DALLAS | Evaluation & Assessment
INDEPENDENT SCHOOL DISTRICT

STAAR EOC CTC Step by Step Checklist and Reminders

This guide includes the following sections: *Click link to jump to a specific section*

Important Dates:

By Friday, December 2, 2022: campuses should submit corrections requests for withdrawals and known ARD waivers. During the testing window, if you discover a student who is registered to test is withdrawn or has received a waiver, submit a correction request to remove. https://assessmentapps.dallasisd.org/APSEA/ *DO NOT wait until the final day. Run enrollment and withdrawal reports and submit corrections requests daily.*

Friday, December 9, 2022: Last day to complete makeups for EOC approved paper testers. Last day to complete E1 and E2 testing **(including submitting E1 and E2 score code appeals in TIDE)** for Dec EOC

Wednesday, December 14, 2022: Last day to submit A, B, and USH score code appeals in TIDE for Dec EOC.

	CTC Training
	CTC Steps: ☐ Attend CTC training *(Notes: Refer to block calendar for training dates. Register for meeting in advance).*
	Planning Considerations

Changes that will affect the normal school day should be considered when planning each assessment.

Key personnel should be informed of the changes at least 2-3 weeks prior to testing.
☐ Back up TC- Is there a backup TC in case lead TC is out? Does the backup TC have access to campus' testing plans? Date Completed: _____
☐ Cafeteria Manager- Will there be changes to lunch schedule? Date Completed: _____
☐ Custodial Staff- Notify them of room changes that require furniture movement etc. Date Completed: _____

Attendance/CRC
☐ What are the attendance procedures for test days?
☐ Who will assist in making attendance calls?
☐ Who will verify 95% attendance and report to campus leadership?
☐ Who are the team members that will look for students who don't report for testing?
☐ Have you considered and communicated make-up plan for testing?

Morning Duty
☐ Where will students report on test days?
☐ Where do late arrivals report on test days?

Notification of Testing
☐ Campus Plan to All Staff- Has a copy of the campus assessment plan been given to all staff members including front office personnel (in case of parent pick-up) and school nurse (scheduled medicine doses) to ensure a smooth testing day?
☐ Parents- Notification of testing schedule, start time, transportation?

Testing Environment
☐ Who is responsible for checking rooms for instructional material?
☐ When is the deadline for checking rooms?

Materials Check In/Out
☐ Where will secure testing materials be checked in/out?
☐ What time will your campus begin checking out materials? (From what time to what time?)
☐ What is the process for returning materials once the test session ends?

Students Arriving Late
☐ Where will the students report?
☐ Will the students eat breakfast? If so, where?
☐ Who will read directions?
☐ Where will the students test?

Student Processes
☐ Who will assist with lunches?
☐ What is the communication process for students who become sick during testing?
☐ What is the communication process for students caught cheating or with electronic devices during testing?

Non Testing Teachers and Students
☐ Which non testing teachers will need to relocate?
☐ What is the process for notification of non-testing teachers being relocated?

☐ What is the process for communicating to non-testing students where to report and room changes?

CTC Steps:

☐ Check block calendar to see when test material is expected to arrive on campus (***Note: This includes test administrator manuals and any test material for approved paper testers).***

☐ Notify main office and custodial staff that testing material is expected.

☐ For campuses with students approved for a paper administration, once secure material is received

- Verify material received against packing slip. Notify assessment of any discrepancies.
- If a student will need Oral Administration, verify you received a book for test administrator.
- For grade 3-5 students taking one test in English and the other in Spanish, *be sure to have books for both languages for the student and place the correct book in the bin on the correct testing day.*

☐ Use the following data sources to build and update testing rosters:

- Test Administrator Rosters- Make note of date printed
- Grade level alpha roster (or if high school, copy of EOC Testing Status report and EOC Test History Report-both are found in MyData Portal)
- New Enrollee Report (if working on preprinted rosters- date rosters printed to current date)
- Withdrawn Report (if working on preprinted rosters- date rosters printed to current date)
  *** Refer to date (as listed on your block calendar) students were registered to test and using PowerSchool print a list of students withdrawn and enrolled since that date***
- Accommodation rosters including sped, 504, EB, MTSS and any teacher small group rosters
- **If elementary, list of students testing in Spanish
- Enrolled out of State (EOS) list from PowerSchool-refer to PowerSchool manual for test coordinators

☐ Based on rosters, determine number of rooms and test administrators needed for testing.

