ABOUT US

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Does testing season feel
like this picture sometimes?

THE BRAINS

MANY LOGISTICS OF TESTING

- Know your dates
- Training materials
- What rooms are you using?
- What are your seating challenges?
- Who will be where?
- Organization
- Get campus admin involved

KNOW YOUR DATES

- Test dates can guide when you need to do your trainings.
  - Once you've set your dates, let your faculty/staff know ASAP.
- Consider how you want to approach your annual securities and procedures training, as well as your subject specific trainings.
  - We've done themes in the past:
    - May the Force Be With You
    - You're a STAAR
    - Rock the STAAR

PTJH COUNSELORS PRESENT

YOU'RE A STAAR

★★★★

FRIDAY, FEBRUARY 15, 1:30 PM
PTJH LIBRARY
COME FOR YOUR GLAMOROUS (MANDATORY)
YEARLY TRAINING

YOU ARE INVITED TO

ROCK STAAR TRAINING

APRIL 2ND
7:40 - 8:25
4:05 - 4:50

TRAINING MATERIALS

- Have an agenda or bulleted list of items that you will be covering for your trainings.
- Here is an example of the training material we've used in the past.
  - A lot of teachers will make notes on this and put in their test administrator manual, which is a great strategy!

STAAR Training
8th Grade
April 27 & 28

Test Security and Confidentiality (pg. 3-9)
Irregularities
Testing Procedures
- Active Monitoring
- TA Checklist
- Seating Chart
- Emergencies
- Allowable test administration procedures and accommodations
- Procedures before each test
- Cell phone policy
- Room check on
  - Monday 5/3
    - All material related to Science and Social Studies must be covered or removed
  - Monday 5/10
    - All material related to Reading and Math must be covered or removed
- White attendance sheet (room roster) hung on the door at the start of testing
- Green attendance sheet hung on the door at 10:30

KNOW YOUR ROOMS

A	B	C	D
Room #	Teacher	Desk Count	Notes (If you have tables, describe number of chairs per table/how many tables total.)
201	Simpkins		5 round tables/4chairs, 1 table/2 chairs, 1 desk/1chair, 3 computer desk/3 chairs
203	Toal	16	
204	Simmons	25	
205	Mann	26	
206	Canter	3	4 tables 14 chairs
207	Mojarro	n/a	6 tables x 4 chairs; plus one rolling seat w/attached table top. Total of 25 seats

- We make a spreadsheet with room numbers and teacher names.
  - We ask our teachers to fill in their desk count.
    - If they have desks and tables, they use the notes column to describe their layout.
- This helps us know what rooms are best for small group and other special circumstances, as well as "normal" testing rooms.

WHO AND WHERE?

- Once you have your designated rooms, you can start placing students.
  - Our school district uses TestHound and it is very helpful and user friendly.
- Things to consider:
  - Is every student on your campus testing?
    - If not, where will they go?
  - Are all of your students with accommodations appropriately placed?

