Winter Activities for Upcoming STAAR Administrations

January 21, 2020
Housekeeping

• If you have problems hearing the presentation, dial in on a telephone. Dial–in information:
  • in the *Meeting Information* icon at the top–left of the screen
  • in your registration email
• Dialing in for audio is recommended for best sound quality.
• All attendees’ lines have been muted due to the high number of participants.
• For questions or comments, use the “Q&A” function.
Objectives

Today’s session will cover the following topics:

• Registration Overview
• Registration Activities
  • Retesters
  • Braille
  • OOD/OOS
• Registration Reminders
• Precode Verification Report
• Late Precodes
• Initial Materials
Registration Overview
Registration

• Student registration for the April and May 2020 STAAR administrations will be available through the STAAR Assessment Management System beginning January 17, 2020.

• Districts must register first-time testers prior to each administration.
  • Two methods for registering
    • Students > Register
    • Students > Upload
## Important Spring Registration Dates

<table>
<thead>
<tr>
<th>Administration</th>
<th>PEIMS Upload Option</th>
<th>Registration Window for Paper</th>
<th>Registration Window for Online</th>
<th>Receive Precoded Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>April STAAR grades 4 and 7 writing</td>
<td>by January 27, 2020</td>
<td>January 17–February 7, 2020</td>
<td>January 17–April 10, 2020</td>
<td>by March 27, 2020</td>
</tr>
<tr>
<td>April STAAR grades 5 and 8 mathematics and reading</td>
<td>by January 27, 2020</td>
<td>January 17–February 7, 2020</td>
<td>January 17–April 17, 2020</td>
<td>by March 27, 2020</td>
</tr>
<tr>
<td>April STAAR English I and English II</td>
<td>N/A</td>
<td>January 17–February 7, 2020</td>
<td>January 17–April 10, 2020</td>
<td>by March 27, 2020</td>
</tr>
<tr>
<td>May STAAR Algebra I, biology, and U.S. history</td>
<td>N/A</td>
<td>January 17–March 6, 2020</td>
<td>January 17–May 15, 2020</td>
<td>by April 24, 2020</td>
</tr>
<tr>
<td>May STAAR Algebra II and English III</td>
<td>N/A</td>
<td>January 17–March 6, 2020</td>
<td>January 17–May 15, 2020 (English III)</td>
<td>by May 1, 2020</td>
</tr>
<tr>
<td>May STAAR Algebra II and English II (Algebra II)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May STAAR grades 5 and 8 mathematics and reading retest</td>
<td>N/A</td>
<td>April 29–April 30, 2020</td>
<td>April 29–May 22, 2020</td>
<td>by May 8, 2020</td>
</tr>
</tbody>
</table>
Registration – (UI)

Students > Register

• Two-Step Process
  • Step 1 – Create Profile by entering the student PEIMS ID
    • Enter the student’s identifying information, campus information, and demographics
  • Step 2 – Add Tests
    • Make selections in the Subject, Mode, Registration Type, Testing Campus, Online Testing Group, Braille Indicator, and Personal Needs and Preferences (PNP) supports (for online tests only) fields as necessary.
Registration – Students>Upload

• Registration Resources
  • 2019–2020 Student Registration Header Template
  • 2019–2020 Data File Format for Student Registration
Registration – Students>Upload

- 2019–2020 Data File Format for Student Registration
- 2019–2020 Student Registration Header Template

**NEW:** The STAAR Summative and Interim assessments share the 2019–2020 registration header template and registration document.
Registration – *Students>*Upload

- Review the *Registration for New DTCs* webinar, recorded on January 14, 2020, for a complete walkthrough of the registration process for the 2019–2020 school year.
- Refer to the *Upload Student Registrations* section of the STAAR Assessment Management System User’s Guide for complete registration instructions.
Registration Activities
STAAR Grades 3–8 Registration Activities

- PEIMS data or district supplied (by administration)
- Default is PEIMS (October snapshot)
- PEIMS option only for STAAR grades 3–8 administrations
STAAR Grades 3–8 Registration Activities

