

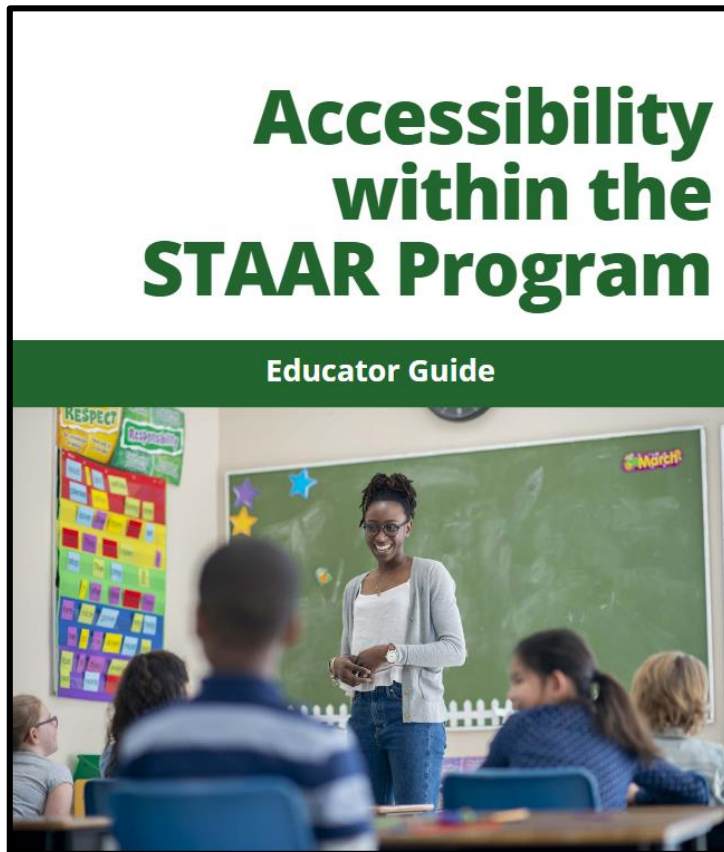
Navigating the ETS Online System for STAAR Testing

**Dallas ISD adapted from ETS Online Testing Preparation for
December 2020 Administrations**



STAAR Online Testing Platform – Functionality and Tools

- Familiarize yourself and campus staff with online tools, features, and system functionality.



When the student selects specific text, a menu appears.

Clicking the Highlight icon in the menu highlights the text. Clicking the highlighted text and choosing the Erase Highlight icon removes the highlighting.

When the student selects a specific group of text, a menu appears. The selected text is read aloud when the student clicks the Speak icon in this menu.

The student can click the Speak icon to open a panel of audio controls including the Play button and the Click Word button.

The student can click the Audio icon to open a panel of audio controls including the volume and speaking rate.

When the Play button is activated, the question and answer choices are highlighted as they are read aloud in their entirety or until the student stops playback.

The Click Word button allows the student to hear only one word at a time.

The rate at which the audio is read can be increased or decreased by moving the Speaking Rate slider.

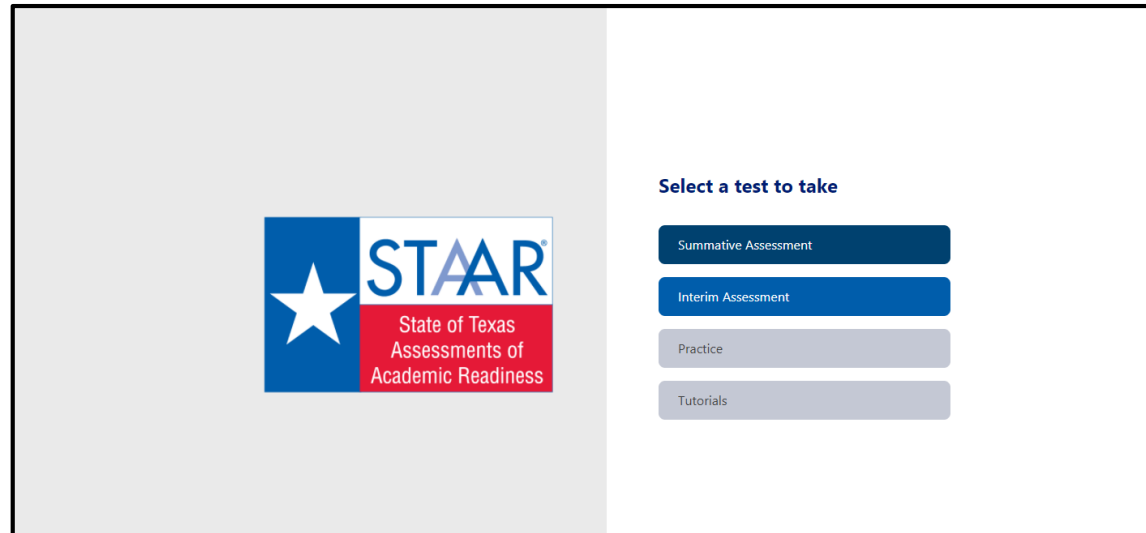
The student can increase or decrease the volume of the audio by moving the Volume Slider icon.

Administration Procedures and Technical Support Plan

- Run practice tests and tutorials ahead of testing.
- If only a few students out of a testing group or campus are reporting an issue with testing, it is **MOST LIKELY** a local issue.

The Secure Browser Application

- Testing devices must have the latest version to access the STAAR online practice tests and 2020–2021 STAAR interim and summative assessments.



Secure Browser Installers and Versions

Operating System	Updated Application Version (Current)	Download
Windows	v3.19.0 (requires uninstall of prior versions) - available July 20, 2020	for Windows®
Mac	v3.19.0 (requires uninstall of prior versions) - available July 20, 2020	for Mac OS® (pkg)
Linux	v3.19.0 (requires uninstall of prior versions) - available July 20, 2020	Linux-deb-64-bit
Chromebook	v2.65.0 (1.32.0 in Chrome web store) - (prior version will auto-update) available July 20, 2020	Chromebook™
iOS	v2.80.0 (2.73 in Apple store) - (requires uninstall of prior versions) - available July 20, 2020	for iPad®

Troubleshooting Guidance

Student inadvertently kicked out of a test session

- Student will be automatically logged out.
- Restart Secure Browser.
- Log back in and re-launch test using existing ticket.

Student accidentally submitted an incomplete test

- Requires reopen
 - Within two hours – contact DWTC to call Texas Assessment Support Center.
 - After two hours – contact DWTC to call TEA’s Student Assessment Division.

Troubleshooting Guidance

Student begins or completes a test using another student's test ticket.

- Requires test reset
- Follow district requirements for reporting a test irregularity.

Computer freezes during testing

- Shut down and reboot affected computer.
- Re-launch test using existing ticket.

Persisting technical issue that reboot does not correct

- Move the student to another device.
- Log in with existing ticket and continue testing.

Sections:

Registering Students

Finding and Viewing Students

Managing PNPs

Manage Online Testing: Viewing Sessions and Printing Test Tickets
and Rosters

Managing Online Testing: Creating and Managing Groups

Manage Online Testing: Monitoring Sessions and Setting Test
Attributes

****As a reminder TEA has a Campus Test Coordinator Module for Managing
Materials and Managing Online Testing Groups.**

https://tea.co1.qualtrics.com/jfe/form/SV_ah0Ar5KK0c6vzCZ

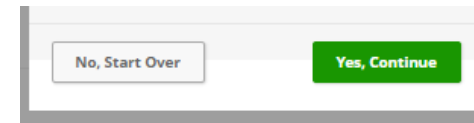
Registering Students



Registering Students for Online Testing

You may register students individually while the registration window is open. To register an individual student, complete the following steps.

