name	Sem	Test Code	Test Name	Sem
9906	Science 6	S1	3061193	Science 6	S1
9906	Science 6	S2	3061196	Science 6	S2
9910	Sheltered Science 6	S1	3061193	Science 6	S1
9910	Sheltered Science 6	S2	3061196	Science 6	S2
3019	Science 6 Dual Language	S1	3061193	Science 6	S1
3019	Science 6 Dual Language	S2	3061196	Science 6	S2
9895	Science 6 Pre-AP	S1	3161193	Science 6 Pre-AP	S1
9895	Science 6 Pre-AP	S2	3161196	Science 6 Pre-AP	S2
3020	Science 6 Pre-AP Dual Language	S1	3161193	Science 6 Pre-AP	S1
3020	Science 6 Pre-AP Dual Language	S2	3161196	Science 6 Pre-AP	S2
3010	Science 7	S1	3071193	Science 7	S1
3010	Science 7	S2	3071196	Science 7	S2
3012	Sheltered Science 7	S1	3071193	Science 7	S1
3012	Sheltered Science 7	S2	3071196	Science 7	S2
3021	Science 7 Dual Language	S1	3071193	Science 7	S1
3021	Science 7 Dual Language	S2	3071196	Science 7	S2
3008	Science 7 Pre-AP	S1	3171193	Science 7 Pre-AP	S1
3022	Science 7 Pre-AP Dual Language	S1	3171193	Science 7 Pre-AP	S1
3014	Science 8	S1	3081193	Science 8	S1
3016	Sheltered Science 8	S1	3081193	Science 8	S1
3018	Science 8 Dual Language	S1	3081193	Science 8	S1
3017	Environmental Systems 8	S1	3121193	Environmental Systems	S1
3017	Environmental Systems 8	S2	3121196	Environmental Systems	S2
3011	Astronomy 8	S1	3281193	Astronomy 8	S1
3011	Astronomy 8	S2	3281196	Astronomy 8	S2
3023	Astronomy 8 Dual Language	S1	3281193	Astronomy 8	S1
3023	Astronomy 8 Dual Language	S2	3281196	Astronomy 8	S2
3013	Physics 8	S1	3181193	Physics 8	S1
3013	Physics 8	S2	3181196	Physics 8	S2

* Areas shaded in gray indicate second semester.

2019-2020 Middle School ACPs

Social Studies

Crs #	Course Name	Sem	Test Code	Test Name	Sem
9907	World Cultures 6	S1	4061193	World Cultures 6	S1
9907	World Cultures 6	S2	4061196	World Cultures 6	S2
9008	Sheltered World Cultures 6	S1	4061193	World Cultures 6	S1
9008	Sheltered World Cultures 6	S2	4061196	World Cultures 6	S2
9908	Sheltered World Cultures 6	S1	4061193	World Cultures 6	S1
9908	Sheltered World Cultures 6	S2	4061196	World Cultures 6	S2
9891	World Cultures 6 Dual Language	S1	4061193	World Cultures 6	S1
9891	World Cultures 6 Dual Language	S2	4061196	World Cultures 6	S2
9896	World Cultures Pre-AP	S1	4161193	World Cultures 6 Pre-AP	S1
9896	World Cultures Pre-AP	S2	4161196	World Cultures 6 Pre-AP	S2
2000	Texas Studies 7	S1	4071193	Texas Studies 7	S1
2000	Texas Studies 7	S2	4071196	Texas Studies 7	S2
2070	Sheltered Texas Studies 7	S1	4071193	Texas Studies 7	S1
2070	Sheltered Texas Studies 7	S2	4071196	Texas Studies 7	S2
1999	Texas Studies 7 Dual Language	S1	4071193	Texas Studies 7	S1
1999	Texas Studies 7 Dual Language	S2	4071196	Texas Studies 7	S2
2002	Texas History 7 Pre-AP	S1	4171193	Texas Studies 7 Pre-AP	S1
2002	Texas History 7 Pre-AP	S2	4171196	Texas Studies 7 Pre-AP	S2
9887	Texas History 7 Pre-AP Dual Lang.	S1	4171193	Texas Studies 7 Pre-AP	S1
9887	Texas History 7 Pre-AP Dual Lang.	S2	4171196	Texas Studies 7 Pre-AP	S2
2050	US Studies 8	S1	4081193	US Studies 8	S1
2071	Sheltered US Studies 8	S1	4081193	US Studies 8	S1
2051	US Studies 8 Dual Language	S1	4081193	US Studies 8	S1
2055	US History 8 Pre-AP	S1	4181193	US Studies 8 Pre-AP	S1

* Areas shaded in gray indicate second semester.