GET ORGANIZED

We use folders to share campus testing information, procedures, and supplies.
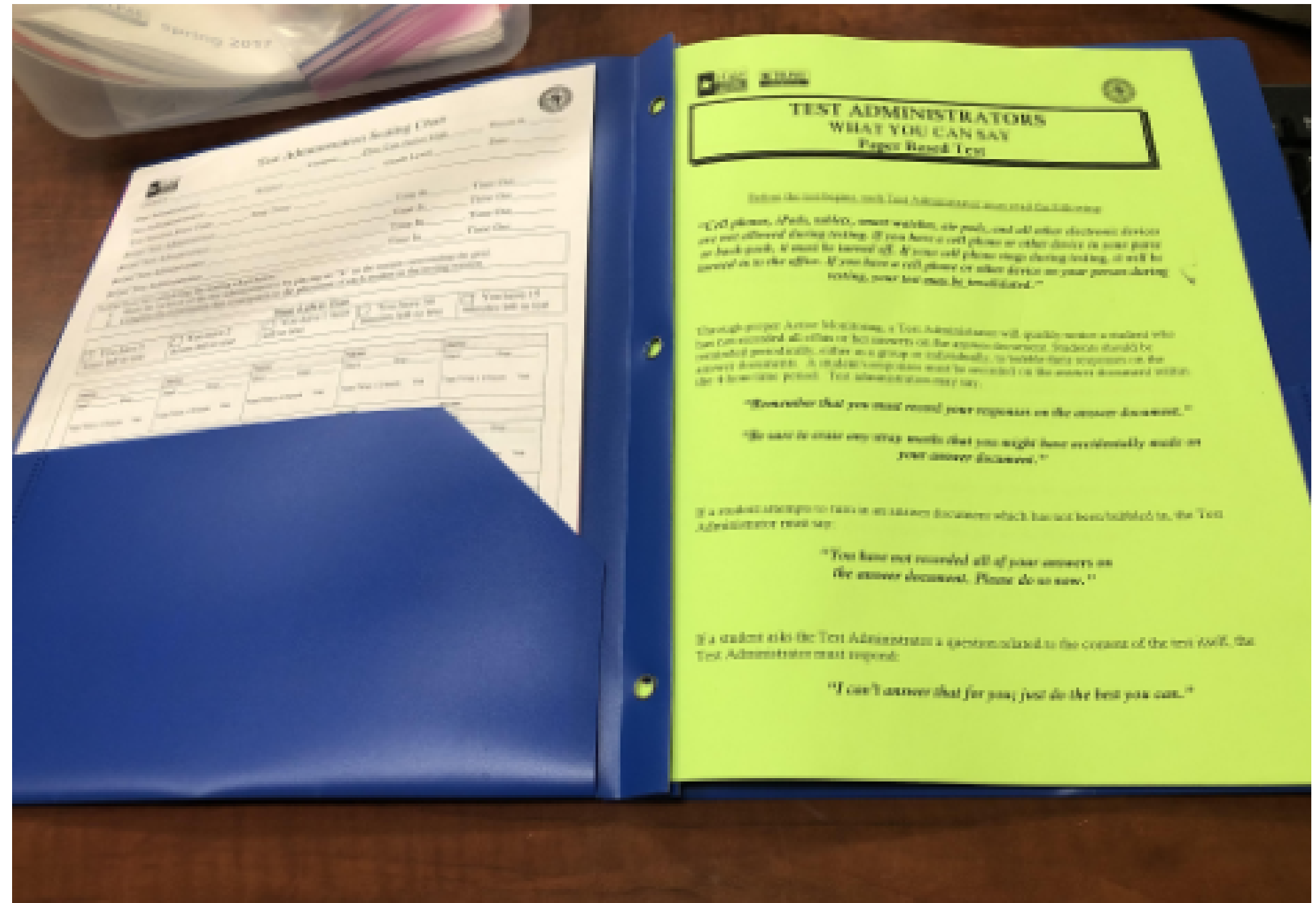
TEST ADMINISTRATORS
WHAT YOU CAN SAY

<u>Before the test begins, each Test Administrator must read the following</u>:

"Cell phones, iPads, tablets, smart watches, air pods, and all other electronic devices are not allowed during testing. If you have a cell phone or other device in your purse or back-pack, it must be turned off. If your cell phone rings during testing, it will be turned in to the office. If you have a cell phone or other device on your person during testing, your test <u>may be</u> invalidated."

Through proper Active Monitoring, a Test Administrator should remind examinees that they should finish the test and be satisfied with their responses before submitting their tests. Once a test is submitted, it cannot be restarted by the test administrator.

"Before you click the final submit button, please make sure you are satisfied with your responses. I cannot restart your test once you have clicked the final submit button."

If a student asks the Test Administrator a question related to the content of the test itself, the Test Administrator must respond:

"I can't answer that for you; just do the best you can."

What is TEST SECURITY and CONFIDENTIAL INTEGRITY?
...and how important is it?

> **Violations expose teachers to the following penalties:**
> *Placement of restrictions on the issuance, renewal, or holding of a Texas educator certificate, either indefinitely or for a set term
> *Issuance of an inscribed or non-inscribed reprimand
> *Suspension of a Texas educator certificate for a set term
> *Revocation/cancellation of a Texas educator certificate for a set term or permanently

TEST SECURITY is the ability to account for all secure test materials and confidential student information before, during, and after the test administration.

- Tests must be kept in secure, limited-access, locked storage when not in use.
- No one other than the test administrator may have access to the test.
- Tests may not be left in your room if you are not present in the room.
- Tests may not be given to a student to return or to move to a new location.
- Collect and return to the CTC any charts, reference materials, and scratch paper or graph paper students have written on
- All secure accommodation materials, provided to students taking STAAR Alt 2 must be collected and returned to the DTC for return to the vendor.