- In the navigation menu, select *Students*, and then *Register*.
- On the *Register a Student* page, select a *Test Administration* and *District*, then enter the *PEIMS ID*.
- Click the **Add Student** button. The system will search for any existing registration based upon your selections above.
- If a match is found in the system, click “Yes, continue”.
- If no match is found, complete **Step 1: Create Profile** (see preceding slides)
- If a match is found and there is no test registration, skip to **Step 2: Add Tests**.





Registering Students for Online Testing:

Step 1: Create Profile

Student registration information may already exist for students with existing registrations, but this information may be outdated. You should review and update student demographic and other information prior to testing.

To create the student profile, complete the following steps:

- Under *Student Information*, enter the student's *PEIMS ID, Student ID, First Name, Middle Initial, Last Name, Local Student ID, Sex, and Grade*.
- Under *Date of Birth*, click the *Calendar* icon , and select or enter a year, month, and day. Click the *Calendar Reset* icon  if needed.
- Under *Campus Information*, select a *Home Campus* from the dropdown list.
- Under *Demographics*, enter the student information in the fields as appropriate.
- Click the **CONTINUE** button.

Out-of-School (OOS) Examinee Day-of-Testing Registration (Walk-In)

- All OOS examinees showing up at a test site on the day of testing (“walk-ins”) must be registered in the Assessment Management System whether testing online or on paper.
- CTC role can register OOS students or contact TC Support for assistance if needed.

Please note the following if an OOS registration type is selected:

- ALL campuses within the district will be available in the *Testing Campus* field list in addition to campuses on the volunteer testing site list. Select the campus in which scores should be reported. **During step two, you will add the testing site campus.
- For OOS students, current address and contact information are required to ensure results are returned to the student.
- You do not need to complete the demographic field for OOS.
- OOS do not receive accommodations.

Assessment Management | Students | Online Testing | Orders | Reports | Structure

Home / Students / Register A Student

Register A Student Step: 1 2

In Step 1: Create Profile, enter the student's personal, campus, demographics, and ethnicity information, then click the *Continue* button.
NOTE: Registration information is NOT saved until both steps are completed and submitted.

Test Administration *
2018 DEC STAAR EOC A1-B1-E1-E2-US

Step 1: Profile

Student Information

PEIMS ID * TSDS Student UID * First Name * Middle Initial Last Name * Local Student ID

Date of Birth * Sex * Grade *

Street Address * City * State * Postal Code * Email *

Campus Information

Home Campus * Home District

Students | Online Testing | Orders | Reports | Structure

Home / Students / Register A Student

Register A Student Step: 1 2

In Step 2: Add Tests, select tests, complete the test information for each test, then click the *Submit* button to complete the registration.
NOTES:
• It is possible to select incompatible combinations of online test type, PWP, Language, and Accommodations. If this occurs, select a different combination or choose paper testing to complete the registration.
• No registration information is saved until the *Submit* button is clicked.

Step 2: Add Test(s)

Test Administration 2018 DEC STAAR EOC A1-B1-E1-E2-US Student Grade 14 Home Campus Training H 5 (999996000) Home District Training ISD (999996000)

Subject *	Testing Grade	Test Info	Actions
Select...	EOC	Version: STAAR Mode: Paper Registration Type: Out of School Testing Campus * (Test takes are local): Select... Paper Format: OOS-OOS Braille Indicator: No Braille	

Cancel Add Another Test Back Submit

Registering Students for Online Testing: Step 2: Add Test

To enter test information, complete the following steps:

- Under Step 2: Add Tests, make selections in the *Subject, Mode, Registration Type, Testing Campus, Online Testing Group, Braille Indicator, and Personal Needs and Preferences (PNP)* supports (for online tests only) fields as necessary. **NOTE:** Test information fields will vary depending on the test administration and mode selected.
- Click the ***Submit*** button.

**Please note, If a 3–8 test administration was selected, *Above Grade Testing* will be an additional option.

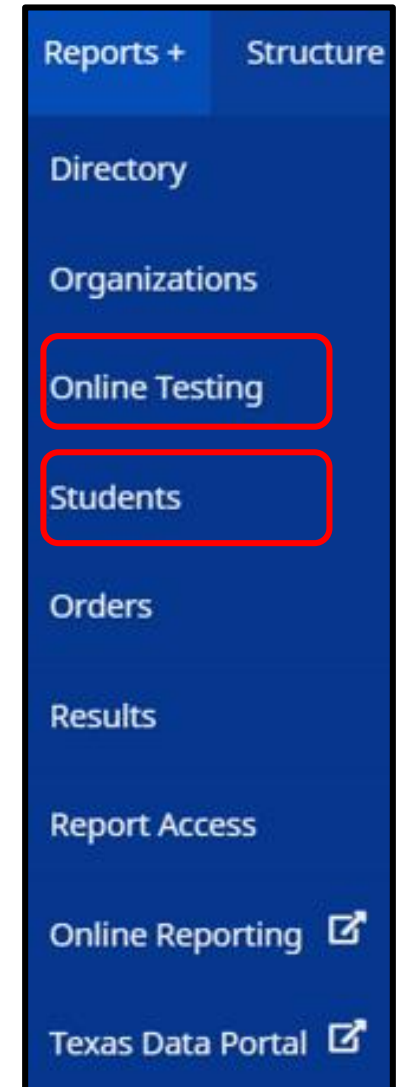
View and Verify Online Test Registrations (Reports)

Download Online Test Status Report:

- Available at the campus and district level
- Updated 5 times throughout day
- Useful for verifying score code settings, PNPs, and test status

Download registration file:

- Students Home Campus Report (updated nightly)



Online Test Status Reports

[End of section. Click here to return to section's slide](#)

Online Testing Report

[Online Testing Reports](#) General

District Test Status Report

Content: This district-level report provides the status of all online test registrations throughout a school district for the selected administration.
Uses: Sort and filter this report by student and subject to help monitor and track the status of online testers, and verify score code and PNP settings.
Updates: This report is updated 5 times periodically throughout the day and therefore may not reflect real-time status at a given point in time.

District *

Training ISD [999996000]

Training and UAT Region [99999991]

Test Administration *

2018 INT 3-8 Opportunity 1

Click on the download button to view the District Test Status Report.

Campus Test Status (of student) Report

Contents: This campus-level report provides the status of all online test registrations for a specific campus and test administration.
Uses: Sort and filter this report by student and subject to help monitor and track the status of online testers, and verify score code and PNP settings.
Updates: This report is updated 5 times periodically throughout the day and therefore may not reflect real-time status at a given point in time.

Campus *

Training EL [999996003]

Training ISD [999996000]

Test Administration *

2018 INT 3-8 Opportunity 1

Click on the download button to view the Campus Test Status report for the Campus.