2019-2020 Middle School ACPs

English as a Second Language

Crs #	Course Name	Sem	Test Code	Test Name	Sem
1074	RD LA 6 ESL BEG	S1	5061193	RLA 6 ESL Beginner (Year 1)	S1
9918	RD LA 6 ESL INT	S1	5161193	RLA 6 ESL Intermediate (Year 2)	S1
1075	RD LA 7 ESL BEG	S1	5071193	RLA 7 ESL Beginner (Year 1)	S1
1047	RD LA 7 ESL INT	S1	5171193	RLA 7 ESL Intermediate (Year 2)	S1
1076	RD LA 8 ESL BEG	S1	5081193	RLA 8 ESL Beginner (Year 1)	S1
1049	RD LA 8 ESL INT	S1	5181193	RLA 8 ESL Intermediate (Year 2)	S1

Technology

Crs #	Course Name	Sem	Test Code	Test Name	Sem
2530	Technology Applications	S1	6070193	Technology Applications	SS
2530	Technology Applications	S2	6070196	Technology Applications	SS
2532	Sheltered Technology Applications	S1	6070193	Technology Applications	SS
2532	Sheltered Technology Applications	S2	6070196	Technology Applications	SS
2529	Technology Applications Dual Lang.	S1	6070193	Technology Applications	SS
2529	Technology Applications Dual Lang.	S2	6070196	Technology Applications	SS

Health

Crs #	Course Name	Sem	Test Code	Test Name	Sem
9941	Health Education 6	S1	7060193	MS Health Education 6	SS
9941	Health Education 6	S2	7060196	MS Health Education 6	SS
3442	Health Education 7	S1	7070193	MS Health Education 7	SS
3442	Health Education 7	S2	7070196	MS Health Education 7	SS
3440	Health Education 8	S1	7080193	MS Health Education 8	SS
3440	Health Education 8	S2	7080196	MS Health Education 8	SS

Physical Education

Crs #	Course Name	Sem	Test Code	Test Name	Sem
9942	Physical Education 6	S1	7461193	Physical Education 6	S1
9942	Physical Education 6	S2	7461196	Physical Education 6	S2
4582	Physical Education 7-8	S1	7480193	Physical Education 7&8	SS
4582	Physical Education 7-8	S2	7480196	Physical Education 7&8	SS

* Areas shaded in gray indicate second semester.

2019-2020 Middle School ACPs

Visual & Performing Arts

Crs #	Course Name	Sem	Test Code	Test Name	Sem
8530	MS Art I Studio	S1	7361193	MS Art I Studio	SS
8530	MS Art I Studio	S2	7361196	MS Art I Studio	SS
8520	MS Varsity Band 1	S1	7561193	MS Varsity Band	S1
8520	MS Varsity Band 1	S2	7561196	MS Varsity Band	S2
8569	MS Varsity Band 2	S1	7561193	MS Varsity Band	S1
8569	MS Varsity Band 2	S2	7561196	MS Varsity Band	S2
8797	MS Varsity Band 0	S1	7561193	MS Varsity Band	S1
8797	MS Varsity Band 0	S2	7561196	MS Varsity Band	S2

World Languages

Crs #	Course Name	Sem	Test Code	Test Name	Sem
3518	French I MS	S1	8093193	French I	S1
3518	French I MS	S2	8093196	French I	S2
3520	French II MS	S1	8103193	French II	S1
3520	French II MS	S2	8103196	French II	S2
3613	MYP French II 8	S1	8103193	French II	S1
3613	MYP French II 8	S2	8103196	French II	S2
3577	Spanish I MS	S1	8092193	Spanish I	S1
3577	Spanish I MS	S2	8092196	Spanish I	S2
3579	Spanish II MS	S1	8102193	Spanish II	S1
3579	Spanish II MS	S2	8102196	Spanish II	S2
3888	MYP Spanish II 8	S1	8102193	Spanish II	S1
3888	MYP Spanish II 8	S2	8102196	Spanish II	S2

* Areas shaded in gray indicate second semester.

