

# Preparation Activities for Administration of STAAR® Online Testing

Refer to the *STAAR Assessment Management System User's Guide*, the *STAAR Online Testing Platform Technology Guide*, and the *STAAR Online Testing Platform Local Caching Software (LCS) District Guide* for details on completing the steps below.

**Four to Six Weeks Prior**

Review resources  
Train coordinators and technology staff

Register district for STAAR online testing

Determine if Local Caching Software (LCS) is required

**Four Weeks Prior**

Prepare the testing environment (download, install and configure the secure browser)

Perform systems test using system check tools  
Evaluate system performance during use of tutorials and practice tests

**Two Weeks Prior**

Verify student data in the STAAR Assessment Management System

Register students  
Set up testing groups

If being used, install and configure LCS at campuses

**One Week Prior**

Print student test tickets  
Store in secure location

**One to Three Days Prior**

Verify Secure Browser is installed and functional on all machines  
LCS users: verify that the monitoring tools and caching service are running

**Day of Testing**

Provide test administrators with student rosters and student test tickets  
Supply required tools and resources

Monitor administration of tests

**After Testing**

Make necessary updates to score codes and demographic information  
Apply accommodation information and mark NEW TO TEXAS check box, if applicable

LCS sites: verify all responses have been submitted