[Download](#)


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	TESTING	TESTING_DISTRICT	DISTRICT_CODE	TESTING_CAMPUS	CAMPUS_	TEST_ADM	TEST_SUB.	TESTING_C	PNP	PEIMS_ID	FIRST_NA	MIDDLE_I	LAST_NAME	DOB	SCORE_CODE	STATUS_CODE	
2	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	8	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
3	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	4	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
4	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	3	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
5	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	8	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
6	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	5	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
7	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	7	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
8	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	6	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
9	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	5	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
10	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	4	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
11	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	6	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
12	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	3	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
13	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	7	RT	10000006	TEST		INT-SIXTH	30300		READY_TO_TEST	
14	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	3	T	10000007	TEST		INT-SEVENTH	30300		READY_TO_TEST	
15	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	MA	7	T	10000007	TEST		INT-SEVENTH	30300		READY_TO_TEST	
16	11	Training ISD	999996000	Training Middle	1E+09	2018 INT 3	RE	6	R	10000007	TEST		INT-SEVENTH	30300		READY_TO_TEST	

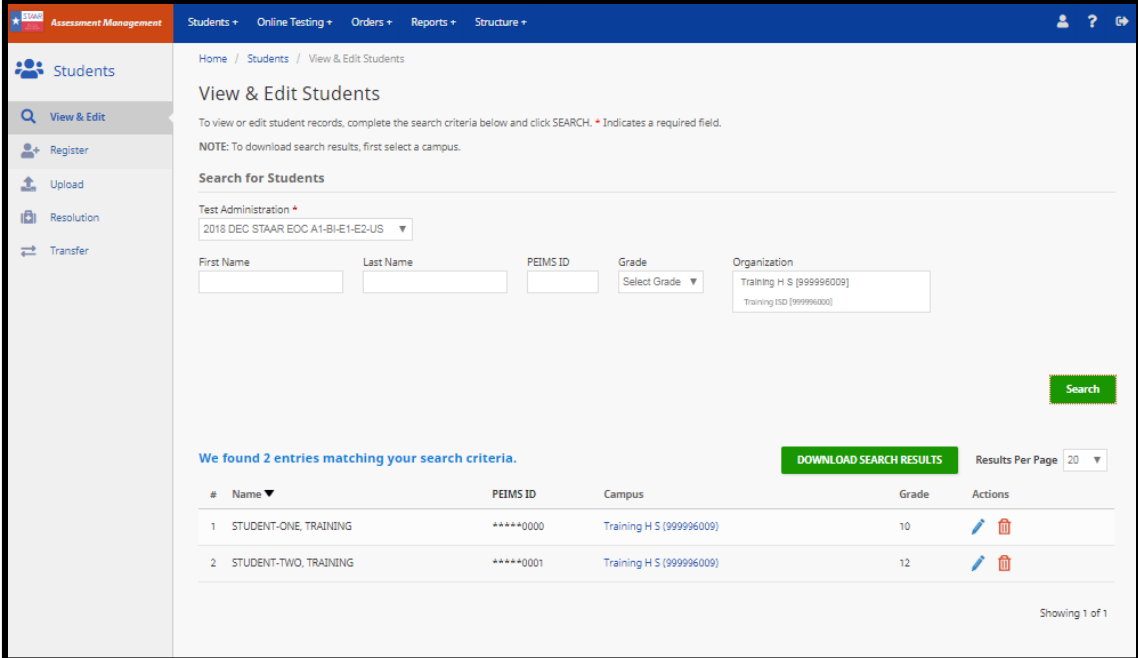


Finding and Viewing Students

Student Tab > View and Edit

Finding Students: View & Edit

- Select the appropriate test administration.
- Set search parameters to filter results down to individual student level. You may search for an individual student by entering student specific information or for an entire grade (Please note if grade left blank, all registered students for selected administration will appear).
- Click *View & Edit*  icon to open an individual student profile.



Assessment Management Students Online Testing Orders Reports Structure

Home / Students / View & Edit Students

View & Edit Students

To view or edit student records, complete the search criteria below and click SEARCH. * Indicates a required field.

NOTE: To download search results, first select a campus.

Search for Students





Test Administration *
2018 DEC STAAR EOC A1-B1-E1-E2-US

First Name Last Name PEIMS ID Grade Organization
Select Grade Training H S (999996009)
Training ISD (999996000)

Search

We found 2 entries matching your search criteria.

DOWNLOAD SEARCH RESULTS Results Per Page 20

#	Name	PEIMS ID	Campus	Grade	Actions
1	STUDENT-ONE, TRAINING	****+0000	Training H S (999996009)	10	 
2	STUDENT-TWO, TRAINING	****+0001	Training H S (999996009)	12	 

Showing 1 of 1

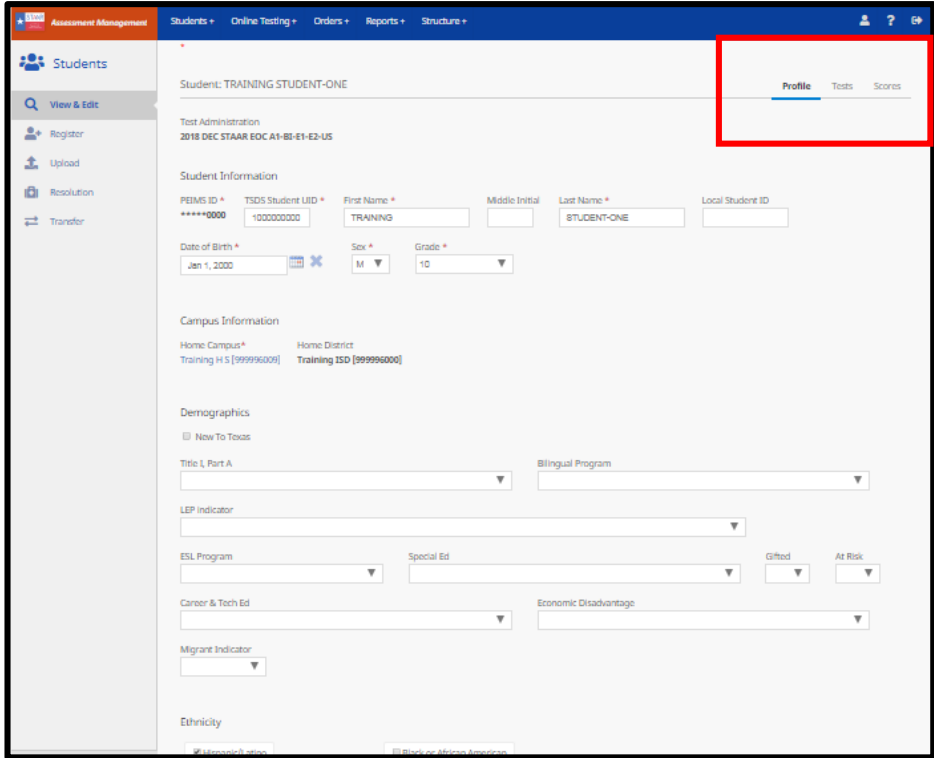
NOTE: Downloaded search results only available when campus level organization entered into *Organization* field

View & Edit Student Demographics

Profile Tab –view student registration information

Test Tab- view student’s registered test and update student PNPs

Score Tab- view students results for administration once results are released



View & Edit Student Demographics – Student Profile

Profile Tab

- If necessary, demographic settings must be updated or corrected prior to the close of the testing window.
- Enrolled grade level may not be changed once a student has started to test.

The screenshot displays the 'Student Profile' tab in the ETS Assessment Management system. The student is identified as 'TRAINING STUDENT-ONE'. The interface includes a navigation menu on the left with options like 'View & Edit', 'Register', 'Upload', 'Resolution', and 'Transfer'. The main content area is divided into several sections:

- Test Administration:** 2018 DEC STAAR EOC A1-B1-E1-E2-US
- Student Information:** Includes fields for PEIMS ID (*****0000), TSDS Student UID (1000000000), First Name (TRAINING), Middle Initial, Last Name (STUDENT-ONE), and Local Student ID.
- Demographics:** Includes Date of Birth (Jan 1, 2000), Sex (M), and Grade (10).
- Campus Information:** Home Campus (Training H S [999996009]) and Home District (Training ISD [999996000]).
- Demographics (continued):** Includes checkboxes for 'New To Texas', dropdowns for 'Title I, Part A', 'Bilingual Program', 'LEP Indicator', 'ESL Program', 'Special Ed', 'Gifted', 'At Risk', 'Career & Tech Ed', 'Economic Disadvantage', and 'Migrant Indicator'.
- Ethnicity:** Includes a dropdown menu.