Forms



OATH OF TEST SECURITY AND CONFIDENTIALITY
For Principal and Test Coordinator

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the administration of the Assessment Department Testing Programs (e.g., *TerraNova/Supera, IPT/LAS Links, CEFA/CBE, ACP*), have received the link to the 2019 – 2020 DISD Test Security Manual, understand my obligations concerning the security and confidentiality integrity of these tests, and that I am aware that failure to abide by this oath or affirmation will make me subject to the maximum penalty that can be imposed by the Superintendent of Schools.

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

_____ Signature of Principal	_____ Printed Name of Principal
_____ Signature of Test Coordinator	_____ Printed Name of Test Coordinator
_____ School	_____ TEA Number

This form must be signed and submitted before participating in any test administration.

The following clarifications are from the DISD Test Security Manual governing all secure testing programs:

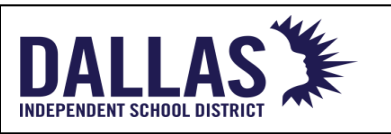
- a. Keep all secure test materials in locked storage when not in use (with limited key access).
- b. Do not duplicate, photograph, or retain test questions, secure test administration manuals, or scorable answer documents nor discuss test questions or answers.
- c. Do not allow anyone to take test booklets, secure test manuals, or scorable answer documents from the school building unless they are being returned to Assessment Department.
- d. Do not prompt or provide assistance to students in selecting the correct responses during testing.
- e. Ensure that any review material is appropriate for use and does not contain material from non-released secure tests.
- f. All tests must be administered according to the instructions contained in the test administration manual.
- g. Failure to report a testing irregularity or a test security violation is an irregularity.

2019 - 2020 DISD Test Security Manual Link:

<http://assessment.dallasisd.org/file?cmd=get&id=47>

Failure to comply with this oath could result in discipline to include termination.

Please scan and email this form to the Office of Test Security at TestSecurity@dallasisd.org



OATH OF TEST SECURITY AND CONFIDENTIALITY

For Test Administrator, Relief Personnel, Monitors

I do hereby certify, warrant, and affirm that I have read the applicable test administrator manual and information on test security (see clarifications below) governing the administration of the Assessment Department Testing Programs (e.g., TerraNova/Supera, IPT/LAS Links, CEFA/CBE, ACP), have received the link to the 2019 - 2020 DISD Test Security Manual, have been trained, understand my obligations concerning the security and confidential integrity of these tests, and that I am aware that failure to abide by this oath or affirmation will make me subject to the maximum penalty that can be imposed by the Superintendent of Schools.

Assessment: _____

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

Signature of Test Administrator

Printed Name of Test Administrator

School

TEA Number

This form must be signed and submitted before participating in any test administration.

The following clarifications are from the DISD Test Security Manual governing all secure testing programs:

- a. Keep all secure test materials in locked storage when not in use.
b. Do not duplicate, photograph, or retain test questions, secure test administration manuals, or scorable answer documents nor discuss test questions or answers.
c. Do not take test booklets, secure test manuals, or scorable answer documents from the school building unless they are being returned to Assessment Department.
d. No person may change any student response nor prompt, provide assistance, or instruct students in selecting the correct response during testing.
e. Ensure that any review material is appropriate for use and does not contain material from non-released secure tests.
f. All tests must be administered according to the instructions contained in the test administration manual.
g. Failure to report a testing irregularity or a test security violation is an irregularity.
h. Test administrators authorized to view secure assessments must comply with the state confidentiality requirements of not divulging any of the contents of the test and not copying any part of the test.

2019 - 2020 DISD Test Security Manual Link:

http://assessment.dallasisd.org/file?cmd=get&id=47

Failure to comply with this oath could result in discipline to include termination.

This oath must be kept on file at the campus for 5 years.

