# STAAR

## Paper

# Test Administration Information

**2024–2025**
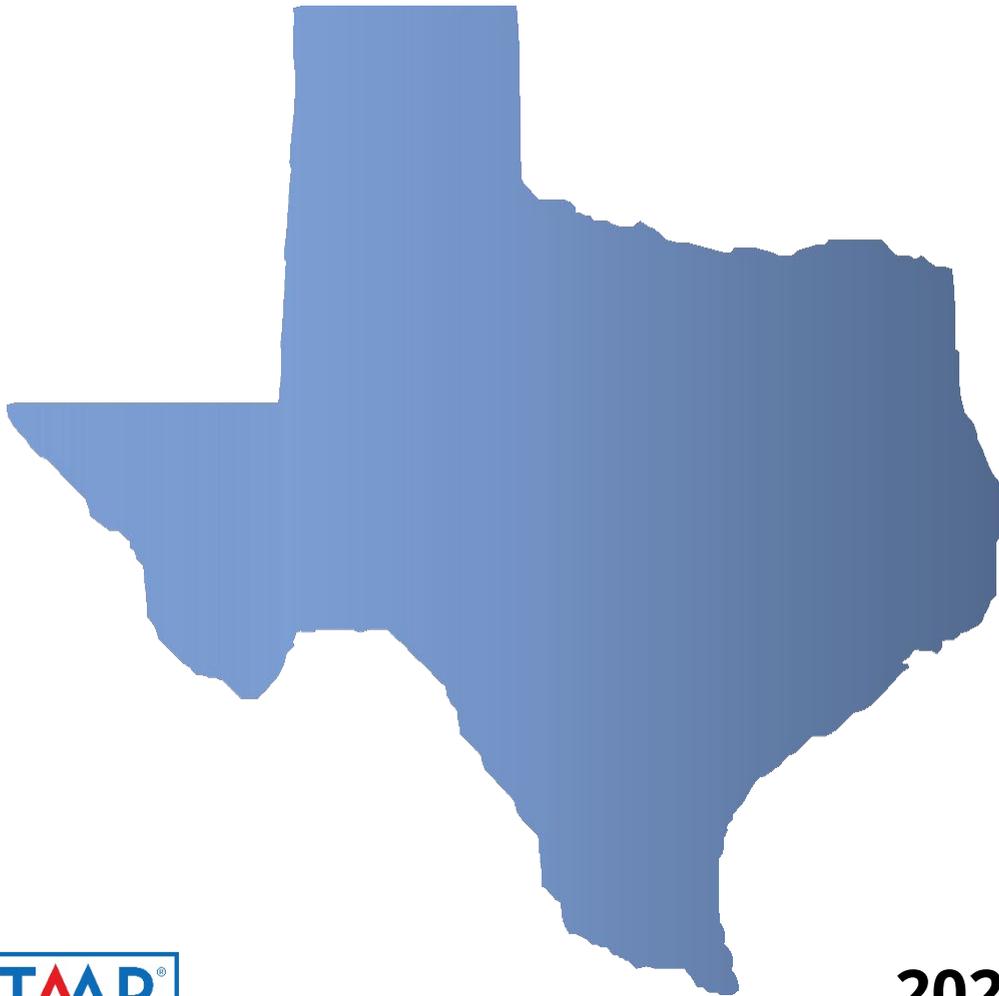
**Information about the Texas Assessment Program can be found on the Student Assessment website.**

**Texas Educator Committees**

The Texas Education Agency encourages highly qualified educators to apply to participate in educator committees for the Texas Assessment Program. Click the link or scan the QR code for more information.

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# General Information

This document contains information about how to provide a paper administration for the versions of the State of Texas Assessments of Academic Readiness (STAAR®) listed in the table below and is intended to be used in conjunction with the *District and Campus Coordinator Resources* and the *STAAR Test Administrator Manual*.

| Regular Print | Large Print | Braille (contracted and uncontracted) |
|---|---|---|
| • STAAR<br>• STAAR Spanish<br>• STAAR with Embedded Supports<br>• STAAR Spanish with Embedded Supports | • STAAR<br>• STAAR Spanish<br>• STAAR with Embedded Supports<br>• STAAR Spanish with Embedded Supports | • STAAR |

Training on test security and administration procedures should be provided annually to ensure a standardized test administration and the best testing experience for Texas students. Annual training is especially important for understanding and implementing new or updated policies and procedures. In addition, testing personnel who administer large-print, embedded supports, or braille versions of STAAR must receive specific training and special instructions for administering these versions. Coordinators should ensure that testing personnel have the information they need in time to ask questions and prepare for the test administration.