View & Edit Test Registrations – Student Profile

Tests Tab

- View, edit, add, and delete test registrations.
- Online test registrations may be added anytime prior to the close of the testing window.
- PNPs may be changed anytime prior to test submission. **Please note, you must select the green “Update” tab at bottom to capture any changes made.
- Test attributes (except score codes) display once test tickets are available.

The screenshot displays the 'Student Profile' page in the ETS Assessment Management system. The page is divided into several sections:

- Header:** 'Assessment Management' with navigation links for Students, Online Testing, Orders, Reports, Structure, and Admin.
- Left Sidebar:** 'Students' section with options: View & Edit, Register, Upload, Student Directory, Resolution, and Transfer.
- Main Content:**
 - Student Profile:** Includes tabs for Profile, Tests, and Scores. A box highlights 'Student: TRAINING STUDENT-ONE'.
 - Test Administration:** Shows '2018 DEC STAAR EOC A1-B1-E1-E2-US'.
 - Add Tests:** A form with fields for Subject (U.S. History), Testing Grade (EOC), Version (STAAR), Mode (Online), Registration Type (Regular), Testing Campus (Austin - ETS UAT District 4 HS), and Online Testing Group (NO GROUP NAME GIVEN). A 'PNP Selection' arrow points to the 'Personal Needs and Preferences (PNP)' section, which includes 'Content and Language Supports (3)' and 'Text-to-Speech (1)'. A 'Select Online' arrow points to the 'Mode' dropdown.
 - Actions:** A blue checkmark icon is highlighted with a box.
 - Buttons:** 'Add Another Test' and 'Update' (green) buttons are highlighted with a red box.
 - Footer:** 'Delete Student' button.
- Bottom Section:** 'Total Students: 1' with a 'View All Students' button. A table lists student information:

#	Student Name	PEIMS ID	PNP	Sync Status	Test Status	Response Count	Score Code	Actions
1	STUDENT-ONE, TRAINING	*****6430	RT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A		

Designated Supports (PNPs)

- For more information about accessibility features and designated supports, refer to the [*Educator Guide to Accessibility within the STAAR Program*](#).
- Summative PNPs – for December 2020 EOC
 - R – content and language supports
 - T – text-to-speech (oral administration)
 - S – speech-to-text (oral administration)
 - E – spelling assistance
 - V – ASL Signed Videos*
 - B – Refreshable Braille*

NOTE: * Not available in Spanish

TAKS, TAAS, TEAMS Testers

- Special coding for former TAKS, TAAS, or TEAMS testers
 - **T** – Examinee taking STAAR as an alternate assessment for
 - TAKS English Language Arts (ELA) [STAAR English II Only], mathematics, science, or social studies
 - TAAS mathematics
 - TEAMS mathematics
 - **R** – TAAS/TEAMS eligible examinee taking only the reading section of STAAR English II as an alternate assessment for TAAS or TEAMS reading
 - **W** – TAAS eligible examinee taking only the writing section of STAAR English II as an alternate assessment for TAAS writing
 - **RW** – TAAS eligible examinee taking both reading and writing sections of STAAR English II as an alternate assessment for TAAS reading and writing



Managing PNPs (Personal Needs Preferences) for students with designated Supports

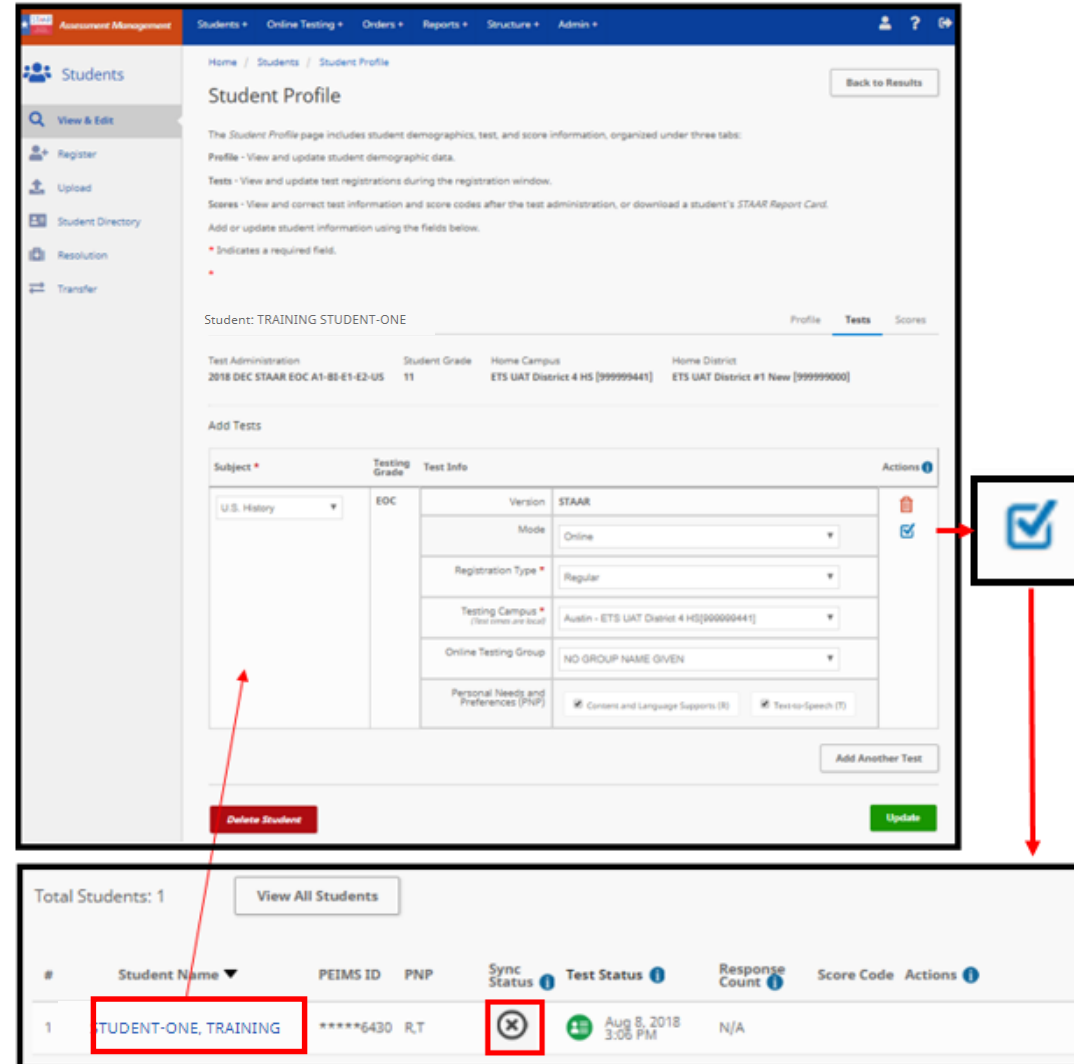
Setting PNPs: *Students > View & Edit*

The screenshot displays the 'View & Edit' page for a student named ALGEBRA CHROMENONE. The interface includes a navigation menu on the left with options like 'Register', 'Upload', and 'Student Directory'. The main content area shows test administration details and a 'Test Enrollments' section. In the 'Test Enrollments' section, the 'Online Testing Group' dropdown menu is highlighted with a red box, showing 'PNP Test-English' as the selected option. Other visible details include 'Test Administration: 2018 INT EOC Opportunity 1', 'Student Grade: 10', and 'Home Campus: ETS UAT District 4 HS [999999441]'. The 'Test Properties' section shows 'Subject: Algebra I', 'Version: STAAR', 'Mode: Online', 'Registration Type: Regular', and 'Attempts: 2'. The 'Testing Campus' is 'Austin - ETS UAT District 4 HS[999999441]'. The 'Personal Needs and Preferences (PNP)' section includes checkboxes for 'Content and Language Supports (R)' and 'Text-to-Speech (T)'. The 'Local Use' section has three empty checkboxes.



