April 30, 2021

Subject: May 2021 STAAR—Important Reminder to Verify Online Test Settings

To the ESC and District Testing Coordinator Addressed:

The purpose of this communication is to provide an important reminder and additional guidance to school districts and open-enrollment charter schools on verifying online test settings for the May 2021 State of Texas Assessments of Academic Readiness (STAAR®) administrations.

As previously communicated, certain grade- and subject-level tests for the spring 2021 STAAR administrations have multiple online forms—some that do not include Personal Needs and Preferences (PNP) options. If your student is supposed to receive embedded supports or PNPs, it is very important to verify PNP settings for that student before he or she begins the online test. Please see the page 2 for additional information and guidance regarding this matter.

You should refer to the *STAAR Assessment Management System User's Guide* for additional information on this topic. For questions or assistance regarding this communication, contact the Texas Assessment Support Center at 855-333-7770, STAAR3-8@ets.org, STAAREOC@ets.org, or via live chat through the Assessment Management System.

If you have questions about assessment requirements in general, submit your questions to TEA using the Student Assessment Help Desk.

Texas Education Agency
Student Assessment Division
(512) 463-9536

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Test tickets include the student's first and last name, date of birth, embedded supports or PNPs, and test language (for grades 3–5) applied to the test. Students must **NOT** log in to an online test before their ticket has been verified as having the correct student and test setting information. Because some tests have multiple online forms, the testing system will restrict district attempts to make PNP changes to those tests. If a student begins an online test without the correct test ticket information being verified, he or she may have to continue the test without PNPs or may have to wait until the test is reset and lose his or her previous responses. It is therefore best to avoid the need for a test reset by verifying all information and the correct distribution of test tickets beforehand.

- ☐ **Ensure the correct ticket is provided to the correct student**

- ☐ **Verify all PNP and test language settings prior to the start of testing**

If errors occur with the wrong test ticket:
- A student who begins testing using the test ticket of another student and who has <u>not</u> completed more than 5 questions will need to have the test reset for the other student to have their correct test available.
  - When this situation occurs, you must contact the Texas Assessment Support Center at 855-333-7770 for assistance. Reset requests are handled on a first-come first-serve basis and may take up to several hours to complete before a student can resume testing.
  - Test resets will nullify any responses previously provided by a student. A new online test ticket will be generated for the other student whose test ticket was incorrectly used.
- For a student who begins testing using the test ticket of another student and who has completed 5 or more questions, the student should complete testing using the initial incorrectly assigned ticket. ETS should be notified after the test has been submitted so a correction can be made within the testing system and students receive the correct reports.

If errors occur with PNP settings:
- A student who begins testing without the appropriate PNP settings and who has <u>not</u> completed more than 5 questions will need to have his or her test reset to have their correct PNPs available.
  - The testing system will restrict making PNP changes that require a test form change. When this situation occurs, you must contact the Texas Assessment Support Center at 855-333-7770 for assistance. Reset requests are handled on a first-come first-serve basis and may take up to several hours to complete before a student can resume testing.
  - Test resets will nullify any responses previously provided by a student. A new online test ticket will be generated and will need to be printed and provided to the student.
- For a student who begins testing without the appropriate PNP settings and who has completed 5 or more questions, a test reset will not be possible. The district, along with the appropriate campus level team, will need to decide the most appropriate next step. TEA recommends allowing the student to continue testing. If the student continues testing, mark "S" for score. If the student does not continue testing, mark "O" for other. Districts should keep local documentation of this error.

NOTE: For both situations described above, a procedural incident report will need to be submitted.