Test Coordinator Sample Statement Regarding Irregularity (for LOCAL tests)

**Statements must be collected from all parties
involved including the test coordinator.**

On December 13, 2018, two students were given the 5th grade Math ACP without the test accommodations (oral administration, small group) as stated in their IEP. This incident occurred in Room 105. (1, 3, 4, 6)

I, (Complete Name), the campus test coordinator at (School), became aware of this on (Date). The (Position), (Complete Name), told me that when she asked the two students about their testing environment, they told her they tested in a regular classroom with lots of students and the teacher didn't read the test to them. (2, 3, 7)

I notified my Principal, (Complete Name), and called (Complete Name) in the (Department) on (Date) to get instructions on what to do next. Since the answer documents had been submitted for scoring, I was told to wait for the results and then the school could decide whether to use the score for the final exam grade or average the three six weeks for the final exam grade. (8, 9, 10, 11, 12)

The test administrator, (Complete Name), (Position), had been trained on general test administration procedures and had signed an oath. Due to an error on my part, I did not pull the two students from the original class for them to receive their accommodations. (2, 14)

In the future, I will have my assistant test coordinator double – check the accommodations list of students each morning of testing to ensure the students receive their accommodations. (15)

Students: (6)
John Doe 1234567 (DISD ID Number)
Jane Doe 7654321 (DISD ID Number)

Signature

Susan Smith
AP/Test Coordinator
XYZ Elementary School
1234 Main Street
Dallas, Texas 75228
Phone Number
Email

**The numbers in parenthesis represent the numbers of the questions that are being answered in that paragraph. They do not need to be included in the actual statement.*

8/16/19

Questions to Answer When Writing Statements Regarding Irregularities (for local tests)

Test Coordinators: Answer questions 1 – 15.

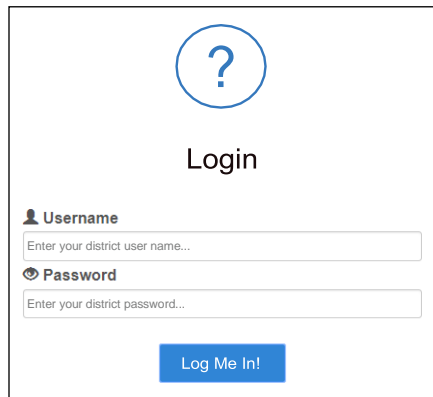
Other Person(s) Involved: Answer questions 1 – 7.

1. What happened?
2. Who witnessed or was involved in the incident? Provide complete names and positions and their role on testing day.
3. When did the incident occur? When was it discovered?
4. Where did the incident occur? Give specific room number.
5. Was there a problem with the security of test materials? If yes, describe the materials involved including the subject and grade level.
6. If the incident involved student(s), how many were involved? Class roster (if applicable) or student names and DISD ID numbers should be included.
7. Was this incident reported to the Campus Test Coordinator (include complete name)? If so, when and by whom?
8. Was this incident reported to the Principal (include complete name)? If so, when and by whom?
9. Was this incident reported to a staff member in the Assessment Department (include complete name)? If so, when and by whom?
10. What directives did the Assessment staff member provide to handle the incident?
11. What actions were taken to correct this incident?
12. Was the answer document (Grades 3-12) or online answers (Grades K-2) submitted for scoring?
13. If needed, were parents contacted about the incident?
14. Did the person(s) involved receive the required test administrator training and fully understand the duties and responsibilities as specified in the Test Administrator Manual?
15. Explain what action(s) the school will implement to prevent this type of irregularity

Box Pickup Online Form

ACP testing materials will be returned to the warehouse using the online Box Pickup Form.

- ① Access the the website at: <http://scbpaswmsas01/EAOnline/boxpickup/> and log in.



?

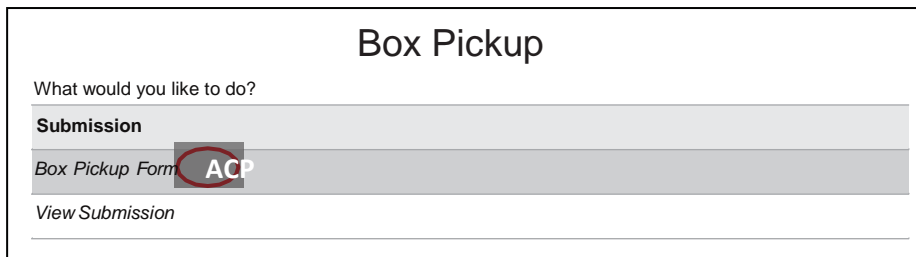
Login

Username
Enter your district user name...

Password
Enter your district password...

Log Me In!

- ② Click on ACP to choose the correct pickup form.



Box Pickup

What would you like to do?


Submission

Box Pickup Form **ACP**

View Submission

- ③ Click on ACP to choose the correct pickup form.