• Once selection is confirmed, it cannot be changed.
• Districts that choose to “not use PEIMS” must register testers during the precode test registration window.
• Districts that select to “use PEIMS” can register new students and/or modify existing student records once the PEIMS file has processed.
Shared Administrations

• While some administrations share student registration data, each administration is set up separately in the Assessment Management System.
  • For example, districts must register a grade 4 student for both the April grades 4 and 7 writing and May grades 3–8 administrations.
  • Once a student is registered across the two separate, shared administrations, updates made to demographic information in one administration are automatically applied to the student's registration in the other shared administration.
  • **NOTE:** For non-shared administrations, registrations must be updated separately for each administration.
STAAR End-of-Course Registration Activities

• Districts must register first-time testers prior to each administration.
  • Two methods for registering
    • Students > Register
    • Students > Upload

• Students who have not met the standard for one or more STAAR EOC assessments during the previous two administrations will automatically be registered for the next applicable EOC administration.
STAAR End-of-Course Registration Activities

• All retesters are registered with the same demographic information (e.g., grade level) as when they last tested.
  • Districts should review retester registrations and update as needed.
  • For EOC testing, retesters are registered to take only the test(s) that they did not previously pass.
  • Tests are presented in the same testing mode as the last administration.
Registration Errors and Conflicts

**Download Spreadsheet Template** – blank CSV file that can be used to enter student records for upload

**Filename** – click on file name to download/retrieve file that was uploaded

**Status** –

- All records successfully uploaded
- Some but not all records successfully uploaded
- No records successfully uploaded

**Uploads** – indicates the fraction of records that successfully uploaded
Errors – indicates the number of errors in the file upload

Conflicts – indicates the number of conflicts in the file upload

Actions:

Download Errors – downloads an error report detailing the row number(s) in the upload file containing errors and the cell that contained the error

Delete File – deletes upload file record from list – this action will not affect any records that were successfully uploaded.
  • Not recommended – removal of the upload file entry may prohibit investigation of errors and warnings.
Registration Errors and Conflicts

Errors occur when data entered does not conform to data file specifications.

- **Uploaded File: Errors**
  - Indicates the column(s) containing errors
  - Indicates the error type
  - Indicates the number of rows (records) with an error

- Further drilldown reveals:
  - Row # with error
  - Associated PEIMS ID
  - Invalid data entry
Registration Errors and Conflicts

Conflicts occur when there is a mismatch between uploaded student data and Student Directory information.

- **Uploaded File: Conflicts**
  - Indicates the column(s) containing a conflict
  - Indicates the conflict type
  - Indicates the number of rows (records) containing a conflict

- Further drilldown reveals:
  - Row # with conflict
  - Associated PEIMS ID
  - Invalid data entry
Considerations

• Will your district use group names for students testing on paper?
  • No? Group names allow for easier distribution of materials on test day. If group names are used, precoded materials will be sorted by campus/subject/Group Name/student.
    • Best Practice: Use the name of the test administrator who will be proctoring each test session as the group name.

• Are there students in grades 3–8 who need to be registered for EOC tests?
  • Yes? Include them in your EOC registration file. PEIMS will not register students for above-grade tests.
Considerations

• Do all testers have the correct PNP settings?
  • Have CTCs verify the PNPS for each student by pulling the Students Campus Report (Reports > Students)

• What if changes are needed after the close of the precode registration window?
  • Student first/last name, date-of-birth and PEIMS are embedded into the barcode region on the precode and cannot be changed after the registration window closes or by gridding corrected information on the answer document. Void the precode answer document and hand-grid a blank one.
  • Student demographics can be updated on precode. Hand-grid the correct information in the appropriate field on the answer document.
Retesters
Registration – Retesters

• Retesters are loaded in the Assessment Management System on the “Retester verification roster available” dates listed on the Calendar of Events.