Prior to administering the assessments, all testing personnel must have reviewed and have access to the *STAAR Test Administrator Manual*.

Any student who is administered a STAAR assessment on paper must have his or her responses submitted in the Data Entry Interface (DEI). All DEI submissions must be submitted and processed by 11:59 p.m. (CT) on the last day of each two-week testing window.

# Before Testing

## Test Materials

For each STAAR administration, a district's initial shipment will include printed test materials for each student who is eligible and registered for a paper administration of a STAAR assessment. It is important that test materials be distributed to test administrators in time for them to prepare for testing, especially if accommodations are needed.

## Test Materials for Regular Print

- STAAR Regular-Print Test Booklet: One subject-specific regular-print test booklet is provided for each student who is eligible and registered for this format.

## Test Materials for Large Print

- STAAR Large-Print Test Booklet: One subject-specific large-print test booklet is provided for each student who is eligible and registered for this format. The large-print test booklets are spiral-bound, with dimensions of 11 inches by 17 inches and text at a point size of 18+.
- STAAR Regular-Print Reference Material: For mathematics assessments, a separate copy of the regular-print reference materials with rulers is provided.

## Test Materials for Paper with Embedded Supports

- STAAR with Embedded Supports Test Booklet: One subject-specific embedded supports test booklet is provided for each student who is eligible and registered for this format.
- STAAR with Embedded Supports Secure Test Instructions: One subject-specific set of embedded supports secure test instructions is provided to help a test administrator support a student who is eligible for content and language supports.
- STAAR with Embedded Supports Writing Checklist: A writing checklist is provided as supplemental material to a student who is eligible for content and language supports and is taking a reading language arts (RLA) assessment.
- STAAR with Embedded Supports Biology Punnett Squares: Punnett squares are provided as supplemental material to a student who is eligible for content and language supports and is taking the Biology assessment.
- STAAR with Embedded Supports Large-Print Test Booklet: One subject-specific embedded supports large-print test booklet is provided for each student who is eligible and registered for this format. For mathematics assessments, a separate copy of the regular-print reference materials with rulers is also provided.

## Test Materials for Braille

- STAAR Braille Test Booklet: One subject-specific braille test booklet is provided for each student who is eligible and registered for this format. Braille tests are provided in Unified English Braille (UEB) or Unified English Braille with Nemeth (UEBN) in either contracted or uncontracted braille based on the braille test order. Mathematics and science assessments

will be provided in Nemeth Code within UEB context. The braille test booklets have single-sided pages with single spacing of braille lines.

- STAAR Regular-Print Test Booklet: A corresponding regular-print test booklet is provided for the test administrator's use in cases such as when a student is approved for an oral administration or an enlarged photocopy is needed for a large-print administration.

- *STAAR Braille Secure Test Instructions*: One subject-specific set of braille secure test instructions is provided to help a test administrator understand and meet the needs of a student taking a braille assessment.

- STAAR Braille Reference Material: Applicable braille reference materials for mathematics and science are provided as separate documents.

- Braille Rulers: Applicable braille rulers are provided.

- Braille Graph Paper: Braille graph paper for mathematics is provided as a separate document.

Students with a visual impairment may need to test in a separate setting in cases where their methods of response might distract other students. In addition, any student who responds verbally must receive an individual administration, which is an accessibility feature. Refer to Individual Test Administration on the [Accessibility Features](#) page of the *Coordinator Resources* for more information.

# Photocopying for Large-Print and Braille Tests

A student may have a visual impairment that requires the use of two types of test materials. For example, a student may need to use a braille test booklet in conjunction with a large-print test booklet. In this situation, a regular-print test booklet could be photocopied. Alternatively, a large-print booklet could be ordered separately during the additional order window. The contents of the secure braille and regular-print test booklets may be previewed by the test administrator during the district-determined preview window, which may be scheduled during the testing week on any school day before the subject-area assessment.