Blank Nonscorable Labels

FROM SCHOOL: _____	TEA: _____
TEST: _____	Grade(s): _____
BOX ___ of ___	
NONSCORABLE	
	TO: ASSESSMENT WAREHOUSE Service Center 1 – 2nd Floor

Attach the label at the bottom and on the outside of the short side of the box.
Do not attach the label on the top of the box.





Calculators are required for the following State of Texas Assessments of Academic Readiness (STAAR®) tests: **grade 8 mathematics, grade 8 science, Algebra I, Algebra II, and Biology.**

Calculators are not permitted for students taking the STAAR grades 3–7 mathematics assessments or the STAAR grade 5 science assessment unless the student meets the eligibility criteria. Information regarding calculators as a designated support for students with disabilities can be found on the [Accommodation Resources](#) webpage.

Requirement for STAAR Grade 8 Mathematics, Algebra I, and Algebra II

Districts must ensure that each student has a graphing calculator to use when taking the STAAR grade 8 mathematics, Algebra I, or Algebra II assessments. Students must have a graphing calculator to use throughout the entire test (both paper and online versions). Districts may satisfy this requirement by providing students with any of the following types of calculating devices—a handheld graphing calculator, a graphing calculator application, or the graphing calculator tool included in the STAAR online testing platform.

Requirement for STAAR Grade 8 Science and Biology

Districts must ensure that students have access to a calculator with basic (i.e., four-function), scientific, or graphing capability when taking the STAAR grade 8 science and Biology assessments. There should be at least one calculator for every five students taking the grade 8 science and Biology assessments (both paper and online versions). If calculators are shared during the test, the calculator memory must be cleared after each student uses it. Districts may satisfy this requirement by providing students with any of the following types of calculating devices—a handheld calculator, a calculator application, or the calculator tools included in the STAAR online testing platform.

Additional Information About Calculators

The district may provide calculating devices, or students may bring them from home. Students should be provided the same type of calculation device they use routinely in class work. Providing an unfamiliar calculation device on the day of the state assessment may hinder rather than aid the student. Students may have more than one calculation device during the assessment.

For handheld calculators, all memory must be cleared to factory default both before and after testing. Any programs or applications that are not preinstalled by default must be removed or disabled prior to testing. For specific assistance in appropriately preparing calculators for use during testing, contact the calculator manufacturer.

For calculator applications, all Internet capabilities must be disabled on the device. In addition, the calculator application being used must be locked down (in kiosk mode) to prevent the use of other applications during testing. Districts should be aware that some calculator applications include resources that could aid students during testing. Students must be monitored closely to ensure that these resources are not accessed during the test.

The use of a calculating device on STAAR should not replace the teaching of the Texas Essential Knowledge and Skills (TEKS). If a student is using a certain calculator during classroom instruction, it is

important to be aware of any functions on that device that could compromise the teaching of those skills. As such, district and school personnel should give careful consideration before recommending the use of these devices for the assessment.

Calculation devices that have a computer algebra system (CAS) are not allowed unless the CAS is disabled. Calculation applications on smartphones are also not allowed.



STAAR Dictionary Policy Last updated [Aug 19, 2019](#)

Dictionaries must be available to **all** students taking

- STAAR grades 3–8 reading tests
- STAAR grades 4 and 7 writing tests
- STAAR Spanish grades 3–5 reading tests
- STAAR Spanish grade 4 writing test
- STAAR English I, English II, and English III tests

The following types of dictionaries are allowable:

- standard monolingual dictionaries in English or the language most appropriate for the student
- dictionary/thesaurus combinations
- bilingual dictionaries* (word-to-word translations; no definitions or examples)
- ESL dictionaries* (definition of an English word using simplified English)
- sign language dictionaries
- picture dictionaries

Both paper and electronic dictionaries, including applications on a tablet, laptop, or desktop computer, are permitted. If electronic dictionaries are used by a student during testing, Texas Education Agency (TEA) guidelines on the use of this technology must be followed in order to maintain the security and validity of the assessment. Although some technology may be very useful during a daily academic setting, technology that has functionality that violates TEA guidelines cannot be used during a state assessment. The technology guidelines for state assessments, as well as a supplementary training presentation, can be found in these *District and Campus Coordinator Resources*.

