

Dallas ISD Assessment Department

STAAR ALTERNATE 2

*Beginning to End Step by Step Guide
for campus test coordinators*

STAAR ALTERNATE 2: Getting Started

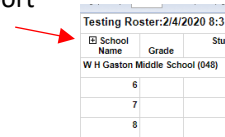
1. Obtain a roster of students who are scheduled to test. Please remember to compare roster obtained to the roster found in MyData Portal.

High School: MyData >Monitor>**STAAR Alt EOC Compare**

Elementary and Middle: MyData >Monitor>**State Testing Roster**. New window opens then click the following: Grade (Select All) Test Area (Select All) Assessment Type (Alternate) then click “View Report”

You will see a summary of numbers by grade and test area.

To view students, in the school name column, click on the + sign to see student names.



Testing Roster: 2/4/2020 8:3

School Name	Grade	Stu
W H Gaston Middle School (048)		
	6	
	7	
	8	

Make sure STAAR Alt students have the current participation form on file, including those scheduled for NAAR or Medically Exempt (requires NAAR or Medical Exemption Form, in addition to, STAAR Alt 2 Participation Form).

2. Log into Pearson Access Next (PAN) <https://tx.pearsonaccessnext.com/customer/index.action>
3. Make sure the dashboard has been changed to reflect “(year)STAAR Alternate 2”
4. Check to make sure that your test administrators are listed in the system, IF they will enter accommodations and answers online.
 - ✓ Go to Setup > Users
 - ✓ To add a new user, in the task bar, select “Create/Edit Users”. Selected Roles: Online Test Administrator and Transcribe Assistant.
 - ✓ If users show as already existing, be sure they are “enabled” as a user
5. Make sure each teacher has received a copy of the [STAAR Alternate 2 Educator Guide](#) and [STAAR Alternate 2 Test Administrator Manual](#) (documents may be located on the assessment website under “Assessments” and STAAR Alternate 2 tab)
6. In PAN, make sure all students who are scheduled to test are showing in the PAN system
 - ✓ Go to Setup > Students
 - ✓ In search dropdown bar, select “Show all results”
 - ✓ Review list and ensure all students are listed based on the campus rosters you received
7. If a student is not listed, **or is listed but should not be, submit a correction request to a DWTC**. DO NOT WAIT until the last minute as some students are attached to other districts and require contact for release.



Receiving/previewing materials and giving assessment

Preview Window 3-9 through 3-27/Assessment Window 3-30 through 4-20.

****4-21 DISD verification date only**

8. When material arrives on campus, unpack materials by content and grade (be sure to separate secure manuals from student booklets).
9. Based on teacher rosters, prepare test buckets (You may prepare your test buckets by teacher, by student, or by content). If extras are needed based on your roster, order materials ASAP. **You must select a form number. It is recommended to order form number based on the form number located on the material you**

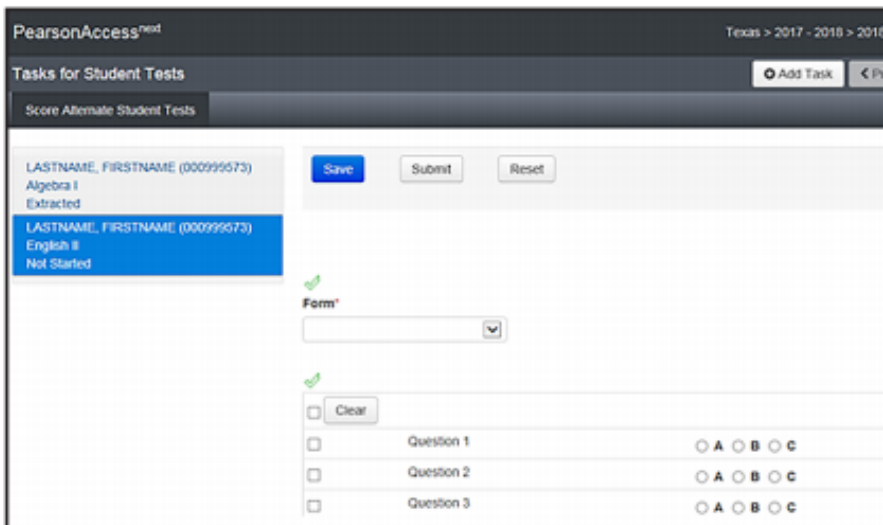
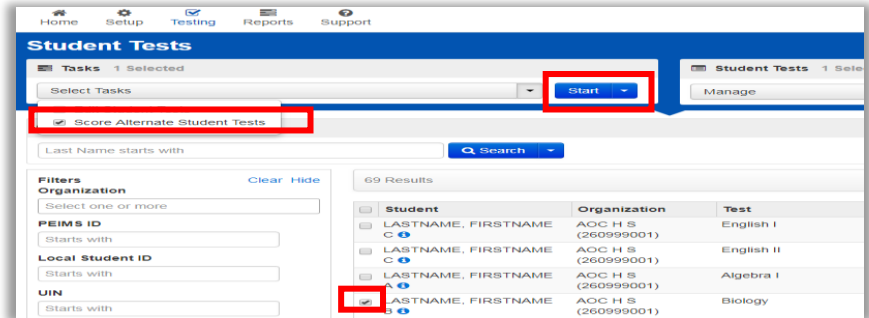
received. Please note, you may receive a different form number based on stock availability. Each grade/content may have a different form number.