For a student with a visual impairment who requires printed materials in a size larger than the state-supplied large-print materials (11 inches by 17 inches, 18+ point size), district or campus testing personnel may photocopy secure test materials without submitting an Accommodation Request Form to the Texas Education Agency (TEA).

There is no need to indicate in the Test Information Distribution Engine (TIDE) that this photocopying procedure was used; however, the following guidelines must be adhered to:

- District testing personnel must maintain test security and confidentiality when photocopying test materials. All standard test security policies and procedures must be followed.

- Photocopying must be done within the district by a trained test administrator who has signed a test security oath. Information about this requirement and about test security oaths is available in the [Test Security](#) section of the *Coordinator Resources*.

- Photocopying a subject-area assessment for a large-print administration must be done on the day that the assessment is administered. Photocopying prior to the day an assessment is administered is **NOT** allowed.

- The test booklet may not be taken apart for photocopying.

- If the mathematics assessment is enlarged, the state-supplied ruler (as part of the reference materials) must also be enlarged to the same percentage in order to ensure that measurements requiring the use of a ruler will result in the intended measurement. If a mathematics assessment is photocopied but not enlarged, the copier must be set to copy at 100% and the scaling option set to "no scaling" or "zero" to ensure that graphics will result in the intended measurement.
- The memory on the copier must be cleared after photocopying secure test booklets.
- All photocopies must be returned with the secure shipment.

## Previewing Materials

As district and campus testing personnel are responsible for keeping test materials secure, coordinators should do the following to prepare for previewing the materials:

- Designate a secure location (e.g., campus, room, office) to view test materials.
- Limit access by determining a time for the test administrator to preview materials.
- Designate a location where all test materials for the administration, including any supplemental materials needed for student accessibility, can be securely stored.

# Embedded Supports Administration

District or campus testing personnel should prepare any materials necessary to make subject-area tests accessible to students who are eligible for content and language supports. The contents of an embedded supports version of the test may be previewed by the test administrator during the district-determined preview window, which may be scheduled during the testing week on any school day before the subject-area assessment.

# Oral Administration

The test administrator may provide an oral administration to eligible students. The test administrator will use a student test booklet to read aloud the content in the following tables based on the needs of the student.

| STAAR and STAAR Spanish RLA | Test Questions | Answer Choices | Content and Language Supports | Required Reference Materials (where applicable) | Allowable Designated Supports |
|---|---|---|---|---|---|
| Mathematics | ✓ | ✓ | ✓ | ✓ | ✓ |
| Science | ✓ | ✓ | ✓ | ✓ | ✓ |
| Social Studies | ✓ | ✓ | ✓ | ✓ | ✓ |

| STAAR and STAAR Spanish RLA | Test Questions | Answer Choices | Content and Language Supports | Required Reference Materials (where applicable) | Allowable Designated Supports | Direction Lines | Passages |
|---|---|---|---|---|---|---|---|
| Revising | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Editing | | | | ✓ | ✓ | ✓ | |
| Reading | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |

As noted in the second table above, the revising test questions, answer choices, and passages in paper test booklets for STAAR RLA tests may be read aloud to eligible students. The revising section of the assessment is identified with footers in the paper test booklet so that the test administrator knows which sections they may read aloud.

In the editing section of the RLA assessments, the test questions, answer choices, and passages may **NOT** be read aloud to students.

In the reading section of the RLA assessments, test questions and answer choices may be read aloud to eligible students, but the passages may **NOT** be read aloud to students.

Refer to the Oral and Signed Administration page of the *Coordinator Resources* for more information.

# STAAR Paper with Embedded Supports Secure Test Instructions

The *STAAR Paper with Embedded Supports Secure Test Instructions* supplements the *STAAR Test Administrator Manual* and is designed to help a test administrator understand and meet the needs of a student taking a paper assessment with embedded supports. The *STAAR Paper with Embedded Supports Secure Test Instructions* is included in the shipment of paper materials. Unless otherwise stated in these instructions, the directions contained in the *STAAR Test Administrator Manual* must be followed. The test administrator should read the *STAAR Paper with Embedded Supports Secure Test Instructions* before the day of testing to determine which materials or procedures a student may need.