Setting PNPs

**To manage PNPs, you must be in the student profile test tab

- Changes to PNPs will be reflected on the testing group roster and the student test tickets.
- A  Sync Error status will be displayed on Manage Online Testing when attempting to update PNPs of an existing online test registration if test tickets are not yet available.
- The updated PNPs will switch automatically to In Sync  status when test tickets are posted one week prior to testing.
- PNP options vary by test.
- If you make any changes to student PNPs, you must select the green button at bottom of screen.



The screenshot displays the 'Student Profile' page in the ETS Assessment Management system. The page is divided into three tabs: Profile, Tests, and Scores. The 'Tests' tab is active, showing a table of test registrations for a student named 'TRAINING STUDENT-ONE'. The table has columns for Subject, Testing Grade, Test Info, and Actions. A red arrow points from the 'Sync Error' icon in the list below to the 'Update' button in the 'Add Tests' form. Another red arrow points from the 'Update' button to a checkmark icon in a box on the right.

#	Student Name	PEIMS ID	PNP	Sync Status	Test Status	Response Count	Score Code	Actions
1	STUDENT-ONE, TRAINING	*****6430	R,T		 Aug 8, 2018 3:08 PM	N/A		

Updating PNPs after online test has been started

[End of section. Click here to return to section's slide](#)

Steps for updating PNPs after online test has been started:

- Have student log out of the online test.
- Update PNP embedded supports (*Tests* tab) and select green “Update” button at the bottom of the screen.
- Return to online test group where the student’s test ticket is located.
- Refresh browser to update the sync status. Wait until the updates are synced.
- Log in with the same test ticket.
- Updates cannot sync while online test is in progress.

Manage Online Testing: Viewing Sessions & Printing Test Tickets and Rosters

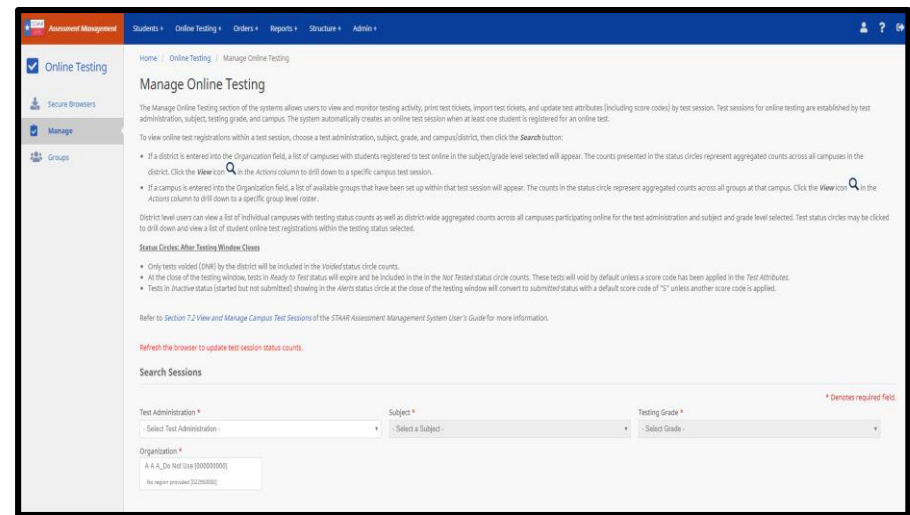


Online Testing – Manage Online Testing

All activities required to monitor and manage online testing are conducted in the *Online Testing* tab.

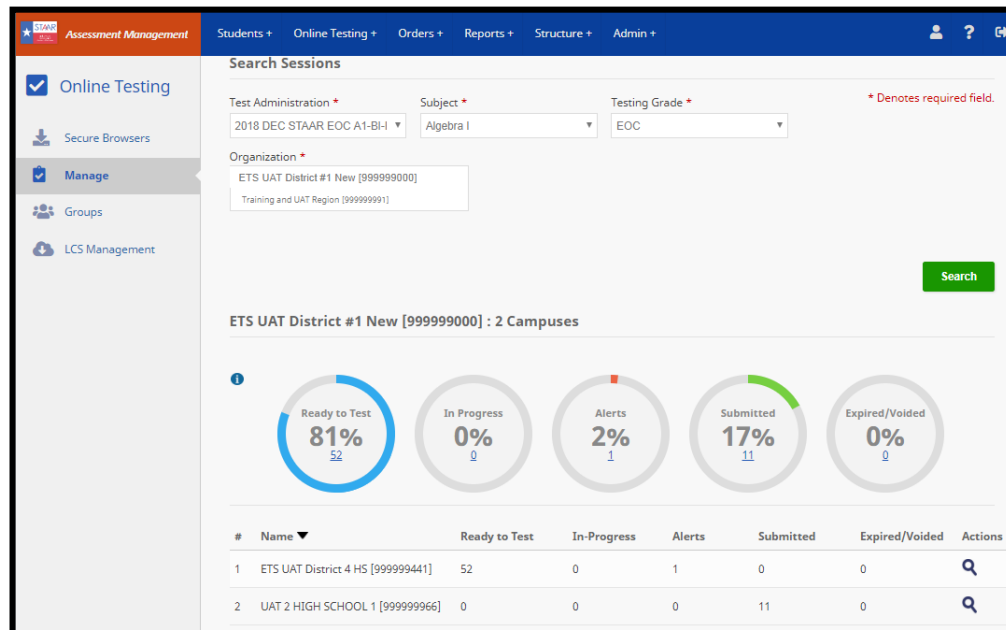
Key Functions

- View online test sessions and testing groups.
- Download and print student test tickets.
- Monitor online test sessions.
- Set online test attributes and score codes.



Session At A Glance – Campus Level

- Users can view online testing status for their campus. Go to Online Testing >Manage
- The subject and testing grade can be switched to view information from a different test session.
- Online test sessions are automatically created at the campus level when one or more students are registered for an online test.
- Sessions are created by grade and/or subject.



Viewing Online Testing Session Information

Viewing Testing Groups

- View online test status – student level view.
- Change values in dropdown menus to view different groups.