CONFIDENTIAL INTEGRITY is protecting the contents of each test booklet, answer document, online assessments, TELPAS holistically rated components, and STAAR Alternate performance documentation forms.

- No one may view, reveal, or discuss the contents of the test booklet or online assessment **before, during, OR AFTER** test administration.
- No one may answer verbally or nonverbally any question relating to the contents of the test **before, during, OR AFTER** administration.
- No one may duplicate, print, record, write notes about, or capture by any electronic means any portion of a secure assessment instrument.
- No one other than students may perform calculations, solve, or respond to test items.
- No one may review or discuss student responses during or after the test administration, or instruct a student to change a response.
- Individual student scores may not be revealed to any unauthorized person, including teachers who do not teach the student.
- On test day, test administrators may not instruct students to use test strategies.

> **A trained Test Administrator must be present at all times**
> **Test Administrators must ACTIVELY MONITOR student testing**
> **Campus Administrators and Campus Coordinators must actively monitor all testing locations during the testing session**
> **Each person participating in the testing program is directly responsible for reporting to the Principal and Campus Coordinator any violation of test security**

CELL PHONE POLICY FOR STATE ASSESSMENT ADMINISTRATIONS

As required by TEA, each district must develop a **Cell Phone Policy** to ensure that the security and integrity of the testing program is maintained. The use of cell phones during testing is prohibited by TEA for the following reasons:

- Receiving or making calls or text messages disrupts the testing environment by disturbing other students.

- Receiving or making calls or text messages could compromise the integrity of the test.

- The text-messaging and camera features of cell phones, smart watches and other electronic devices could be used to compromise the integrity of the test.

To ensure the security of the testing program, Pine Tree I.S.D. will use the following procedures during each state assessment administration:
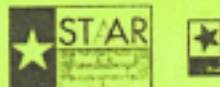
Campus Principals are ultimately responsible for ensuring that cell phones and smart watches are not available to students during a testing session on their campus.

Campus Coordinators are responsible for training each Test Administrator in the campus procedures used to ensure cell phones, smart watches, and other electronic devices are not available to students during testing and are stored according to campus procedures.

Test Administrators are responsible for ensuring that their **personal cell phones are turned OFF and are not used during the testing session,** and for ensuring that **cell phones & smart watches are not available to students during testing sessions** by using the following procedures:

- Students who enter a testing room <u>are responsible for storing their personal belongings,</u> including backpacks, purses, notebooks, large coats or jackets, book bags, all electronic devices, phones, smart watches, etc.

- Test Administrators must designate a location in the testing room for the storage of all student belongings including backpacks, purses, notebooks, large coats/jackets, book bags, etc., during the testing session; ideally, the location should be in the back of the room, or on shelves not accessible during testing. <u>Under student desks is not acceptable.</u>

- Test Administrators are responsible for <u>asking each student who enters the testing room if she/he has a cell phone, smart watch, or other electronic device on their person or in their personal belongings. Cell phones & smart watches must be stored by the TA during testing.</u>

- Test Administrators must **read the following statement** once all students have entered the testing room and are seated:

> *"Cell phones, iPads, tablets, smart watches, air pods, and all other electronic devices are not allowed during testing. If you have a cell phone or other electronic device in your purse or back-pack, it must be turned off. If your cell phone rings during testing, it will be turned in to the office. If you have a cell phone or other electronic device on your person during testing, your test <u>may be invalidated</u>."*

ACTIVE MONITORING

<u>As mandated by the TEA Test Security Supplement, Test Administrators must be:</u>

- Actively engaged

- Moving about the room

- Confirming that students are working on the correct section of the test

- Confirming that students do not have materials that are not allowed, such as ballpoint pens, cell phones, etc.

- Reminding students either individually or as a group, that they should be satisfied with their responses before they click the final submit button. (Remember that TAs must not view or discuss individual test items or responses.)

- Not using a cell phone – *all teacher cell phones must be turned off in testing room.*

<u>Before a student leaves the testing room, the Test Administrator must check that the students test has been submitted.</u> If the student has not submitted their test, the Test Administrator should remind the student to click the final submit button. They may not examine or comment on individual responses."