Content and language supports may include clarification of words or phrases; the addition of graphics, photographs, and formulas; or indication by the test administrator of certain parts of the passages, test questions, or reference materials. Test administrators must use the accommodation tables and supporting images from the *STAAR Paper with Embedded Supports Secure Test Instructions*. These tables contain information about the passages and test questions that may be accommodated throughout the administration of the assessment.

In the student test booklet, parts of passages and test questions will contain a dotted underline indicating that the text is eligible for a content or language support. If a student asks for underlined content and language support, the test administrator will refer to the accommodation tables. For each question, test administrators may provide support only for words or phrases that appear in the accommodation tables. The test administrator may remind the student that he or she can ask for support when he or she sees this dotted underline in the test booklet.

Passages and test questions that do not have any content or language supports are shaded and blank in the accommodation tables. If a student asks for clarification of a word or phrase that is not included in the accommodation tables, the test administrator should say, **"I can't help you with that; just do the best you can."**

**Example: Grade 4 Reading Language Arts**

The dotted underline indicates that the test administrator may provide the corresponding accommodation located in the accommodation tables.

**1** Why does the poet include a simile in line 22?

   **A**    To emphasize the delicateness of the butterflies

   **B**    To identify another animal that inhabits the area

   **C**    To describe how the butterflies become less attractive over time

   **D**    To express the idea that the area will be less beautiful without the butterflies

| Test Question Number | Parts of Test Question with Dotted Underlines | Content and Language Supports |
|---|---|---|
| **1** | simile | **SAY** A simile is a comparison of two things that are not alike using the words *like* or *as*. |
| | line 22 | **Indicate** line 22 in the poem in the student's test booklet. |
| | **A** delicateness | **SAY** weakness |
| | **B** inhabits | **SAY** lives in |

**Example: Grade 8 Social Studies**

> The dotted underline indicates that the test administrator may provide the corresponding accommodation located in the accommodation tables.

**1** Clara Barton is well known in U.S. history for –

    **A**    establishing the Underground Railroad to assist runaway slaves

    **B**    organizing the Seneca Falls Convention to promote women's rights

    **C**    founding the American Red Cross to assist victims of war and natural disaster

    **D**    instituting the anti-Saloon League to promote temperance

Photo
Test Question Number 1

| Test Question Number | Parts of Test Question with Dotted Underlines | Content and Language Supports |
|---|---|---|
| **1** | Clara Barton | **Show** photo on page 41. |
| | **A** establishing | **SAY** creating |
| | **B** promote | **SAY** encourage |
| | **C** assist | **SAY** help |
| | **D** instituting | **SAY** creating |

## Content and Language Supports for Students Who Are Blind or Visually Impaired

For students who are eligible for content and language supports and are taking the braille version of STAAR, the test administration includes a STAAR with embedded supports test booklet, a STAAR braille test booklet, the secure test instructions for these two test versions, and the *STAAR Test Administrator Manual.*

The information in the accommodation tables of the *STAAR Paper with Embedded Supports Secure Test Instructions* may be reproduced for accessibility (e.g., brailling graphics; pairing graphics with tactile symbols, texts, or objects; enlarging or projecting text or images). For charts, tables, and maps that will need to be reproduced in braille or other forms for accessibility, instructions specific to braille test takers will be indicated in the table and on the supporting images. All accommodations specific to braille test takers will be indicated in the "Content and Language Supports" column and identified for the test administrator as "Braille Instructions ONLY."

The parts of the test question that have been accommodated with content and language supports will not be marked in the braille test booklet; they will be marked only in the embedded supports test booklet. Students should be made aware that they can ask for clarification of words or concepts and that the test administrator may be able to provide support. For each question, test administrators may provide support only for words or phrases that appear in the accommodation tables.

**Example: Grade 7 Reading Language Arts**

> The dotted underline in the STAAR with embedded supports test booklet indicates that the test administrator may provide the corresponding accommodation located in the accommodation tables.