• Retester verification roster available for the following administrations:
  • All EOC administrations
  • May grades 5 & 8 mathematics and reading retest
  • June grades 5 & 8 mathematics and reading retest

• Best Practice: download and save the “Retester verification roster available” on the date listed on the Calendar of Events before registering new students or making any updates to existing registrations.
Registration – Retesters

• Downloading the “Retester verification roster”
  • *Reports > Students*
Braille
Braille

- Register students to test on paper.
- Edit the *Tests* tab to reflect the braille form needed via *Students > View & Edit*.
  - UEB – Contracted or Uncontracted
- To ensure correct braille materials are received with a precoded answer document, the step above must be completed by close of the precode window.
- **Reminder:** Registrations for braille retesters are rolled over as paper; districts must indicate the needed braille version via *Students > View & Edit*. 
Braille

• Students may test online with an accommodation for a refreshable braille display and screen reader in the following subjects:
  • English I, English II, and U.S. History
  • Reading (grades 3–8), writing (grades 4 and 7), and social studies (grade 8)
  • English language only
• Register all braille students for paper braille during the precode test registration window regardless of the testing mode (paper/refreshable braille).
  • Students testing refreshable braille will need the paper test booklet to answer questions with tactile graphics.
Braille

• Students testing online with a refreshable braille display and screen reader should be switched to online with the PNP accommodation code for Refreshable Braille Display and Screen Reader (B) after the close of the test materials window.

• **Reminder:** Districts that need to order additional braille materials after the close of the paper registration window, or need embedded supports materials for braille students at any time must contact the Texas Assessment Support Center and request the *Additional Braille Kit Order Form.*
NEW: Braille Preview Window

- Test administrators may preview braille materials during the district-determined preview window. The preview may take place any school day prior to the subject-area test, during the testing week. Review the 2019-2020 General Instructions for Administering Braille Versions of State Assessments for additional information.

NEW: Braille and content and language supports

- Requests for embedded supports test materials for students who also use Braille should be requested directly from the Texas Assessment Support Center.
Out-of-District and Out-of-School (OOD/OOS)
OOD/ OOS Test Site Registrations - Overview

• Districts may elect to register campuses as OOD/OOS test sites for December, April, May, and June EOC and June grades 5 and 8 mathematics and reading administrations.

• A separate form must be submitted for each test site.

• Registered test sites do not carry over from one administration to another.

• Campuses that are not registered as OOD/OOS test sites may still allow OOD/OOS students to test but no precoded or preloaded information will be available. Students will have to be manually registered for online tests or provided hand–gridded answer documents for paper tests.

• NEW: Test site registration dates are published in the Calendar of Events on the “Districts submit OOS/OOD test sites” line.
OOD/OOS Test Site Registration

• Campus address auto–populates with mailing address on file in AskTED.

• Districts must ensure address provided is the correct physical address of the test site. If incorrect, address fields may be typed over to make corrections.

• Enter start time for each subject/day the test site will be offering OOD/OOS testing

• District testing coordinators receive a confirmation email identifying the campus, subject(s), and start time(s) submitted.

• Corrections or updates may be made by submitting another form or contacting the Texas Assessment Support Center.
OOD/OOS Test Site Registration

• Registered test sites appear in the OOD/OOS Test Site Directory

• Registered test sites will appear in the Testing Campus dropdown menu if a student’s test registration type is set to OOD or OOS (Grade=OOS).
OOD/OOS Student Registrations

- OOD/OOS registration form is available during the registration window at http://forms.texasassessment.gov/out-of-district-form/.

NOTE: OOD/OOS registration defaults to paper. Districts must edit corresponding registration to online (Student > View & Edit > Tests tab).
OOD/OOS Student Registrations - Overview

- Out–of–district (OOD) student: a current student testing in a district other than his or her home district.

- Out–of–school (OOS) examinee: a tester has completed coursework but has not graduated and is attempting to complete his or her EOC requirements to obtain a diploma.

- OOD/OOS student registration occurs in the same window as the “Districts submit registrations for STAAR and STAAR Alternate 2 paper materials.”

- Registration occurs outside of the STAAR Assessment Management System.

- Registration can be completed by a district coordinator, parent, or student.
OOD/OOS Student Registrations

• Registrations are loaded into the Assessment Management System by the end of the precode test registration window.

• OOD/OOS testers that come to test without pre-registering may be accommodated at the district’s discretion. These students must be manually registered in the Assessment Management System.