10. Create a materials control form for each test administrator for both preview AND assessment window. Test must be checked out/in EACH day. Materials control form may be found on website under www.assessments.dallasisd.org>assessments tab > STAAR Alt 2.
11. Train test administrators using the STAAR Alt Staff PPT found on website.
12. Make sure you have received a state oath for each test administrator. ****Please note the oath for STAAR Alt 2 is the general state oath.**
13. Check out materials to teacher using Materials Control Form each day of preview period and assessment window as needed based on your predetermined schedule for pickup and check in of materials.
14. It is recommended to separate answers documents by grade and subject (elementary-middle) and subject (high school). **Put in a colored folder by subject or manila folder and label folder to avoid entering wrong answer.** For example, 3rd grade math in a folder, 3rd grade reading in a folder, Biology in a folder, Algebra in a folder. In addition, you may want to have teachers highlight student name, subject, and form number on the scoring document.

STAAR ALTERNATE 2: Entering STAAR Alt 2 Student Responses

To Enter Student Responses:

1. Go to Testing > Student Tests
2. Search for and select the student(s) and subject needed whose responses you want to enter by checking the box next to the student name.
3. Select *Score Alternate Student Tests* from the Start drop down.
4. Select correct Form number using dropdown. **The form should match the form listed on the student book. Some student forms may differ so be sure you have the correct form number for each student.**
5. Add the student answer for each item by clicking on the correct toggle button
6. Click Save to complete process
7. Verify all responses are entered correctly
8. Click Submit to Extract/Submit Answers. **Please note you must hit both Save and Submit.**
9. Repeat steps 4–6 for each student listed on the left.



To Enter Score Codes and Accommodations:


A score code must be entered. Even if a student does not test due to NAAR or Medical Exemption, you must enter their score code details. Score codes are entered on the Test Details screen.

1. Go to Setup > Students
2. In the Search bar, click dropdown button and check "Show all results."
3. Check the box next to the student whose score code information needs to be entered.
4. Open the Select task dropdown at top of page, and select "Manage Student Tests," and click Start.
5. Select the student's test in the "Student Tests" column.
6. On the Test Details screen, select the score code from the Score Code dropdown menu and select any accommodations used during testing from the Accommodations section.
7. Click Save.

STAAR ALTERNATE 2: After the Assessment

1. To verify all students have tested for your campus, you need to View the **Alternate Student Test Details Operational Report**. The Alternate Student Test Detail operational report indicates the status of all STAAR Alternate 2 and TELPAS Alternate tests within an organization.
2. Select the appropriate organization and test administration from the top of the screen.
3. Go to Reports > Operational Reports > Select the "Students & Registrations" checkbox, and then select the Alternate Student Test Details link.
4. Click *Download Report*. If no report available, click the *Request Report Refresh* link. Select the organization type (campus) from the dropdown menu, and then click *Refresh Report*. This ensures the report has the most up-to-date information. Click *Refresh Report* until report is displayed.

Alternate Student Tests Detail

A list of every student test within the current organization 

5. The Test Status column in this report will indicate whether a student test is "Not Started," "In Progress," "Completed," or "Extracted" (submitted and cannot be changed). Student tests that are in a "Not Started" status will not be reported unless a score code is selected. You should ensure that any student who is in a "Not Started" status is assigned a score code, if necessary.

Report Test Status	Student Test Screen Status	Status Description
Extracted	Attempt	Test has been pulled and cannot be updated.
In Progress	Testing	Some questions have been answered, but not all.
Completed	Testing	All questions have been answered but not submitted.
Not Started	Assignment	Test has been assigned, score entry screen has been visited, but nothing has been entered.
** –blank	Assignment	Test has been assigned, but score entry screen has NOT been visited, and nothing entered.**

** This includes students who have a score code marked (e.g., NAAR per documentation, Medical Exemption per documentation., etc.). Student tests that are Not Started or Blank will not be reported unless a Score Code has been set. It is also recommended to run the *students marked complete report* (under online testing) and keep a copy with your STAAR Alt records (especially high school)

6. Pack materials- pack materials by content and grade for grades 3-8 and by course for EOC. For example, pack all 6 Reading Student Books, 6 Math Student Books, 6 Reading Manuals, 6 Math Manuals etc.
7. Be sure to put books in numerical order by content and grade.
8. The following additional nonscorable materials should be returned in box 1
 - STAAR Alternate 2 Scoring Documents
 - used and unused image cards (a return bag is provided for used cards)
 - used and unused secure STAAR Alternate 2 test administrator manuals
 - photocopies or any other type of reproduction of secure test materials made during preview window, if used
9. ***Since this is a Pearson Test not ETS, you do not need the orange labels***
10. Seal boxes. Put DISD nonscorable label on each box per shipping instructions and complete the online box pickup form to have your nonscorables picked up from campus.
11. Be sure to include your Delivery Ticket located on assessment website> coordinator resource>CTC forms>delivery ticket for nonscorables.
12. Keep a copy of your Delivery ticket.
13. Ship Materials off Campus once packed
14. Complete your "A and O Score Code Documentation Form"
15. **DO NOT PACK STAAR ALTERNATE 2 MATERIAL WITH OTHER TESTS SUCH AS STAAR, etc.**

Things to maintain for 5 Year Record

1. Copy of Delivery tickets
2. Campus packing list
3. Additional order form (if applicable)
4. Copy of your training PowerPoint or training material/training sign in sheet
5. Oaths
6. Materials control form for both preview window and test window
7. Copy of teacher rosters
8. Cell phone scripts (if used)
9. Absentee forms **(Remember for a student to be marked absent, they must have been absent the entire test window, so pull a copy of their attendance and keep with your records)**
10. Copies of any irregularity statements (if applicable)
11. Copy of paraprofessional form (if applicable)
12. Copy of "A and O Score Code Documentation Form