**1** The photograph at the end of the passage is included to —

    **A**    illustrate why the *Cutty Sark* needed renovation

    **B**    highlight the *Cutty Sark's* historical significance

    **C**    indicate the number of people who can visit the *Cutty Sark* each day

    **D**    show how a defining feature of the *Cutty Sark* is displayed

| Test Question Number | Part of the Test Question with the Dotted Underline | Content and Language Supports |
|---|---|---|
| **1** | photograph at the end of the passage | **Indicate** photograph at the end of the passage on page XX. <br><br> Braille Instructions ONLY: <br><br> **SAY** People walk under the hull, or bottom, of the *Cutty Sark*. |
| | **A** renovation | **SAY** to be fixed |
| | **D** defining feature | **SAY** unique part |

> Accommodations specific to braille test takers will be provided in the accommodation tables.

# Braille Administration

District or campus testing personnel should prepare any allowable materials necessary to make subject-area assessments accessible to students with visual impairments who otherwise cannot access the test content. The contents of a braille version of an assessment may be previewed by the test administrator during the district-determined window, which may be scheduled during the testing week on any school day before the subject-area assessment. If an embedded supports test booklet is

used in conjunction with the braille test booklet, it may be necessary to view the embedded supports test booklet and the *STAAR Paper with Embedded Supports Secure Test Instructions* to assist with preparing materials for the administration.

## Students Requiring More Time

District testing personnel should schedule STAAR test sessions for three to four hours, as students are expected to complete assessments in about three hours. District testing personnel should begin testing within one hour of the start of the school day. Students must complete the assessment within the same school day unless the student has been approved for an extra day or becomes sick during testing. Any student who needs additional time may continue testing until the end of the regularly scheduled school day, but students may not spend more than seven hours working on the assessment.

Students with visual impairments who take a braille version of STAAR may require considerably more time to complete the assessment than students without visual impairments. The submission of an Accommodation Request Form to TEA is not required for such students to receive an extra day to test; such a determination can be made by the appropriate team at the local level. However, the following guidelines must be adhered to:

- District testing personnel must maintain test security and confidentiality throughout the extended testing period, since the student will be taking a secure state assessment at a different time than other testers. All standard test security policies and procedures must be followed.

- Students will be permitted to test only over two full, regularly scheduled, consecutive school days. Each day of testing must not extend beyond seven hours.

- On day 2 of testing, the student may not return to any passages or test questions accessed, responses marked, or constructed responses begun on day 1.

Refer to the [Extra Day](#) designated support policy document for additional guidelines.

## STAAR Braille Secure Test Instructions

The *STAAR Braille Secure Test Instructions* supplements the *STAAR Test Administrator Manual* and is designed to help a test administrator understand and meet the needs of a student taking a braille assessment. The *STAAR Braille Secure Test Instructions* is included in the braille materials. Unless otherwise stated in these instructions, the directions contained in the *STAAR Test Administrator Manual* must be followed. The test administrator should read the *STAAR Braille Secure Test Instructions* before the day of testing to determine which materials or procedures a student may need.

The *STAAR Braille Secure Test Instructions* is divided into two sections:

- **Specific Instructions:** This section provides information for the test administrator about how a particular braille assessment differs from the regular-print version, including related administration instructions and information about test questions that have been altered to ensure that the assessment is accessible to a student who reads braille. For example, test questions with a visual element that cannot be rendered in braille will include a description of what is depicted in the regular-print version of the assessment. Although such descriptions are provided in the braille booklet, the test administrator may read them aloud from the *STAAR Braille Secure Test Instructions* at a student's request. This section also informs test

administrators of any manipulatives (e.g., braille ruler, three-dimensional geometric figure) that a student will need in order to complete the assessment.

- **Test Administration Directions:** This section includes general and specific information about the braille assessment that should be read to the students (e.g., whether special symbols or standard braille codes are used on the assessment). Any information that is on the Transcriber's Notes page in the braille test booklet is also provided in this section. For students who are eligible to receive content and language supports and are taking a braille version of STAAR, district testing personnel should submit an order for materials using the paper administration section in TIDE. Please contact Texas Testing Support at (833) 601-8821 or TexasTestingSupport@cambiumassessment.com for questions about ordering these materials.

# During Testing

## Manage Materials

The Materials Control Form must be used to account for all secure paper materials during the testing window. Secure paper test materials consist of test booklets and secure test instructions, as applicable.

Test administrators initial and log the time that the secure materials are checked out in the TIME OUT box. The test administrator's initials in the Test Administrator Initials box signify that he or she has received the secure materials indicated and that the test administrator has signed a test security oath. A test administrator should not initial this form if the information on the secure materials is incorrect.