• **NOTE:** OOS examinees must be manually registered in the Assessment Management System regardless of testing mode (online/paper). Registrations must include the examinee’s home address and home CDC for correct reporting of test results.
OOD/OOS Student Registrations

• Edit the Test Registration Type indicator of a registered student via Students > View & Edit > Profile and Tests tabs.
  • Profile tab: change grade to OOS and complete Address fields
  • Tests tab: select testing campus

Note: The OOS examinee’s address and contact information is required to ensure results are returned to the examinee.
OOD/OOS Student Registrations

- OOD/OOS testers may be registered directly in the Assessment Management System after the OOD/OOS registration period has closed via Students > Register.

- If an OOD/OOS student is registered to test in a district, the district will receive a precoded answer document and campus header for proper attribution of the student’s scores.
  - OOD/OOS precoded answer documents are packaged and shipped to the testing campus.
OOD/OOS Test Materials

- The District OOD/OOS Report and the STAAR Package Contents List reports are packaged in BOX 1 and should be used to verify the quantities of OOD/OOS materials shipped to the district.
Considerations

- Have OOD/OOS test sites been registered as needed?
  - If the test site registration deadline has passed, districts may still opt to test walk-ins.

- Will district testers need to test out-of-district during the upcoming administration?
  - STAAR EOC students can register themselves online during the “Register OOS/OOD examinees” window listed on the Calendar of Events.
  - Students who did not meet the passing standard on the first two administrations of the STAAR grade 5 or 8 mathematics or reading assessment must be registered as OOD testers by their home districts.
  - Applies ONLY if the students are testing at a district other than their home district in June.
Registration Reminders
Registration Reminders

• Use the 2019–2020 Student Data File Format for Student Registration and Precoding for upload file specifications.

• **NEW:** For 2019–2020, the Texas Student Data System (TSDS) added a new LEP indicator (5). There is no reporting on this field, and it will not be collected for testing. If districts enter a value of 5 in the student registration upload file, the Assessment Management System will return an error as that value is not valid. Districts should use the value 0 in place of the value 5.

• Personal Needs and Preferences (PNP) accommodation codes can be uploaded using the Test Version fields.
Registration Reminders

• Create online testing groups, if necessary.
• If no group name is provided, “NO GROUP NAME GIVEN” will be used.
• Delete student registrations by including a “D” in the Action–Indicator field.
• Transfer students by placing an “M” in the Action–Indicator field.
  • Used to move student registrations from campus to campus within a district or between districts.
Registration Reminders

• Home County/District/Campus Code (BH) – home campus
• Campus ID of Enrollment (B) – testing campus
• The home campus will default to the testing campus if left blank in file.
• TX–UNIQUE–STUDENT–ID (BB) has been changed from required to optional. If available, ETS pulls from PEIMS data.
Registration Reminders

• The Groups column (for paper) establishes the precode sort order.
  • The group name field is also used as the default online test group name if no online test group name is provided for a subject.
  • Verify the group names for online and paper registrations prior to the close of the registration window.

**Best Practice:** When updating existing student registrations or registering new students, include only students whose records are being updated. If uploading all students’ records, download the *District Students Home Campus Report* (*Reports > Students*) and make edits as needed directly in the file, leave all other records untouched, and upload back into the system.
Registration Reminders

• Last uploaded data file will override any existing registration information where differences exist.

• All records in the file that do not contain any errors or conflicts will upload successfully.

• Records containing errors or conflicts **MUST** be corrected via the UI or successfully re-uploaded.

• Demographic fields left blank for a student not currently registered (first time student registration) will populate missing data from the Student Directory (PEIMS data), if available.

• Demographic fields left blank for a student already registered will override any corresponding registration data with a null value.
Registration Reminders

• Precoded answer documents received with an incorrect first name, last name, date of birth, or PEIMS ID **MUST** be voided.
  • Hand-grid a blank answer document.
  • Testing with the incorrect information above will result in a record held in resolution. Other inaccurate information can be corrected by hand–gridding the answer document.