Assessment Given	Number of Students Testing?	Number of Test Administrators Needed?

☐ Create list of requested rooms and test proctors.

☐ Create list of impacted non-testing teachers and room changes (including where students who are not testing should report.

☐ Create test day schedule.

☐ Create sample testing packet: test administrator role and campus monitor role

☐ Share plan with administration for approval.

Online Testing Prep

CTC Steps:

☐ Use the campus' accommodation list to cross reference that the Students Settings and Tools in TIDE are captured correctly in TIDE. Update if necessary.

☐ **Elementary only - for students testing in Spanish, ensure the correct language has been captured in the online system. Update if necessary.

☐ Create test sessions.

- Elementary schools should create separate sessions for students testing in Spanish and

English. Middle Schools should create separate sessions for students taking above grade level assessments.

- Be mindful of start date and times for each session. Sessions should start at the beginning of the school day and end at the end of the school day *(Note: Your test administrators need the secure session ID on test day for students to access test. There is a Secure Test ID template on website, you can use and staple in the front of the test administrator folder.*

- If you will test multiple assessments in the same room: Create two separate folders for the test administrator and put the appropriate test tickets and session ID in each folder. **If testing multiple groups in the same room, it is recommended to print the session ID and student testing tickets on different color paper.** *EX: testing Spanish (goldenrod colored session ID and student tickets) and English (blue colored session ID and student tickets) in the same room or Pre-AP (goldenrod colored session ID and student tickets) and regular grade 7 math (blue colored session ID and student tickets) in the same room.*

- ☐ Print student test tickets based on campus testing roster.
- ☐ Place student test tickets in a test administrator folder with test roster.
- ☐ Verify all students indicated on test administrator's roster have a test ticket.
    - If a student is listed on the roster but not in TIDE, confirm whether they are withdrawn or Newly Enrolled.
    - If a student withdrew, indicate W/D on your roster for this student and submit the [correction form](#) to request that the student is unregistered in TIDE (Allow 48 hours for processing). This helps you to not print unnecessary student test tickets.
    - If a student is a new enrollee and is not listed in the system, submit the [correction form](#) to request that the student is registered in TIDE (Allow 48 hours for processing). Refer to PowerSchool to generate a newly enrolled roster to account for all new students.
- ☐ Count total students testing on roster. Indicate number on roster.
- ☐ Create a materials control form *(Note: If you create materials control form simultaneously as you verify test tickets for each test administer, once you tally number on roster, you can add to materials control form, saving you time).*
- ☐ If your campus has approved paper testers that require Oral Administration, verify you have a book for student and test administrator.
- ☐ Be sure to include approved paper testing material on the materials control form.
- ☐ Ensure devices that will be used for testing have correct version of Cambium secure testing app.
- ☐ Ensure devices are charged.
- ☐ Ensure headphones are available for students that have text-to-speech accommodation.
- ☐ Ensure testing rooms have chargers and extra devices in the event a student has an issue with their device.

Preparing for Campus Training

CTC Steps:
- ☐ Confirm that you have received STAAR manuals and verify you have enough manuals.
- ☐ Read the [STAAR Test Administrator Manual](#).
- ☐ Review and update district supplied campus training PowerPoint *(Note: PPTs to train campus staff may be found on the assessment website. Be sure to review the Notes section for presentation points and any notes to TC. PPTs should not be presented without reviewing them prior to presentation).*
- ☐ Determine the day you will have campus training for given assessment *(Note: TEA training deadline is the Friday prior to assessment. Refer to block calendar for specific dates).*
    - o Training Date and time _____
    - o Makeup Training Date and time _____

o   Principal Approved _____

☐   Print copies of the General Oath **(Note: Everyone involved in testing must sign the state general oath. Oaths should be completed for each assessment training. The assessment should be indicated on top of oath. Electronic copies of the oath are permitted).**

☐   Make copies of the campus testing plans/packet: test administrator role and campus monitor role to be distributed at campus training.

☐   Create test administrator folders. Examples of what to include in the test administrator folder include the following: *test roster, seating charts, test day schedule and reminders, technology log in steps, absentee form, restroom log, electronic device log, testing do not disturb sign, student sign in sheet, and secure test session ID.*

☐   Communicate the list of testers and corresponding test locations to campus staff.

☐   Student Rosters-Post testing locations for students at least 48 hours prior to testing. Remember do not post student names, only IDs.

Materials Distribution

CTC Steps:

☐   Utilize the materials control form when test administrator's check material out and in. Test tickets and session ID are secure and must be returned daily. The test administrator initials out and TC initials in when materials are returned.

