

Dallas ISD Assessment Department

STAAR ALTERNATE 2

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

STAAR ALTERNATE 2: Getting Started

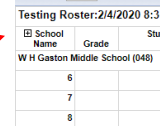
1. Obtain a roster of students who are scheduled to test.

High School: MyData >Monitor>Special Ed>**STAAR Alt EOC Compare**. *It is also recommended that you run a roster using the elementary and middle school steps below.*

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

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

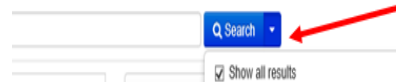
To view students, in the school name column, click on the + sign to see student names.



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. Once you obtain rosters, 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. If your test administrators, rather than you, will enter accommodations and student answers online, check to make sure that they are listed in the system as a user.
 - ✓ 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. 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



Drop down menu and select show all results

6. If a student is not listed, **or is listed but should not be, submit a correction request to a DWTC using the correction request link found on our website >Important Links >Test Tracking and Reporting column > TELPAS/STAAR ALT/STAAR Corrections/Changes link**. Complete this step ASAP as some students are attached to other districts and require contact for release, as well as possibly having to order additional material from the state.

Receiving/previewing materials and giving assessment

Preview Window begins 3-22 /Assessment Window 3-29 through 5-3.

****May 4-7 are DISD assessment staff verification dates only**

7. When materials arrive on campus, unpack materials by content and grade. Materials should arrive as a kit containing a student book, a teacher book, a set of image cards, and a scoring guide (located within student book).

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. When placing additional

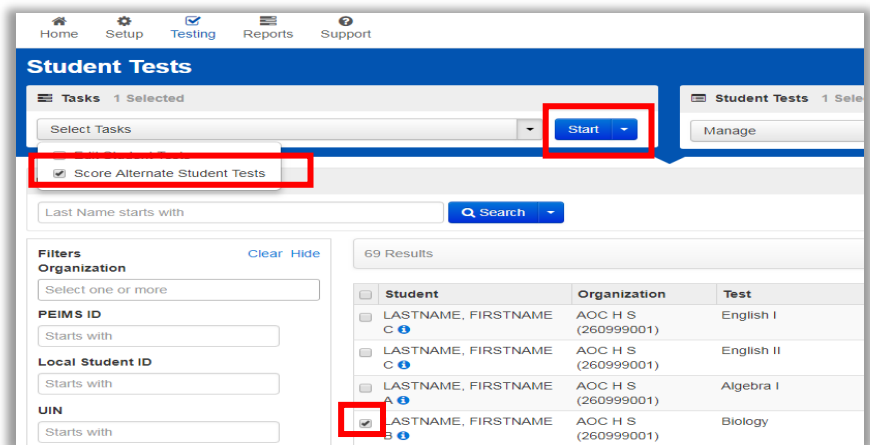
orders, it is recommended to select the same form number as the one located on the materials already received. **Please note, you may receive a different form number based on stock availability. Each grade/content may have a different form number.**

8. Create a materials control form **for each test administrator** for both preview **AND** assessment window. Test do not have to be checked out each day. However, if they are checked “out” for the day, they must be checked “in” by end of day. Materials control form may be found on our website >assessments tab > STAAR Alt 2> STAAR Alt 2 Forms.
9. 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 our website >Assessment tab > STAAR Alt 2 tab).
10. Train your test administrators using the STAAR Alt 2 staff training ppt (ppt may be located using above step)
11. Make sure each test administrator signs an oath. ****Please note the oath (including a fillable oath) for STAAR Alt 2 is the general state oath and may be found on our website > Test Security > Test Security Oaths.**
12. 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.
13. It is recommended to have test administrators separate answers documents by grade and subject (elementary-middle) and subject (high school). **Put in a colored folder by subject or manila folder and label folder to avoid entering wrong answer.** For example, 3rd grade math in a folder, 3rd grade reading in a folder, Biology in a folder, Algebra in a folder. In addition, you may want to have test administrators highlight student name, subject, and form number on the scoring document.

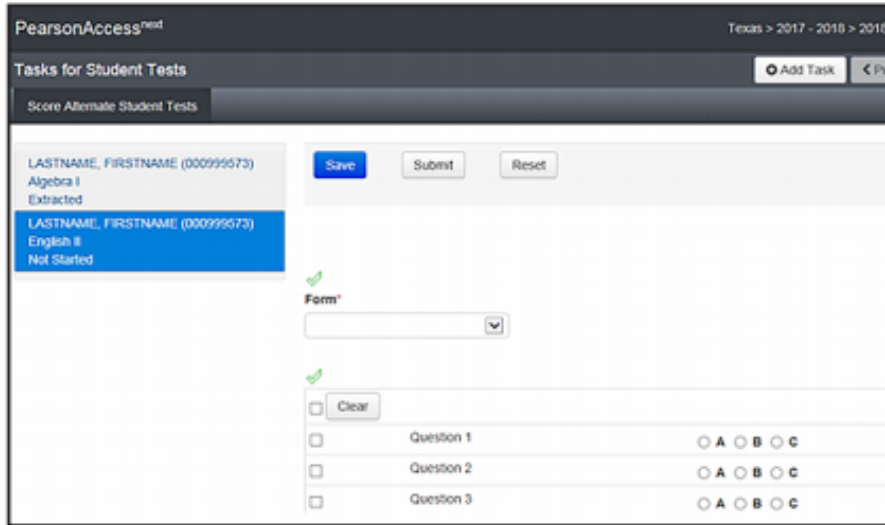
STAAR ALTERNATE 2: Entering STAAR Alt 2 Student Responses

To Enter Student Responses:

1. In Pearson Access Next, make sure dashboard reflects “year” STAAR Alternate 2 ****Please note sessions do not need to be created for STAAR Alt 2**
2. Go to Testing > Student Tests
3. 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.
4. Open the *Select Task* bar and Select *Score Alternate Student Tests* from the Start drop down.