Principals and Campus Testing Coordinators must confirm that Test Administrators are actively monitoring in each testing room. Signatures on the Administrator's Monitoring form will serve as documentation of appropriate active monitoring by Test Administrators on the campus.

EMERGENCIES DURING ADMINISTRATION OF STATE ASSESSMENTS

The following information is provided as guidance to you in the event of an emergency during testing.

- As with any crisis or emergency that occurs in the district, our first priority is student and staff safety. Pine Tree ISD's Emergency Response Plan should be followed should any emergency arise during testing.

- Each Campus Test Plan should address the appropriate response by Test Administrators for various emergencies that could arise during a test session, such as a tornado, fire, bomb threat, etc.

- The following is guidance from TEA published in the Frequently Asked Questions document:

    "In the event of a schoolwide emergency that causes a disruption in testing, ensuring the safety of students is top priority. Students should leave their tests where they are and follow the school's procedures. In the case of online administrations, testing staff should not instruct students to exit their test sessions. Test administrators must closely monitor their testing groups to make sure that no one discusses the test. Once the emergency has been resolved, the students should resume testing when instructed to do so."

- Campus Coordinators should report the event to the district testing coordinator.

    o If the emergency prevents students from resuming testing, the district coordinator should call TEA's Student Assessment Division at 512-463-9536 for guidance on how to proceed.

    o Once students are allowed to return to the classroom, TA's should wait for guidance from the CTC/Principal prior to resuming the test session.

- TA's should be instructed during training that student safety is our first priority, and if possible, they should try to ensure the security of test materials while carrying out their first duty of escorting students to appropriate locations. They do not need to try to keep their test materials with them if they need to move to a new location or exit the building in a hurry. They should instruct students to leave their test materials on their desk/online tests open and if there is time, they should secure the test materials behind a locked classroom door.
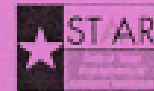
DICTIONARIES

*One for every 5 students required; also recommended one thesaurus for every 5 students, or combination dictionary/thesaurus**

- Grades 3-8 Reading
- Grade 4,7 Writing
- EOC English I, II, III

CALCULATORS

Calculators are required for the following assessments

- **Grade 8 Math**   one graphing calculator for every student

- **Algebra I**   one graphing calculator for every student

- **Grade 8 Science**   one calculator for every 5 students
  (4-function, scientific, or graphing)

- **Biology**   one calculator for every 5 students
  (4-function, scientific, or graphing)

- **Graphing calculators must be cleared using the TI Testguard application before being used for testing. Ask your math lead teacher for assistance.**

- Graphing calculators must be cleared after testing.

- For Biology tests, students may share, but the Test Administrator must clear each calculator after each use, before another student uses the same calculator.

- Test Administrators must be trained on clearing calculators if students are going to share.

- Calculators with CAS no allowed.

- Have a campus system for clearing (and verifying) all school calculators before the initial Math test sessions, between multiple uses, and after each test session.

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Guidelines for Text-to-Speech Support

The following table indicates what will or will not be read to students who have the TTS support available during testing.

Reading Language Arts (RLA), English I and English II

STAAR and STAAR Spanish	Test Questions	Answer Choices	Content & Language*	Required Reference Materials (read by TA if asked by student)	Allowable Designated Supports (read by TA if asked by student)	Direction Lines	Passages
Revising	✓	✓	✓	✓	✓	✓	✓
Editing				✓	✓	✓	
Reading	✓	✓	✓	✓	✓	✓	

Math, Science, & Social Studies

STAAR and STAAR Spanish	Test Questions	Answer Choices	Content & Language*	Required Reference Materials (read by TA if asked by student)	Allowable Designated Supports (read by TA if asked by student)
Math	✓	✓	✓	✓	✓
Science	✓	✓	✓	✓	✓
Social Studies	✓	✓	✓	✓	✓

*Students must meet the eligibility criteria for Content and Language to receive this support.

- Have a campus system for clearing (and verifying) all school calculators before the initial Math test sessions, between multiple uses, and after each test session.

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TESTING

DO NOT DISTURB

TEST START TIME: _____

\# of Students Testing

At 10:00 _____

At 10:30 _____

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I NEED A BREAK!

STAAR RESTROOM PASS

A student may leave for a restroom break one at a time only. The test booklet, with the answer document inside, shall be closed and left on the student's desk.