☐   During materials distribution for **online test administrators**, test administrators should confirm they have Session ID for their testing session and a test ticket for each student listed on their testing roster. You can use the secure session code template to provide Session ID.
   (Note: Heard of TSA Pre-check, how about considering a Testing Pre-Check. This means you would have to have everything prepared the day before an assessment window begins, however it could save you from long lines the morning of testing. How would this look:

- The day before testing begins, at a prescheduled time to be determined by you, the CTC, a test administrator will come to the designated materials distribution area and "Pre-Check" their bins/buckets by doing an advance verification that all materials are in place. **Test Administrators are NOT taking any material with them. They are simply verifying what is there**.
- This advance screening will allow you to answer any lingering questions without the rush of a long line of other test administrators waiting to collect materials and the rush to begin testing. You can also schedule specific times for "Pre-Check by department or grade in designated time increments as determined by CTC.
- Once verified, CTC will collect and return the verified materials to testing room.
- Next, issue a Testing Pre-Check Pass to the Test Administrator who just completed "Pre-Check" Please note the pass is something you will create and should not be easily duplicated meaning your signed initials and date verified (not a copy of your signature and initials-this will ensure only those who go through "Pre-Check" have passes).
- On testing day, you have two lines: one for "Pre-Check and one for "General Line.
- As a best practice, test coordinator should handle the "General Line" to ensure nothing is missing from test administrators' bin/bucket and answer any questions.
- You assistant or a designee can handle the "Testing Pre-Check" line since everything was pre-verified.
- You will still need a materials control form for **both lines** as test administrators should only initial out on the materials control form on the day they are actually taking the test material.

Test Window

- ☐ Check each testing room to ensure there are no issues or concerns and that online testers can login to the online system. Use the <u>Log in Steps and Common Technology Issues</u> document to assist.*** Elementary - students answering more than 4 questions in the wrong language are not able to have their tests reset.
- ☐ Once testing has started, monitor rooms and online system for student test status by viewing reports under the "**Monitoring Test Progress"** menu on the TIDE dashboard *(Note: We recommend running the Test Status Code Report to see student status).*

Running Reports in TIDE

Several types of participation reports are available, including:

- • The Plan and Manage Testing option details all student test opportunities and the status of those test opportunities. This report is processed using data near real time
- • The Search Students by TSDS ID option shows test participation for specific students
- • The Test Completion Rates option summarizes the number and percentage of students who have started or completed a test. Data in this report is processed nightly
- • The Test Status Code Report displays students' test statuses and special codes for a test administration. Data in this report displays near real time; and
- • The Test Session Status Report details active and inactive test sessions happening in districts and campuses. This report also displays data near real time.

Click here for detailed information on each report: Link: https://youtu.be/-1OCGnsnsW0
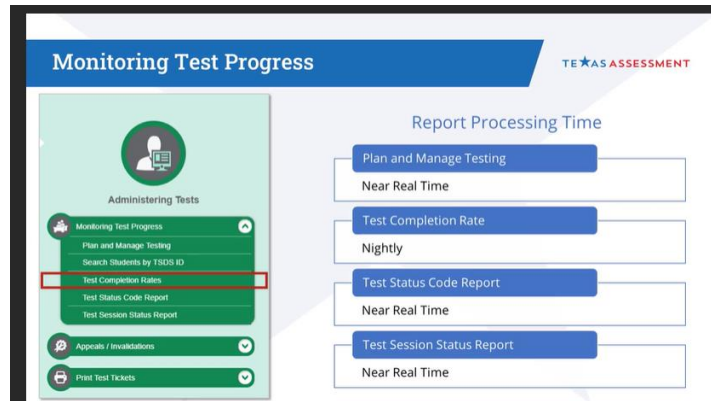
Materials Collection

- ☐ During materials collection, confirm test administrators have returned all test tickets and session IDs.
- ☐ Verify that seating charts have been completed accurately prior to test administrator being cleared. *It is best practice to have teachers correct any mistakes themselves, so they understand their mistakes prior to future test administrations.*
- ☐ Test tickets for students who were absent should be placed in a separate stack. **A best practice would be to have the test administrator place test tickets for absent students behind a campus made absent header.
- ☐ For testing sessions with approved paper testers: verify material has been transcribed into the DEI based on campus procedures.
- ☐ For testing sessions with approved paper testers: verify the name of the person who transcribed material into the DEI has written their name on the student test book. *Ex: Transcribed by Felicia Gibbons due to student approved paper test needs.*
- ☐ If irregularities occurred during the day, collect statements from test administrator to submit <u>test irregularity</u> (must be completed within 48 hours of irregularity).
- ☐ If students had online issues, submit issue using the <u>State Assessment Interruptions</u> form

located on our website under Important Links tab.