5. Select correct Form number using dropdown. **The form should match the form listed on the student book/student scoring guide. Some student forms may differ so be sure you have the correct form number for each student.**
6. Using the information captured on the student scoring guide, add the student answer for each item by clicking on the correct toggle button
7. Click Save to complete process
8. Verify all responses are entered correctly
9. Click Submit to Extract/Submit Answers.
10. Repeat steps 4–6 for each student listed on the left.

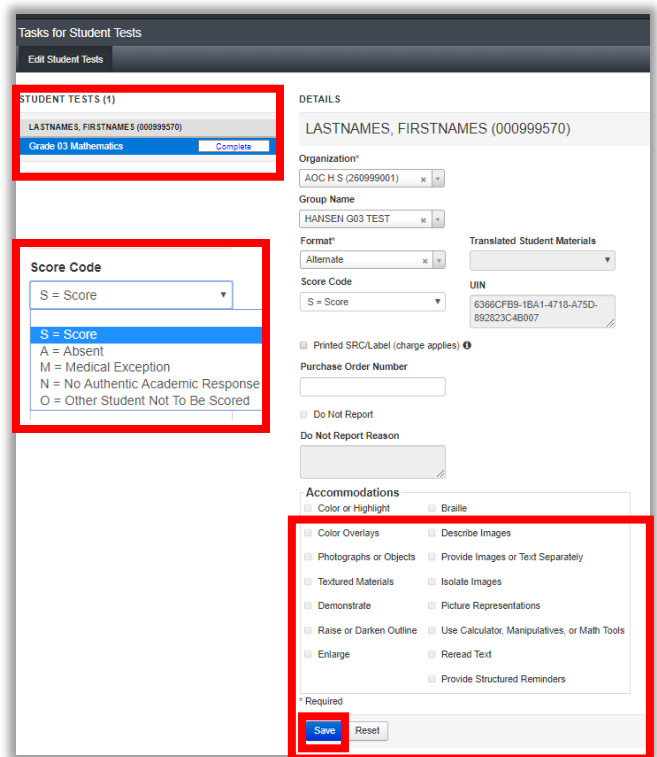


****Please note you must hit both Save and Submit. Once you Submit, no changes may be made.**

To Enter Score Codes and Accommodations:

A score code must be entered for any student who does not take or complete a test. Refer to the relevant test administrator manual for a list of score codes 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



2021 COVID Guidance Source: <https://tea.texas.gov/sites/default/files/covid/FAQs-for-Spring-2021-Assessments.pdf>


What do I do if a student who is receiving remote instruction does not participate in the spring 2021 administrations? For any eligible student receiving remote instruction who does not go to the campus or designated testing site to take a STAAR, STAAR Alternate 2, or TELPAS online assessment in spring 2021, the district should indicate “O” for other in the SCORE CODE field and “0” under column D in the AGENCY USE field. Students who are scheduled to take EOC assessments for STAAR or STAAR Alternate 2 will be missing an opportunity to meet assessment graduation requirements. ELs will be missing an opportunity to potentially be reclassified as English proficient.

What do I do if a student is required to quarantine during the district scheduled assessment day and is not able to test during the remainder of the testing window? If a student is not able to take a STAAR, STAAR Alternate 2, TELPAS, or TELPAS Alternate assessment during the allowable testing window due to COVID-19 quarantine, then the student's test should be marked "A" for absent. There are extended testing windows this year to help 4 of 6 reduce the likelihood that this situation occurs. For TELPAS Alternate, this would mean a student is not able to complete all 40 Observable Behaviors. For STAAR assessments only, the district may request a medical exclusion (for the district participation rate) at the end of the testing window.

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 teacher booklets
 - 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 the small side of each box. Label may be found on our website > coordinator resources > Resources > CTC Forms.
 11. Complete a Delivery Ticket. Delivery Ticket may be found on our website > coordinator resources > Resources > CTC Forms.
 12. Complete the online box pickup form to have your nonscorables picked up from campus by deadline listed in block calendar. **Please note failure to submit request by deadline means you would need to drop off at the service center. Box Pickup link may be found on our website >Important Links >Test Ordering and Shipping column > Box Pick Up/Delivery link.
 13. Ship Materials off Campus once packed.
 14. Keep a copy of your signed Delivery ticket for your test records and give one copy to DISD driver.
 15. Complete your "A and O Score Code Documentation Form" Link may be found on our website >Important Links >Test Tracking and Reporting column > Absent/Other Data Validation (AODV link).
- *****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