Room Attendance
Pine Tree ISD, PINE TREE JH

11/4/2024   8:15 AM - 11:30 AM

**LUNCH FORM -
FOR CAFETERIA USE**

Wizard of Oz   ROOM: 102   Test Administrator(s): None

Seat	StudentID	State StudentID	Absent	Last Name	First Name	MI	Gd	Gr
1.	44444		☐	DOG	TOTO		M	7
2.	55555	9567825742	☐	GUILD	LOLLIPOP		M	7
3.	22222		☐	WITCH	GLINDA		F	7
4.	33333		☐	WITCH	WICKED		F	7

Teachers: please use the checkbox to
indicate if the student wants to receive
a bagged lunch from the cafeteria.

_____ # of regular milks needed

_____ # of chocolate milks needed

COMMUNICATE WITH ADMIN

- Schedule a time to meet with all of your admin and go over logistics.
    - Admin can help set testing day schedule, lunch schedule, as well as reinforce campus testing and expectations to faculty and staff.

COMMUNICATE WITH ADMIN

- Discuss "test day jobs" that admin can do to help out.
  - Ex: Our principal will create the schedule for the day and disseminate it to our faculty.
  - Monitoring rooms on test day

THE HEART
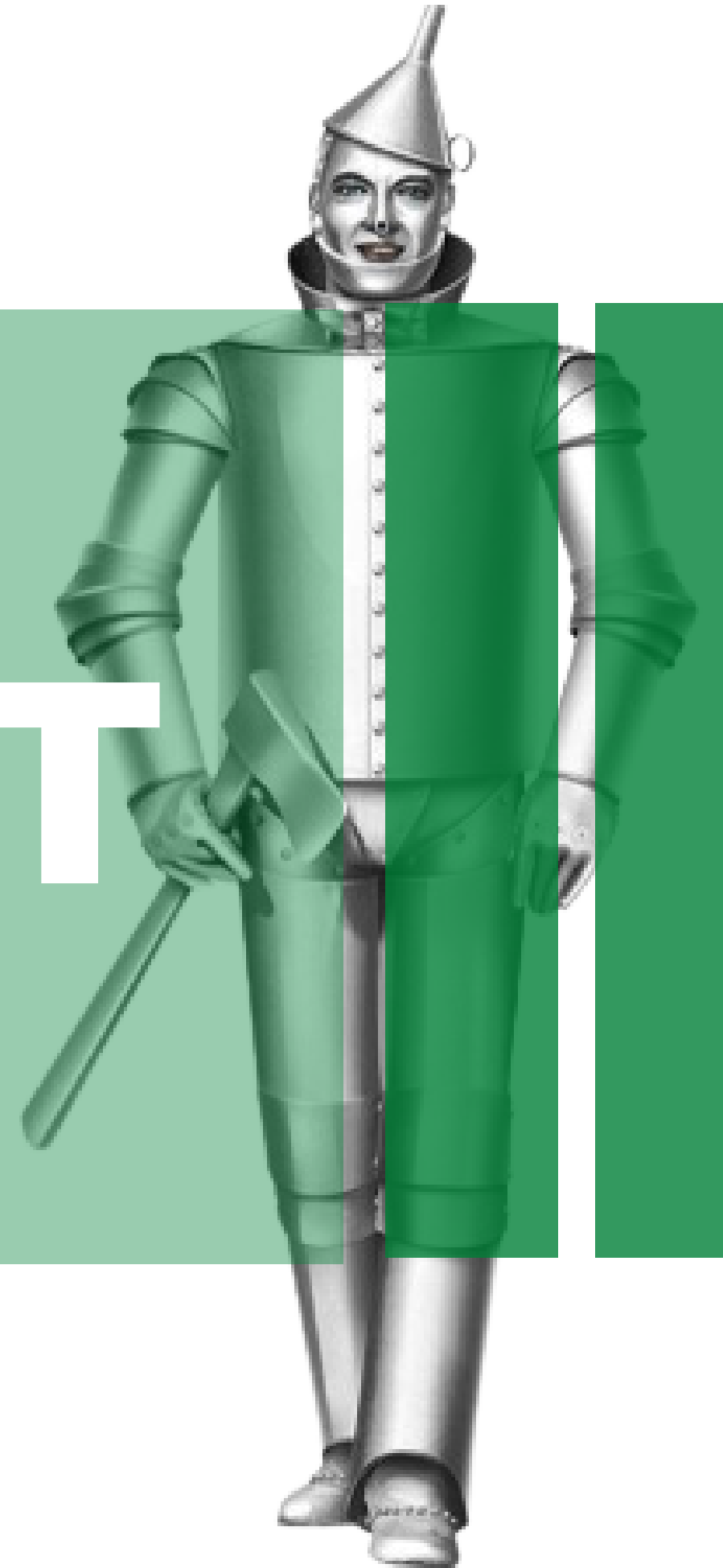
STUDENT NEEDS

- Consider your special populations and their needs
  - Text to speech and content and language supports users should practice on the online platform before testing.
- Supplies needed for students
  - Pencils
  - Phone collection plan (post-its, paper bags, labels -- oh my!)

STUDENT NEEDS

Dictionaries

Dictionaries 7th grade

	Room	Number of Dictionaries	Teacher
1	Dictionaries 7th grade		
2	Room	Number of Dictionaries	Teacher
3	Room 303 -19	5	Williams
4	Room 304 - 20	5	Williams
5	Room 305 - 20	5	Elia
6	Room 306 - 12	3	Elia
7	Room 310 - 14	4	Williams
8	Room 312 - 14	4	Elia
9	Room 313 - 14	4	McBroom
10	Room 314 - 11	3	Browning
11	Room 315 - 13	4	Avery
12	Room 316 - 14	4	Morgan
13	Room 317 - 20	5	Morgan
14	Room 318 - 20	5	Morgan
15	Room 319 - 20	5	Morgan
16	Room 320 - 20	5	Avery
17	Room 405 - 15	4	Avery
18	Room 410 - 18	5	Avery
19	Room 605 - 18	5	Browning
20	Room 606- 18	5	Browning

CBA Math Calculators

ROOM #	TEACHER	# OF STUDENTS
408	Bledsoe	21
402	Brantley	21
203	Burrison	22
211	Charlson	12
604	Cook	20
204	Dugger	19
219	Garrett	18
Library	Goodman	23
205	Mann	20
213	House	12
217	Jones	20
216	Miche	11
207	Mojarro	12
218	Ravellette	16
201	Simpkins	11