While students are working through the tests listed above, they must have access to a dictionary. Students should use the same type of dictionary they routinely use during classroom instruction and classroom testing to the extent allowable. Additional sections in the dictionary (e.g., abbreviations, biographical or geographical entries, style or grammar guides) do not have to be restricted as they are also a part of the dictionary used routinely during classroom instruction. The school may provide dictionaries, or students may bring them from home. Dictionaries may be provided in the language that is most appropriate for the student. However, specialty dictionaries such as teacher-made, student-made, subject-specific, or slang dictionaries are NOT allowed.

The minimum number of dictionaries a school must provide is one dictionary for every five students testing, but the state's recommendation is one for every three students or, optimally, one for each student. Although thesauruses are not required, they are allowable on all the tests listed above, either in combination with a dictionary or as a separate resource. If districts make thesauruses available to students during testing, it is recommended that there be one thesaurus for every five students.

*Bilingual and ESL dictionaries should be provided in accordance with individual student needs based on how much students use them in instruction and classroom testing. While there is no requirement regarding a minimum number of bilingual or ESL dictionaries schools must provide, for English learners (ELs) who depend heavily on a dictionary in language arts instruction, it is recommended that there be one dictionary for each student. Additionally, it is important for LPACs to consider the degree to which an EL student relies on a dictionary during language arts instruction or testing when making exit decisions at the end of the school year.

2019-2020 ACP Procedures for ELs

Designated Supports (1-12):

The teacher of record in collaboration with the campus Language Proficiency Assessment Committee (LPAC) will determine and document the designated supports for each individual student based on their individual needs for ACPs. The teacher of record will document these decisions in MyData Portal. The designated supports for ACPs are aligned to the supports currently available for STAAR. The eligibility criteria for each designated support can be located at the following link: <http://tiny.cc/accessibilitysupports>

Please note, Oral Administration has changed to include the following requirements:

A student may use this designated support if he or she

- routinely and effectively uses it during classroom instruction and classroom testing, and
- meets at least one of the following:
 - **The student is a current EL and takes a STAAR test in English.**
 - The student is identified with dyslexia or a related disorder per TEC §38.003.
 - The student has documented evidence of reading difficulties.

NOTE: ELs taking STAAR Spanish may be eligible for an oral administration if they meet either of the last two bullets above.

For specific instructions regarding Oral Administration, please refer to the ACP Oral Administration Policy.

Dictionaries (1-12):

Available to all students, do not require LPAC documentation. (Please see STAAR Dictionary Policy for additional guidance.)

Reading and Writing:

The following types of dictionaries are allowable:

- standard monolingual dictionaries in English or the language most appropriate for the student
- dictionary/thesaurus combinations
- bilingual dictionaries (word-to-word translations; no definitions or examples)
- ESL dictionaries (definition of an English word using simplified English)
- sign language dictionaries
- picture dictionaries

Math, Science, Social Studies and Electives:

The following types of dictionaries are allowable:

- bilingual dictionaries (word-to-word translations; no definitions or examples)

Language of Assessment (1-5):

- In grades 1-5, ACPs are available in both Spanish and English for all content areas. The teacher of record in collaboration with the campus LPAC will determine the most appropriate language of assessment and the teacher of record will document those decisions in MyDataPortal.
- For opt-in students, the teacher of record in collaboration with the campus LPAC, will determine the most appropriate language of assessment. Students may be assessed in either Spanish or English.

For dually identified English learners who receive special education services, the ARDC/LPAC must collaborate to determine the best language of assessment and designated supports for students.

Exemptions (1-12):

Elementary Exemptions:

- LPAC may exempt ***new immigrant students*** who have been in the country less than 12 months from the ACP administration. Campuses must administer a teacher-made assessment to all exempt students. All exemptions require an official LPAC meeting and LPAC documentation.
- LPAC may exempt qualifying unschooled asylees/refugees who have been in the country less than 12 months from district ACPs. Campuses are not required to administer a teacher-made assessment to qualifying unschooled asylees/refugees.

Secondary Exemptions:

- For new immigrant students enrolled in the English I ESOL and middle school ESL Language Arts courses:
 - LPAC may exempt new immigrant students who have been enrolled in U.S. schools less than 6 weeks from district ACPs but must administer a teacher-made assessment.
 - For the English I ESOL course and middle school ESL Language Arts courses, there are beginner and intermediate district assessments available
- For Electives, Math, Science and Social Studies: LPAC may exempt ***new immigrant students*** who have been in the country less than 12 months from district ACPs. Campuses must administer a teacher-made assessment to all exempt students.
- LPAC may exempt qualifying unschooled asylees/refugees who have been in the country less than 12 months from district ACPs. Campuses are not required to administer a teacher-made assessment to qualifying unschooled asylees/refugees.