Results: 52 Back

Last updated: 2018-10-17 21:57:14:611 CDT Session

Filters

Group: View All (dropdown) | First Name: Enter Student First Name (input) | Last Name: Enter Student Last Name (input) | PEIMS ID: (input)

Sync Status: View All (dropdown) | Personal Needs & Preferences (PNP): Content and Language Supports (R) | Text-to-Speech (T)

Reset Filters Filter

Summary:

- Ready to Test: 81% (52)
- In Progress: 0% (0)
- Alerts: 2% (1)
- Submitted: 17% (11)
- Expired/Voided: 0% (0)

Table:

#	Name	PEIMS ID	Test Status	Campus	Group	Sync Status	PNP	Language	Response Count	Actions
1	ALGEBRA, ALL WRONG	*****8266	Oct 12, 2018 4:05 PM CDT	ETS UAT District 4 HS [999999441]	NO GROUP NAME GIVEN		---		N/A	
2	ALGEBRA, CRISISFOUR	*****8277	Oct 12, 2018 4:05 PM CDT	ETS UAT District 4 HS [999999441]	NO GROUP NAME GIVEN		---		N/A	
3			Oct 12, 2018	ETS UAT District 4 HS [999999441]	NO GROUP NAME GIVEN		---		N/A	

Printing Test Tickets and Rosters



- Testing group rosters and student test tickets contain PNP information.
- Ensure that students eligible to use embedded supports have the information noted on their test tickets.
- **NOTE:** Test tickets are available for printing **one week prior to the start of the testing window.**

STAR State of Texas Assessments of Academic Readiness
May 2016 STAAR Grades 3-8 Online Testing
 Testing Group Roster and Student Test Tickets
 Archery City EL [005901000], Archer City ISD [005901001]

Science 08 Smith Grade 8 Science
 Subject Grade Group

Testing Group Roster
 The testing group rosters list the students who will be testing in a test administration, organized by group. Across the top of the testing roster is the Subject, Grade, Session ID, Testing Window, and Group. Each student listed on the testing group roster will have a student test ticket issued that indicates the test administration, the student's first name and last name, their date of birth, their unique username and password, and the Session ID.

Student Test Tickets
 Student test tickets are printed one (1) student to a page.

1. Review the individual student test tickets and make sure you have one for every student listed on your testing group roster.
2. Distribute student test tickets to students on the day of testing. Verify that each student received his or her ticket with the correct name printed on it.
3. Ensure students enter the unique username, password, and PNP when logging into the test. This information, when entered co

Last Name	First Name	MI	PEIMS ID	Date of Birth	PNP
Anderson	Shannon	E	*****6779	Oct 10, 2002	---
Buchanon	Ashley	A	*****7891	Aug 12, 2002	C
Curry	Hannah	E	*****8912	Dec 17, 2002	T
Davis	Jon	C	*****9123	Oct 19, 2002	L
Smith	John	E	*****9847	Apr 1, 2002	C, T
Travis	Hannah	W	*****1234	May 1, 2001	C, L
Ulrich	Johannes	M	*****2121	Mar 5, 2001	L, T
Washington	Amanda	Z	*****4312	Sep12, 2002	C, L, T

STAR State of Texas Assessments of Academic Readiness
Student Test Ticket

Test Administration: May 2016 STAAR grades 3-8
 Group: NO GROUP NAME GIVEN
 First Name: John
 Last Name: Smith
 Date of Birth: Apr 1, 2002
 Version: STAAR
 Subject: Science
 Grade: 08

PNP: Content Supports (C)
 Language and Vocabulary Supports (L)
 Text-to-Speech (T)

Username: jsmith001
 Password: sedan626
 Session ID: 20010134414

You may print all tickets or

Print All Tickets & Rosters

To print an individual student ticket, select student and print icon

#	Name	PEIMS ID	Test Status	Campus	Group	Sync Status	PNP	Language	Response Count	Actions
1	ALGEBRA ALL WRONG	*****8266	Oct 12, 2018 4:05 PM CDT	ETS UAT District 4 HS [999999441]	NO GROUP NAME GIVEN	✓	---		N/A	
2	ALGEBRA CRISISFOUR	*****8277	Oct 12, 2018 4:05 PM CDT	ETS UAT District 4 HS [999999441]	NO GROUP NAME GIVEN	✓	---		N/A	



Printing Proctor Tickets for test administrators who are signing test content: *Reports > Online Testing*

[End of section. Click here to return to section's slide](#)

- Proctor tickets list the log in credentials for test administrators who assist students who are deaf or hard of hearing during an online oral/signed test.
- There are logins for “no supports” and “all supports” to provide the content needed for signing to any student.
- Proctor tickets are available one week prior to administration. They are secure materials and should be treated as such.

The screenshot displays the 'Online Testing Report' interface. At the top, there are navigation tabs: 'Students +', 'Online Testing +', 'Orders +', 'Reports +', and 'Structure +'. The main title is 'Online Testing Report' with sub-tabs for 'General' and 'Management'. The 'General' tab is active.

The first section is 'District Test Status Report'. It includes a 'Content:' description and an 'Updates:' note. Below this is a 'District *' dropdown menu with the selected value 'A W BROWN FELLOWSHIP LEADERSHIP (DTE)'. There is a 'Download' button to the right.

The second section is 'Campus Test Status (of student) Report'. It also includes a 'Content:' description and an 'Updates:' note. Below this are two dropdown menus: 'Campus *' with the selected value '21ST CENTURY EARLY LEARNING FOUNDATI' and 'Test Administration *' with the selected value 'Select a Test Administration'. There is a 'Download' button to the right.

The third section is 'Proctor Tickets'. It includes a 'Content:' description and an 'Updates:' note. Below this is a 'Test Administration *' dropdown menu with the selected value 'Select a Test Administration'. There is a 'Download' button to the right. This section is highlighted with a red border.

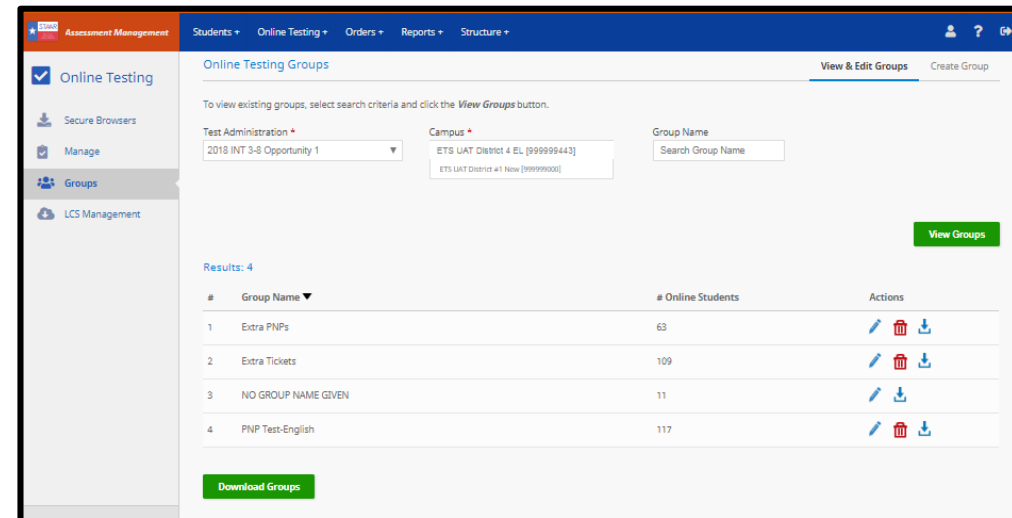
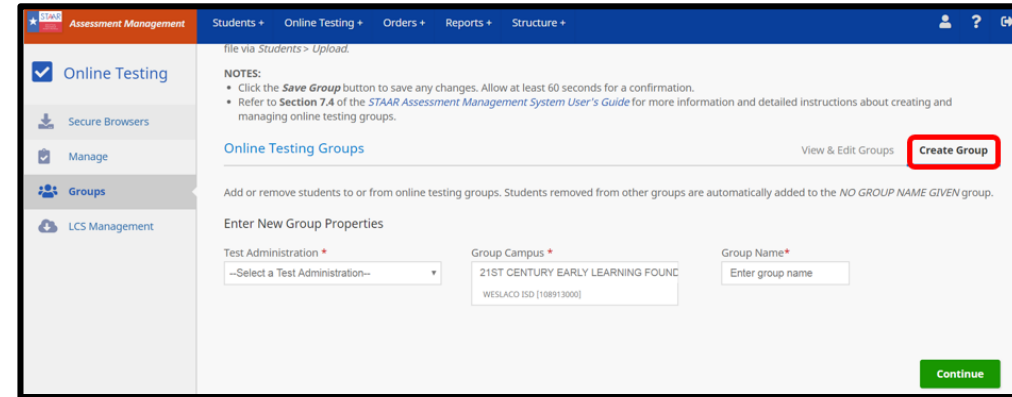
Managing Online Testing: Creating and Managing Groups