406	Snapp	20
212	Boswell	20
209	Thacker	18
202	White	20
318	Wingo	22

TEACHER NEEDS

- New teachers need extra guidance
  - Give them confidence to say "Put me in coach, I'm ready!"
- "Specials" teachers training
  - Accommodations pages and what to expect student testing to look like
- Hallway and Bathroom Monitors
  - Expectations and procedures

Testing @ PTJH

Do:
- Collect all cell phones, smart watches, personal technology from students at beginning of testing session
- Ask students to put all of their belongings in one central location in room (ex: front of room)
  - Prior to beginning the test, students may retrieve one book for reading *after* they've completed their test.
    - Be sure to keep the book *under* their desk while testing.
- Attendance - You will have two rosters in your folder/box.
  - White roster: place on your door ASAP. We gather those quickly and call parents to encourage them to bring their kiddos to school ASAP.
  - Green roster: place on your door at 10:30. This is our official attendance count that Mrs. Stagner reports for our campus.
- Actively monitor while testing.
  - ALL electronics should be off; it is very important that you are actively monitoring.
  - Please make sure you are:
    - Walking around to ensure that students are working on the test
      - It is helpful to monitor screens by having your desks arranged so that you can see from the back of the entire group.
  - As students finish their test, they may:
    - Read their book
    - Put their head down
      - They are not to talk to a neighbor, silently play tic-tac-toe with another neighbor who is finished, write notes back and forth, lay down on the floor, etc.
- When **everyone** is finished testing:
  - Students *must* remain quiet.
  - Students may read their selected book only while others are still testing
  - No movies, music, or technology may be used after testing.
    - Includes work on chromebooks
  - Some Test Administrators will bring word searches, doodle pages, mazes, etc. to their testing room for students who do not choose to lay their head down and do not have something to read.
    - Students may use these *only* when every student in the testing room has completed their tests.