All materials must be returned to the campus coordinator at the end of each day and kept in locked, secure storage when not in use. Materials must be checked in and out on a daily basis. A new row must be completed each time secure materials are checked in and out. Missing secure materials must be located before the campus coordinator initials the TIME IN box. If missing secure materials cannot be located, the campus testing coordinator should immediately contact the district testing coordinator.

On the day of the assessment, test administrators must be provided the materials listed in the following table as appropriate for each student. Test administrators should keep the secure materials in locked storage until immediately before each student's test session.

| | Mathematics | RLA | Science | Social Studies |
|---|---|---|---|---|
| **Regular Print** | • one secure regular-print test booklet | • one secure regular-print test booklet | • one secure regular-print test booklet | • one secure regular-print test booklet |
| **Large Print** | • one secure large-print test booklet<br>• regular-print reference materials with rulers (as applicable) | • one secure large-print test booklet | • one secure large-print test booklet | • one secure large-print test booklet |
| **Embedded Supports** | • one secure embedded supports test booklet<br>• one secure regular-print test booklet | • one secure embedded supports test booklet<br>• one secure regular-print test booklet | • one secure embedded supports test booklet<br>• one secure regular-print test booklet | • one secure embedded supports test booklet<br>• one secure regular-print test booklet |

| | Mathematics | RLA | Science | Social Studies |
|---|---|---|---|---|
| | • secure test instructions | • secure test instructions<br>• writing checklists | • secure test instructions<br>• Punnett squares for Biology | • secure test instructions |
| **Braille** | • one secure braille test booklet<br>• one secure regular-print test booklet<br>• secure test instructions<br>• braille graph paper<br>• reference materials<br>• braille rulers for grades 3–7 | • one secure braille test booklet<br>• one secure regular-print test booklet<br>• secure test instructions | • one secure braille test booklet<br>• one secure regular-print test booklet<br>• secure test instructions<br>• reference material for grade 8 | • one secure braille test booklet<br>• one secure regular-print test booklet<br>• secure test instructions |

Additionally, there should be:

- one secure test booklet for each test administrator who may need to refer to secure test content (e.g., for braille, oral, or paper with embedded supports administrations);

- pencils or pens, crayons, 20/20 pens, markers;

- scratch paper, braille paper, typing paper, bold-lined paper, raised-line paper;

- any additional TEA-authorized materials or devices that are approved or allowed, as necessary; and

- other allowable accessibility features or designated supports for students provided on the basis of student need or eligibility, including headphones and headsets. Students who take the braille version of an assessment at any grade level may use slates and styluses, electronic notetakers, word processors, projection or low-vision devices (such as closed-circuit television [CCTV]), braille rulers, tactile drawing boards (such as a Draftsman), tactile graph boards, Cranmer modified abacuses, or speech-output calculators.

# Test Administration Directions

Refer to Appendix C of the *STAAR Test Administrator Manual* for directions for STAAR paper administrations, including general information, read aloud directions, and additional information.

# After Testing

## Student Response Modes

For paper administrations, students should be instructed to record their responses in their test booklets. However, some students may be eligible for basic or complex transcribing. In these circumstances, the method of response indicated in the students' paperwork should be followed for the test administration. The test administrator transcribing the student's responses must do so in accordance with the transcribing guidelines in the appropriate policy documents in the Accommodations section of the *Coordinator Resources*.

For students taking a braille version of STAAR, eligibility for the Basic Transcribing designated support does not need to be determined and the use of the designated support does not need to be documented.

## Submit Responses in DEI

Students' responses for paper administrations **MUST** be submitted in DEI for scoring and reporting. All student responses must be entered and submitted in DEI by 11:59 p.m. (CT) on the last day of each two-week testing window. Student responses that are not entered and submitted in DEI by the last day of the testing window will **NOT** be scored or reported. District testing personnel should establish a local deadline and reserve the last two to three days of each testing window to submit data in DEI.

A student's information that has been entered in DEI will be scored automatically when the *Submit Test* button is clicked at the end of the assessment. Only authorized district testing personnel who are trained in test security and administration procedures and sign an Oath of Test Security and Confidentiality are permitted to submit student responses in DEI. Authorized testing personnel who are responsible for submitting student responses in DEI must be provided with additional training in specific security protocol regarding transferring student responses. Tampering with or changing student responses is strictly prohibited. As a reminder of this obligation, these individuals are required to complete a specific part of a test security oath.