**Best Practice:** Upload local data file in advance of the precode deadline to provide adequate time for investigation and correction of upload errors and warnings.
Registration Reminders

• Group name fields are not overwritten with a blank value.
  - To remove a group name, replace with a new group name or use the phrase “No Group Name Given.”
• Group names organize precoded answer documents for ease of distribution.
  - Default sort order: District, Campus, Grade/Subject, Alpha by Last Name, Alpha by First Name
  - Group name sort order: District, Campus, Grade/Subject, Group Name, Alpha by Last Name, Alpha by First Name
Registration Reminders

• TEST FORMAT – EOC (AO) – EOC registrations default to online if no value is entered (blank).
  • The district **must** enter P (paper) in column (AO) by the close of the “Districts submit registrations for STAAR and STAAR Alternate 2 paper materials” window in order to receive a precode and test book for the student.

• Students who require a large print or oral administration test booklet, enter the following values in the TEST VERSION CODE – EOC (AW) column:
  • Y = Oral Administration
  • X = Large-Print accommodation
  • A value of “X” or “Y” in column AW determines the type of test booklet the student will receive.

• **NOTE:** Districts will receive precoded answer documents for these students and should continue to grid the appropriate coding for large-print and oral administration on the answer document.
Registration Reminders

• Focus on paper testers during the paper registration window; then focus on online testers during the extended online registration window.

• Registering paper testers during the extended window (after the close of precode test registration) will NOT result in precoded answer documents unless the district purchases late precodes.
  • Late registrations for paper testing will require hand–gridded answer documents.
Registration Reminders

• Begin registering students; window opened on 1/17/2020.
  • PEIMS vs. district supplied (STAAR grades 3–8 administrations only)
  • End–of–Course (district supplied only)
  • Above–grade level testers (including those taking EOC courses)

• Plan for OOD/OOS participation.
  • Look for site registration email.
  • Communicate with any parents or students that need to register.

• **Reminder:** Outstanding resolutions, missing scores, and other anomalies from past administrations may impact your ability to successfully register students in upcoming administrations. Resolving and cleaning up student data now will help with registration for spring.
Precode Verification Report
Precode Verification Report

- **Reports > Students**

- Available in PDF and CSV formats during and after the paper materials window

- All paper registrations and corresponding precode data

- Used to verify student information and quantity of precodes a district is scheduled to receive

- Updated nightly
Precode Verification Report

- One record for each precoded answer document
- Available at the campus level
- Organized by campus, subject, student

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MI</th>
<th>DOB</th>
<th>PEIMS ID</th>
<th>GR</th>
<th>SUB</th>
<th>SEX</th>
<th>ETH</th>
<th>I</th>
<th>A</th>
<th>B</th>
<th>P</th>
<th>W</th>
<th>ED</th>
<th>TIA</th>
<th>MS</th>
<th>L</th>
<th>B</th>
<th>ESL</th>
<th>SE</th>
<th>GT</th>
<th>AR</th>
<th>CT</th>
<th>LOCAL STUDENT ID</th>
<th>LOCAL USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARNOLD</td>
<td>GARFIELD</td>
<td>R</td>
<td>20021227</td>
<td>000000000</td>
<td>09</td>
<td>A1</td>
<td>M</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>BOOKINGS</td>
<td>LILI ELEIDA</td>
<td>R</td>
<td>20020113</td>
<td>000000000</td>
<td>09</td>
<td>A1</td>
<td>F</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>GONZALEZ</td>
<td>FAITH</td>
<td>G</td>
<td>20030709</td>
<td>000000000</td>
<td>09</td>
<td>A1</td>
<td>F</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MAMABATA</td>
<td>TINO</td>
<td>J</td>
<td>20000217</td>
<td>000000000</td>
<td>11</td>
<td>A1</td>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>C</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>RODRIGUEZ</td>
<td>KARINA</td>
<td>J</td>
<td>20030324</td>
<td>000000000</td>
<td>09</td>
<td>A1</td>
<td>F</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>C</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>GUERRA</td>
<td>MARV</td>
<td>D</td>
<td>20021221</td>
<td>000000000</td>
<td>10</td>
<td>B1</td>
<td>M</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MANSIYA</td>
<td>ELISA</td>
<td>A</td>
<td>20030814</td>
<td>000000000</td>
<td>09</td>
<td>B1</td>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MOORE</td>
<td>BERLY</td>
<td>S</td>
<td>20010513</td>
<td>000000000</td>
<td>09</td>
<td>B1</td>
<td>M</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>REGALADO</td>
<td>GARRETT</td>
<td>R</td>
<td>20001004</td>
<td>000000000</td>
<td>11</td>
<td>B1</td>
<td>F</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>C</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>RODRIGUEZ</td>
<td>MARCUS</td>
<td>J</td>
<td>20030324</td>
<td>000000000</td>
<td>09</td>
<td>B1</td>
<td>F</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>C</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ARNOLD</td>
<td>JON</td>
<td>R</td>
<td>20021227</td>
<td>000000000</td>
<td>09</td>
<td>E1</td>
<td>M</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>BASS</td>
<td>WILMOTH</td>
<td>A</td>
<td>20030211</td>
<td>000000000</td>
<td>10</td>
<td>E1</td>
<td>M</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>BURNEY</td>
<td>JENNIFER</td>
<td>A</td>
<td>20030325</td>
<td>000000000</td>
<td>09</td>
<td>E1</td>
<td>M</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CANNON</td>
<td>OSCAR</td>
<td>C</td>
<td>20020603</td>
<td>000000000</td>
<td>10</td>
<td>E1</td>
<td>M</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Late Precode Orders
Late Precode Orders