TEACHER NEEDS

- New teachers need extra guidance
  - Give them confidence to say "Put me in coach, I'm ready!"
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Don'ts:
- Don't allow students to have their belongings when they go to lunch UNLESS you have heard that we are "all clear."
  - All Clear means:
    - Backpacks, purses, cell phones, etc. may be returned to the student because our general testing session is completed.
    - The testing session is coming to an end and stay tuned for a bell to dismiss students back to their "regular day."
- Don't send students to lunch alone
  - Please be sure to drop off and pick up your group to/from lunch.
- Don't be on your own technology during STAAR testing
  - But what if I need to text Ogle/O'Keefe or admin for a situation in my room?
    - We have hall monitors that do a really good job of getting Ogle/O'Keefe or admin's attention as situations arise.
  - But what if there's a situation with my family?
    - Please make sure all people who need you have our school's number - 903-295-5081 (Sherri's EXT is 1203).
    - We have been able to get a teacher removed from their testing room due to a family emergency in record time (just ask Coach Rock)

If you are assigned to be a Hall Monitor:
- Do be sure to frequently check the doors in your assigned area.
  - You may be required to provide a bathroom break to the TA, or watch the testing room as the TA returns their box to the conference room, etc.
- Do familiarize yourself with our testing procedures.
  - In the event we are short test administrators, we will need to have all hands on deck to help out.
- Do not sit throughout the entirety of the testing session.
  - It can be hard to see all the doors from just one location.
- For STAAR, do not bring a book, chromebook, or any other item that would distract you from monitoring your area.

THE COURAGE

EAT YOUR WHEATIES

Room Accommodations
Pine Tree ISD, PINE TREE JH

10/11/2023   8:30 AM - 9:00 AM

7th Reading   ROOM: 306   **AUNT EM**

TOTO					State Student ID:
Grade: 7	Gender: M	504: True	SpEd: False	LEP: False	

Online:	Content and Language Supports
Online:	Online Test Delivery
Online:	Text-to-Speech
AF:	Reminders to Stay on Task
AF:	Small Group Administration

LOLLIPOP GUILD					State Student ID:
Grade: 7	Gender: F	504: False	SpEd: True	LEP: False	

Online:	Content and Language Supports
Online:	Online Test Delivery
Online:	Text-to-Speech

- Day before Testing
  - Classroom checks
    - Materials covered, all items put away, chairs/desks facing the same way.
    - Overall tidiness and ability to actively monitor
  - Getting buckets ready
    - Folders
    - Accommodations*
    - Tickets
    - Rosters
    - Seating Chart
    - Passes - bathroom/teacher
  - Other materials (reference charts, etc)

EAT YOUR WHEATIES

Room Accommodations

7th

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Accommodations

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	A	B	Math	Reading	Science	Social Studies
1	**Program**	**Student Name**	**Math**	**Reading**	**Science**	**Social Studies**
2	SPED	Dorothy	TTS, C&L, Supplemental Aids, small group, calculator	TTS, C&L, Supplemental Aids, small group	TTS, C&L, Supplemental Aids, small group	TTS, C&L, Supplemental Aids, small group
3	504	Cowardly Lion	TTS	TTS	TTS, Supplemental Aids	TTS, Supplemental Aids
4	RTI	Tin Man	Small group	Small group	Small group	Small group
5	504	Wizard of Oz	TTS, C&L, Supplemental Aids, small group, calculator	TTS, C&L, Supplemental Aids, small group	TTS, C&L, Supplemental Aids, small group	TTS, C&L, Supplemental Aids, small group

EAT YOUR WHEATIES

TEST TICKET

District: DEMO DISTRICT 5 (999005)

Campus: DEMO CAMPUS 6 (999005001)

LAST: AFT Do Not Delete

FIRST: AFT Do Not Delete

MIDDLE: Grade: 05

TSDS ID: DM88880007   DOB: 09/09/2001

SESSION #1111111

- Day before Testing
  - Classroom checks
    - Materials covered, all items put away, chairs/desks facing the same way.
    - Overall tidiness and ability to actively monitor
  - Getting buckets ready
    - Folders
    - Accommodations
    - Tickets
    - Rosters
    - Seating Chart
    - Passes - bathroom/teacher
  - Other materials (reference charts, etc)