**Please note, this is an optional step and not required to manage your online testing groups

Creating and Editing Groups: *Online Testing* > *Groups*

**Please note creating groups is optional*

- It may be useful to break students into multiple groups in a session.
- Groups are for printing of online test tickets and test session monitoring.
- In the navigation menu bar, select *Online Testing*, then click *Groups*.
- On the *Groups* page, under "Online Testing Groups," click the *Create Group* tab.
- Select an **ADMINISTRATION AND CAMPUS** from the dropdown lists.
- Enter Group Name.
- Click **CONTINUE** to create new group and add students. Click the *Edit* icon to make changes to a group.
- Select students.
- Select **ADD TO** in order to move students to the new group. Select **REMOVE** to update students.
- Click **SAVE GROUP**.



Online Test Registration Reminders and Helpful Hints











[End of section. Click here to return to section's slide](#)

- Online test sessions are automatically created at the campus level (by grade and/or subject) when one or more students are registered for an online test.
- When a student is added, leaving the Group Name field blank will place the student's registration in the NO GROUP NAME GIVEN group.
- Setting up additional testing groups is optional.

	A	B	C	D	E	F	G
1	GRADE-LEVEL-CODE	CAMPUS-ID-OF-ENROLLMENT	DISTRICT-NAME	CAMPUS-NAME	GROUP NAME	LAST-NAME	FIRST-NAME
2	9	1E+09	Training IS TRAINING	Work1	BIO	Work One	Stdnt One
3	10	1E+09	Training IS TRAINING	Work1	USH	Work One	Stdnt Two
4	11	1E+09	Training IS TRAINING	Work1	BIO	Work One	Stdnt Thre
5	12	1E+09	Training IS TRAINING	Work 1	BIO	Work One	Stdnt Four
6	10	1E+09	Training IS TRAINING	Work1	A1	Work One	Stdnt Five
7	9	1E+09	Training IS TRAINING	Work1	A1	Work One	Stdnt Six

Manage Online Testing: Monitoring Sessions and Setting Test Attributes

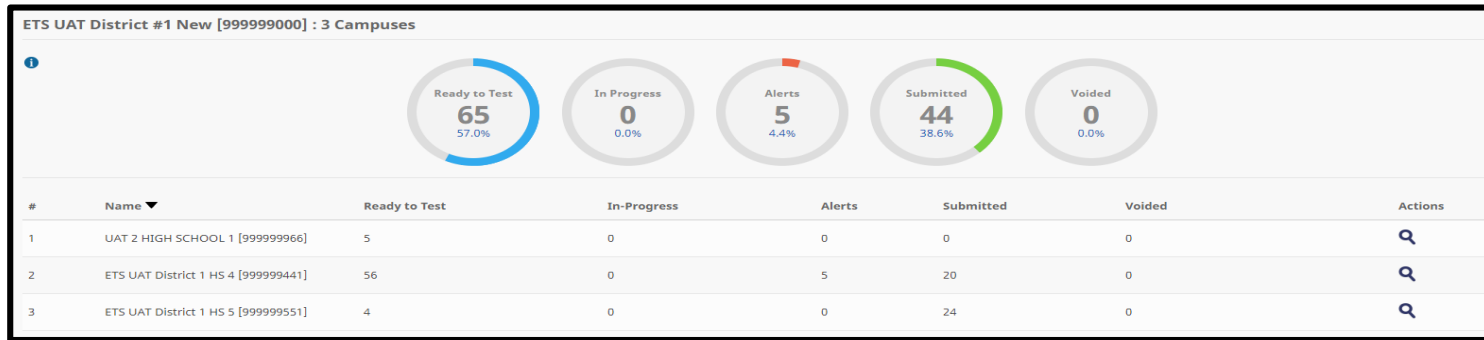
Monitoring Test Status

Test Status Indicator	Description
	Registered indicates that the student is registered for a test, but the online test is not yet available.
	Enrollment Hold indicates that the student's enrollment is not yet processed. Please contact the Texas Assessment Support Center. Refer to Section 1.2 Support for contact information.
	Enrolled indicates that the student is enrolled in the online test, but the student cannot log in. This icon should only display briefly. If it persists, please contact the Texas Assessment Support Center. Refer to Section 1.2 Support for contact information.
	Ready to Test appears before the initial login to an available test or after a submitted test has been reopened. The student can log in using the information on the student test ticket.
	In Progress indicates that the student is logged in and actively testing or has paused the test.
	Inactive indicates that the student has logged out of the test or has been logged out due to inactivity. The student can log back in to the test using the information on the student test ticket.
	Expired indicates that the student did not log in to a test and the online testing window has closed.
	Submitted indicates that the student has submitted the test. The student will no longer be able to log in to the test.
	Processing indicates that a request to reopen a submitted test is in process.
	Voided indicates that the district user has selected Do Not Report (DNR).

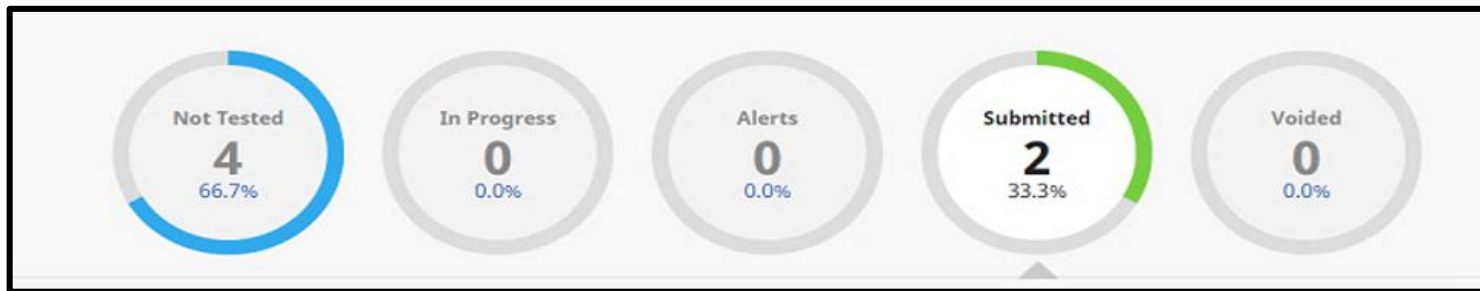
* Includes a checkbox next to student name that may be checked to print student ticket.