ACP Missing Test Scores / Correction Form

SCHOOL INFORMATION

School Name	Head Principal	School Type ___ Elem ___ MS ___ HS	Feeder Pattern	TEA#
Test Coordinator	Contact Number	Email		

Directions: Fill out all categories on the form. Items that are incorrect or missing delay processing time and receiving the results. Please call the Local Assessment Office if you need assistance with filling out the form.

ACP INFORMATION

ACP Test Administration

Please fill in the correct school year for the semester

School Year:	___ Fall Semester	___ Spring Semester
School:	<div style="border: 1px solid black; padding: 2px; text-align: center; font-size: small;">(List the name of the school where the student tested.)</div>	

*** Please mark (✓) the correct type of ACP***

Type of ACP:	___ Regular ACP	___ Fast-track ACP
	___ Make-up ACP	___ Summer School
	___ Reconnect	___ Evening Academy

Type of Correction:

*** Please mark (✓) the type of correction that is required***

Missing Test Scores:	___ No grade in Chancery
	___ No grade in MyData Portal
	___ No course grade on transcript
Incorrect Test Scores:	___ Wrong language - (K-5 only)
	___ Wrong test subject
	___ Wrong grade
	___ Wrong teacher

TEST SUBJECT INFORMATION

Write and explain the problem and correction required.

Fill in the items based on your type of school (ES-MS-HS).

Information required to correct data	ES MS HS	Teacher Name:	
	ES MS HS	Test Subject:	
	ES only	Homeroom:	
	ES only	Language (K-5):	
	ES only	Grade:	
	MS HS	Course Number:	
	MS HS	Section:	
MS HS	Period:		

STUDENT INFORMATION

*** Please mark (✓) how many students were affected. List the name(s) and ID number(s). Attach a student roster, if an entire class was affected. ***

___ Single student ___ Group of students ___ Entire classroom

	Student Name	Student ID
1.		
2.		
3.		
4.		
5.		

	Student Name	Student ID
6.		
7.		
8.		
9.		
10.		

Results: ___ Corrected ___ Not found ___ No action required

Evaluation & Assessment Staff Contact Information

Evaluation & Assessment		
Cecilia Oakeley, Assistant Superintendent	972-925-6407	oakeley@dallasisd.org
Assessment		
Aaron Ware, Executive Director	972-925-6402	aware@dallasisd.org
Celina Jimenez, Coordinator	972-925-6422	celjimenez@dallasisd.org
Karen Byers, Director	972-925-6434	kbyers@dallasisd.org
Charlenta Govan, Manager	972-925-6492	chgovan@dallasisd.org
LaKedra Cardell, Districtwide Testing Coordinator	972-925-6416	lcardell@dallasisd.org
Felicia Gibbons, Districtwide Testing Coordinator	972-925-6406	fgibbons@dallasisd.org
Kiesha Pearson, Districtwide Testing Coordinator	972-925-6485	kipearson@dallasisd.org
Vacant, Districtwide Testing Coordinator		@dallasisd.org
Vacant, Districtwide Testing Coordinator		@dallasisd.org
Vacant, Districtwide Testing Coordinator		@dallasisd.org
Fred Washington, Assessment Specialist	972-925-6419	fwashing@dallasisd.org
Leticia Lozano, Assessment Specialist	972-925-6487	letlozano@dallasisd.org
Jose Alonzo, Assessment Specialist	972-925-6433	jalonzo@dallasisd.org
Assessment Programming Support		
Sandi Smart, Manager	972-925-6469	smart@dallasisd.org
Test Development		
Kathy Jimenez, Manager	972-925-6436	kjimenez@dallasisd.org
Office of Test Security		
Rina Davis, Assessment Coordinator	972-925-8868	arguello@dallasisd.org
District Service Center I		
Jorge Aguirre, Assessment Coordinator	972-925-4430	jaguirre@dallasisd.org



Assessment Department
2909 N. Buckner Blvd.
Dallas, TX 75228
(972) 925-8940