Next Day Prep

DAILY: In TIDE, run reports to monitor testing progress: Go to the Administering Test > "Monitoring Test Progress" > Test Status Code Report. In the report criteria section, choose correct test instrument (Ex. STAAR December EOC) then EXPORT report. *Report opens as an excel file.* **Please note, if students are registered for multiple tests, they will appear for each registered test for the selected administration. Name report *"Campus Name "_Dec EOC Test Status Code Report***

Testing Day 1

- ☐ Run test code status report. Filter for subject tested in column J
- ☐ Refer to column K for student test status-*see page 89 of TIDE manual*
    - Filter column K for started: double check that these are students currently testing.
    - Filter column K for blanks (keep in mind, paused tests will auto submit at the end of the window).
    - Highlight rows for students with blank test status.
    - Based on blanks in column K verify if student should have tested. It is recommended you list reason for student's blank to help you set score code at the end of the test window (A, O, Withdrawn, waived etc.).
    - If a student is withdrawn or ARD waived and should not test, submit a correction request to remove ASAP. Do not wait until the last day of testing.
- ☐ Use the list of highlighted names for students with a blank test status to create your make-up rosters for subject tested.
- ☐ Print test tickets for next test (if not already done).
- ☐ Create test sessions for next test and makeup test (if applicable).
- ☐ Double check your accommodations in TIDE for upcoming test and update if necessary.

Each subsequent test day

- ☐ Run test code status report. Filter for subjects tested in column J
- ☐ Refer to column K for student test status-*see page 89 of TIDE manual*
- ☐ Filter column K for previously tested subject and currently tested subject.
    - Filter column K for started: double check that these are students currently testing.
    - Filter column K for blanks (keep in mind, paused tests will auto submit at the end of the window).
    - Based on blanks in column K verify if student should have tested. It is recommended you list reason for student's blank to help you set score code at the end of the test window (A, O, Withdrawn, waived etc.).
    - If a student is withdrawn or ARD waived and should not test, submit a correction request to remove ASAP. Do not wait until the last day of testing.
- ☐ Update previous subject based on students who completed a makeup.
- ☐ Use this list to create your make-up rosters for subjects tested.
- ☐ Print test tickets for next test (if not already done).
- ☐ Create test sessions for next test and makeup test (if applicable).
- ☐ Double check your accommodations in TIDE for upcoming test.

Final testing day

- ☐ Run makeups as determined by campus.
- ☐ Run test code status report. Filter for subjects tested in column J.
- ☐ Refer to column K for student test status-*see page 89 of TIDE manual*
    - Filter column K for started: double check that these are students currently testing.

- Filter column K for blanks (keep in mind, paused tests will auto submit at the end of the window).
- Based on blanks in column K verify if student should have tested. It is recommended you list reason for student's blank to help you set score code (A, O, Withdrawn, waived etc.).
- If a student is withdrawn or ARD waived and should not test, a correction request should have been submitted.

Preparing for Quality Control: Setting and Viewing Score Code Appeals in TIDE

CTC Steps:

If students should have tested, but did not test, you must set a score code. You should use your final Test Code Status Report mentioned in the *During Testing* Section to set score codes. **All three steps below MUST be completed.**

Setting a Score Code in TIDE

- ☐ Sign into TIDE
- ☐ In *Administering Tests*, select *Appeals/Score Codes*
- ☐ Click *Create Requests*.
- ☐ From *Select Request Type and Search* section, select *Set Score Code* and select *Search Student by TSDS ID*. Enter a *TSDS ID*. Click *Search*.
- ☐ **Mark the checkbox** for each test for which you want to create an appeal and click *Next*.
- ☐ **Select the test(s)** for which you want to set a score code. **Set the score code** by choosing the desired code from the *New Score Code* box. Click *Create*.
- ☐ **Score code options:** A (Absent), O (Other), S (Score) *(Please note, a STAAR/EOC first time tester who refuses to test is submitted as a S (Score); an EOC retester who refuses to test is submitted as an O(Other)).*
- ☐ **Type a reason** for the request in the window that pops up. Click *Submit*.
- ☐ TIDE displays a confirmation message. Click *Continue*.