Manage Online Testing – Status Circles

During Testing



After Testing:



Setting Test Attributes

- Test Attributes appear once test tickets are available one week prior to testing.
- May be set in two places:
 - Student Profile – *Tests* tab (does not include score code setting)
 - Manage Online Test Session – group level view (includes score code setting)

The screenshot shows the 'Add Tests' configuration page in the Assessment Management system. The page is divided into several sections:

- Subject:** English I
- Testing Grade:** EOC
- Version:** STAAR
- Mode:** Online
- Registration Type:** Regular
- Testing Campus:** Lawrence - Training H 8(999996008)
- Online-Testing Group:** NO GROUP NAME GIVEN
- Personal Needs and Preferences (PNP):** Spelling Assistance (2), Content and Language Supports (8), Test-to-Speech (1)
- Test Attributes:** Accommodations (Designated Supports, Extra Day), Test Indicators (HSEP Indicator, Substitute Assessment, TMP Indicator), Agency Use (A, B, C, D, E), Local Use (), New To Texas

The 'Test Attributes' dialog box is used to update test attributes for a specific test session. It includes the following sections:

- Score Code:** - Select a score code -
- Accommodations:** Designated Supports, Extra Day
- Test Indicators:** HSEP Indicator, Substitute Assessment, TMP Indicator
- Agency Use:** A, B, C, D, E
- Local Use:** Local Use
- Student Indicators:** New To Texas

Test Attributes

The table below lists the test attributes available in the Assessment Management System.

Test Attribute	Variables	Description
Score Code	A, S, O, P, W, *	A – Absent S – Score O – Other * (No information available) W – Parental Waiver P – Previously Met.
Accommodations	Designated Supports, Extra Day	
Designated Supports	Extra Day, Designated Supports, Braille Supports	
Test Indicators	EOC/Above Grade, HSEP Indicator, TMIP Indicator, TAKS, TAAS, TEAMS	HSEP = High School Equivalency Program TMIP = Texas Migrant Immigrant Program TAKS, TAAS, TEAMS = Previous Texas assessment programs
Agency Use	A, B, C, D, E	TEA use only. A whole number is entered to indicate something about the test (e.g. non-standard admin).
Local Use		Four blank cells for any local campus use.
Student Indicators	New to Texas	NOTE: Beginning Fall, 2018, the <i>New to Texas</i> checkbox appears only on the <i>Student Profile</i> page and the Manage Online Testing page (via the <i>Test Attributes</i> icon), not on student test registrations.

NOTE: Not all test attribute settings are available in all administrations. Test attributes vary by administration.

TAKS, TAAS, and TEAMS Examinees

- Districts must identify TAKS, TAAS, and TEAMS examinees by updating the test attributes field in the Management System to ensure accurate score reporting.
- The *TAKS/TEAMS/TAAS* field is not available for English I, English III, and Algebra II as these assessments cannot be used as alternate assessments. Review the [Scoring Information](#) section of the District and Campus Coordinator Resources for detailed instructions.

Verifying Test Attributes

[End of section.
Click here to return
to section's slide](#)

Test Attributes View

- Test Attributes View is used to facilitate verification of score code and other online test attribute settings.

One-week test administrations:

- The test attribute verification window closes at 5:00 p.m. (CT), 1 business day following the end of the testing week (includes all subjects with constructed responses).

Two-week test administrations:




- The test attribute verification window closes on the final day of testing for administrations with two-week testing windows (excludes all subjects with constructed responses).

The screenshot displays the Test Attributes View interface. At the top, there are five circular progress indicators: 'Ready to Test' at 81% (52), 'In Progress' at 0% (0), 'Alerts' at 2% (1), 'Submitted' at 17% (11), and 'Expired/Voiced' at 0% (0). Below these is a 'View' dropdown menu with 'Testing List' and 'Test Attributes' options. The main table has the following columns: #, Name, PEIMS ID, Test Status, Score Code, DS, XD, HSEP, SA, TMIP, Agency Use, Local Use, New To TX, TAKS/TAAS/TEAMS, and Actions. A red box highlights the 'Score Code' column for rows 1 through 5.

#	Name	PEIMS ID	Test Status	Score Code	DS	XD	HSEP	SA	TMIP	Agency Use	Local Use	New To TX	TAKS/TAAS/TEAMS	Actions
1	ALGEBRA, ALL WRONG	*****8266	Oct 12, 2018 4:05 PM CDT				✓	✓	✓			✓		
2	ALGEBRA, CRISISFOUR	*****8277	Oct 12, 2018 4:05 PM CDT		✓		✓	✓	✓			✓		
3	ALGEBRA, CRISISTWO	*****8275	Oct 12, 2018 4:05 PM CDT		✓		✓	✓	✓			✓		
4	ALGEBRA, NORESPONSE	*****8267	Oct 12, 2018 4:05 PM CDT		✓		✓	✓	✓			✓		
5	ALGEBRA, NOT MEET	*****8270	Oct 12, 2018 4:05 PM CDT		✓		✓	✓	✓			✓		

Score Code Default Rules for Online Testers



- **Ready to test status**  - tests that were never logged in to and will expire and automatically voided at the close of the testing window unless otherwise specified in the test attributes
- **Inactive tests**  - tests that the student has logged out of or has been logged out of due to inactivity. These test will automatically default to “Scored” at the close of testing window unless a different score code is specified in the test attributes
- **Submitted tests**  - tests that will automatically default to “Scored” at the close of the testing window unless otherwise specified in the test attributes

Locked Responses



- Beginning with the fall 2020 administrations, the STAAR Online Testing Platform will lock student responses at 11:59 p.m. (CT) the day the response was entered.
- Students testing over multiple days are able to view all items and passages but will not be able to edit responses completed on a previous day.
- Students actively testing at 11:59 p.m. (CT) will not have their answers locked until the student logs out of the test or has been automatically logged out by the application due to inactivity.

Locked Responses



STAR Algebra I 2018 Practice Test EOC Algebra I All PNP Question 1 of 54

Tools: Guideline, Eliminator, Sticky Notes, Formulas, Graphing Calculator, Graph Paper, Pencil

Clear Mark for Review

Response time limit reached. You can no longer change your answer.

At a restaurant jars of tomato sauce are stored in boxes in the pantry. Each box contains 8 jars of tomato sauce. A cook uses 2 jars from 1 of the boxes.

Which function shows the relationship between y , the total number of jars of tomato sauce remaining in the pantry, and x , the number of boxes in the pantry?

A $y = 8x + 6$

B $y = 8x$

C $y = 8x - 2$

D $y = 6x$

1-54

1 2 3 4 5 6 7 8 9 10 11 12 13

Back Review/End Next

STAR English I Reading/Writing 2018 Practice Test EOC English I All PNP

Zoom Color Pause Help Logout

Review/End

Select the column headings to sort your responses.

On this screen you can see which questions you have answered, which questions you have not answered, and which questions you have marked for review. To return to a question, you can select that question number or **Return to Test**.

When you are finished, you need to submit and end your test. You will not be able to return to the test after submitting and ending your test.

Select the **End Test** button to submit and end your test.

Question	Marked (0)	Status (50 Unanswered)
1		Answered
2		Answered
3		Answered
4		Answered
5		Not Answered
6		Answered
7		Not Answered
8		Not Answered
9		Not Answered

Return to Test End Test

*****1234 Jan 15, 2019 3:37 PM CDT

O'Neil 5th Grade Reading

C, L English 6/20

When and How to Void Online Tests

[End of section.
Click here to return
to section's slide](#)

Do Not Report (DNR)

- Online tests should **NOT** be marked for DNR prior to testing. If a student will not be taking an online test, the test registration may be set to paper or allowed to expire.
- During the testing window, click the *DNR* icon to indicate a test should not be reported (voided).