For specific information about how to enter student responses by question type in DEI, refer to the Directions for Entering Student Responses in DEI page in the Complete Administrations section of the *Coordinator Resources*.

Authorized testing personnel should follow the steps below to enter student responses in DEI.

1. Have the student's test booklet ready.

2. Launch and log in to DEI.

3. On the *Enter Student Information* page that appears, enter the login information for the student:

   o In the *Student First Name* field, enter the student's first name as it appears in TIDE.

   o In the *TSDS ID* field, enter the student's Texas Student Data System (TSDS) ID as it appears in TIDE.

   o Select *Sign In*.

4. On the *Is This the Student?* page that appears after the student's information is entered, verify the student's information. If all the information is correct, select *Next*. The *Available Tests* page will appear.

   If any of the information is incorrect, do not proceed with the data entry for this student. Log out of the application and notify the campus coordinator that the student's information is incorrect. Data entry cannot begin until this information is corrected in TIDE.

5. The *Available Tests* page displays the assessments available for data entry. Select the assessment for the student. If no assessments appear for the student, confirm the student's test eligibility in TIDE. If a student took a Spanish assessment but the Spanish version is not appearing on this page, confirm that *Presentation* for the student has been updated to *Spanish* on the *Test Attributes* section in TIDE.

   If the assessments available for the student are not correct, click *Back to Login*. Verify that the grade associated with the student is correct. The list of assessments is determined by the grade associated with the student's record in TIDE.

6. Review the additional test information on the *Test Information* page. If a student has signed the honor statement in the paper test booklet, click the honor statement box in DEI. If a student has not signed the honor statement in the paper test booklet, leave it blank.

   For help understanding how to navigate the site, select *View Help Guide*. The *Help Guide* window appears. To close the window, select *Back*.

7. To officially begin or resume the test opportunity, select *Begin Test Now*. Some test pages may have only one question, and others may have multiple questions. Select the student's response option for each question. DEI automatically captures and saves the response data when it is entered.

   o  Enter the student's responses verbatim.

   o  Do **NOT** tamper with, adjust, or change the student's responses in any way.

   o  Do **NOT** interpret or infer a student's response.

   o  Leave the question blank in DEI if the student's response cannot be understood.

   o  Leave the question blank in DEI if the student did not respond in the manner indicated by the question directions.

   o  Leave the question blank in DEI if the student leaves the question unanswered.

8. The *You are done entering data* page appears at the end of the test. This page provides two options: review the entries that have been entered or submit the test for scoring. To review answers and go back to the assessment, select a question listed on this page. Questions that were not answered display a warning (▲) icon.

9. To complete the testing process, select *Submit Test*. After *Submit Test* has been clicked, a pop-up window notes that the end of the test has been reached and the user may click "Yes" to continue to the next page or click "No" to keep working. After "Yes" is clicked, the assessment is officially completed and logging back in to review the data entered is not possible.

After the authorized district staff member submits the assessment, the *Done Reviewing Test* page appears displaying the student's name, the test name, and the data entry completion date. The page also gives options for next steps.

The authorized staff member should select *Enter Data for a Different Student* to enter responses for another student. For this option, the authorized district staff member is directed to the *Enter Student Information* login page.

The authorized staff member should select *Enter More Data for This Student* to enter data for the same student without having to enter that student's demographic information again. For this option, the authorized staff member is directed to the *Tests For This Student* page. From there, the authorized staff member can proceed through the test selection and verification process.

When finished entering test data, the authorized staff member should select *Log Out*.

# Enter Student Information in TIDE

District personnel assigned to edit score code information in TIDE will receive access information and additional training.

# Return Materials

- Prior to returning materials, test administrators must account for all secure test materials, including the following:
  - used and unused regular-print, large-print, and braille test booklets;
  - *STAAR Braille Secure Test Instructions*;
  - typed or recorded materials and handwritten student responses, including any scratch paper, graph paper, or reference materials students have written on; and
  - completed seating charts.
- Test administrators must return all secure materials to the campus coordinator after each test session.