Viewing Submitted Requests in TIDE

- ☐ Sign into TIDE
- ☐ In *Administering Tests*, select *Appeals/Score Codes*
- ☐ Click *View Requests*.
- ☐ In the **Appeals Information section**, select **Set Score Code** as the Request Type and then select *Error Occurred, Rejected by System, and Rejected* as the Request Status. Under Additional Request Criteria, choose *Filter by Request Date* and select the date range for the current assessment window in the required *From* and *To* fields. Click *Search*.
- ☐ View the results to identify any that were not successfully processed.
- ☐ **Mark the checkbox** for a test that was not successfully processed. Click *Process*. Click *Resubmit*.

Printing Submitted Appeals/Score Codes

- ☐ Sign into TIDE
- ☐ In *Administering Tests*, select *Appeals/Score Codes*
- ☐ Click *View Requests*.
- ☐ In the **Appeals Information section**, select **Set Score Code** as the Request Type and then do not select anything from the Request Status. Under Additional Request Criteria, choose *Filter by Request Date* and select the date range for the current assessment window in the required *From* and *To* fields. Click *Search*.

☐ Click **View Results**.

☐ **Check the boxes** for all the appeals/score codes you wish to print or select the box in the header row to select all. Click the **Export box** to export an Excel or CSV file.

☐ The report will download and appear in the bottom left of your screen. Double click to open and then use the file options to **Save** and **Print**.

STAAR Medical Exclusion

☐ If you have students who should receive a STAAR Medical Exclusion: Contact your DWTC

Preparing for Quality Control: Campuses with Approved Paper Testers

Nonscorables consist of materials received for each assessment that are not scored. **STAAR test administrator manuals are to be retained until after all testing has been completed in the spring and/or summer.**

Resources Needed

☐ Campus boxes in which testing materials arrived

☐ Packing List

Managing Nonscorable Materials to be Returned

☐ Ensure student responses have been transcribed into the Date Entry Interface (DEI) by the Friday of primary week of testing.

☐ Ensure Test book indicates who transcribed information into the DEI on the test book cover *(ex: transcribed by Felicia Gibbons due to student having an approved paper test).*

☐ Campuses should retain documentation of the party responsible for entering responses into the DEI as part of their retention records.

☐ Verify all test booklets have been returned by comparing to the original packing slip.

☐ Pack secure test material FOR EACH Administration. (*If you have room in the box, you may combine grades/subjects in one box)* which include

☐ Used and unused test booklets, including Spanish, large print, and braille test booklets, grouped by grade for grades 3-8 assessments

☐ Used and unused test booklets, including Spanish, large print, and braille test booklets, grouped by course for EOC assessments

☐ STAAR *Paper with Embedded Supports Secure Test Instructions* (if applicable)

☐ STAAR *Braille Secure Test Instructions* (if applicable

☐ Double check testing area to ensure everything has been packed.

☐ Seal boxes.

☐ A nonscorable label will be adhered at the service center after quality control.

☐ Deliver your nonscorable box to the service center on time and date as indicated by your assigned DWTC. You will need to come upstairs to the 2nd floor.

Assessment Service Center

Service Center I - 2nd Floor

2525 S. Ervay
Dallas TX 75215
Tel: 972-925-4430

Closing Out and Filing Retention Documents

☐ Attend the required quality control session with your assigned DWTC.

☐ Upload seating charts to the Google classroom by deadline indicated on block calendar.

Managing Nonscorable Materials that DO NOT need to be Returned

STAAR test administrator manuals are to be retained until after all testing has been completed in the spring and/or summer.

The following materials must be destroyed after testing (refer to Dallas ISD shred policy**)**

☐ Used and unused student test tickets and test session IDs

☐ Handwritten or typed student responses, as well as recordings, that have been transcribed into the DEI

☐ Scratch paper, graph paper, or reference materials, including supplemental aids, that students wrote on, as well as any recordings.

Per DCCR, campuses are required to retain certain documents following a test administration. Campuses must ensure that the designated test administration documentation storage location is secure, and that the documentation cannot be subsequently altered.

The following materials must be retained after testing: retention document

****to keep a record of your campus participation rate:

Maintain a copy of the Test Completion Rates Report from TIDE: Go to the Administering Test > "Monitoring Test Progress" tab and choose your report "Test Completion Rates".

Be sure the Test Window reflects the appropriate test window (ex: May EOC or May 3-8)