EAT YOUR WHEATIES

- Testing Day
  - Be sure to put on (comfy) problem solving shoes!
  - Communicate clearly with admin on this day
    - Monitor your hallways
    - Where late testers need to go
    - Lunch schedule
    - Testing dismissals
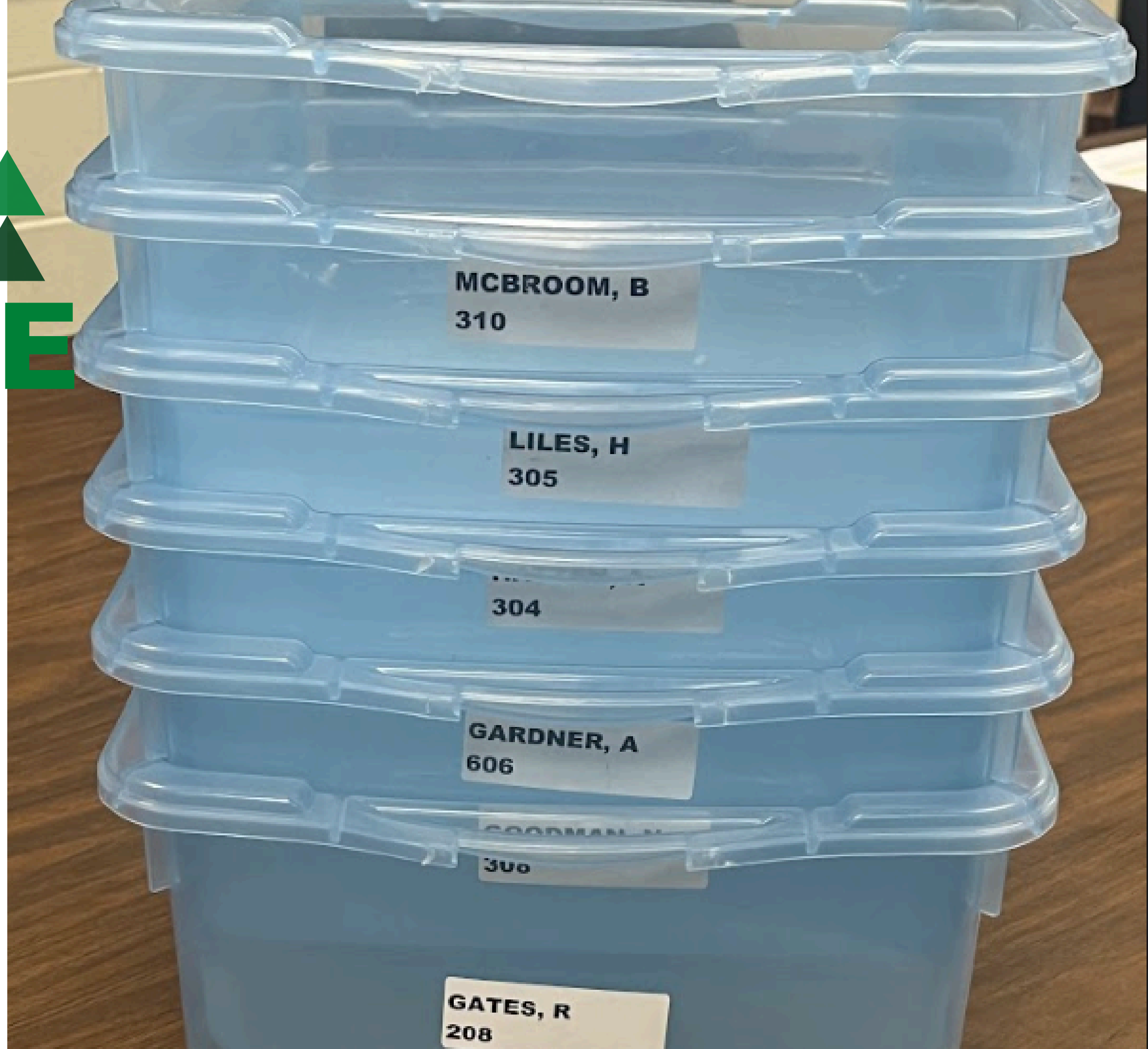 - Expect the unexpected and have your DTC on speed dial!

FOR WHAT YOU DON'T KNOW

Even the best, most organized testing coordinators can't plan for a technical error. If you have the luxury, you may want to coordinate your testing dates with your IT department and schedule to have an IT specialist on campus.

THE

COURAGE

TO

REPEAT

ANY QUESTIONS?