- Districts that miss the precode registration window will have an opportunity to request late precodes in the Assessment Management System for a fee.

- **Order > Late Precodes**

- Includes any new paper registrations or online registrations that were converted to paper.

- Shipped and tracked separately
Late Precode Orders

• Districts ordering late precodes will be assessed a fee based on precode quantities as noted below:
  
  • Tier 1 (1 – 1,000 precodes): $150
  
  • Tier 2 (1,001 – 2,500 precodes): $200
  
  • Tier 3 (2,501 + precodes): $250

• **NOTE:** Materials ordered during the late precode window will not be delivered with the district’s initial materials; instead, they will arrive on the **Wednesday** prior to testing.
Late Precode Orders

- Late Paper Registration Report
  - Available in CSV and PDF formats
  - Lists all paper registrations loaded in the system *after* the close of the “districts submit registrations for STAAR and STAAR Alternate 2 paper materials” precode window.
  - Report will be generated regardless of whether the district requested late precodes.
  - **Does not** include braille registrations entered in the system after the close of the precode window. Districts must contact the Texas Assessment Support Center to order additional braille materials.
Initial Materials
Initial Material Orders

- Beginning with the December 2019 EOC administration, the participation counts window is discontinued.
  - Initial material orders will be based on paper registrations entered into the Assessment Management System at the close of the precode registration window.
- **NEW:** Test Mode/Material Counts Report (*Reports>*Orders)
  - Identifies test material counts based on registrations
  - Updates nightly
  - Counts do not include 10% district overage
Initial Material Orders– Spring 2020

- **NEW**: Initial Orders Report
- *Orders > Initial Reports*
- Identifies test material counts based on registrations
- Allows for input of additional material counts to be provided above initial materials based on registrations (no limit on increase)
- Provides total sum of test booklets by type
- Counts do not include 10% district overage
- Orders are shipped as one initial order and packaged by campus
Initial Material Orders – Spring 2020

- Districts may update quantities of materials via upload or directly in the UI
Training

• Technology Staff Network Configuration, Secure Browser Installation, and Device Set Up
  • February 25, 2020, 1:30 p.m. - 3:00 p.m. (CT)
  • Register here

• Online testing preparation for Spring 2019
  • February 27, 2020, 1:30 p.m. - 3:00 p.m. (CT)
  • Register here

• Overview of the STAAR Online Testing Platform
  • March 3, 2020, 1:30 p.m. - 3:00 p.m. (CT)
  • Register here
Questions
Customer Support

- Texas Assessment Support Center
- Monday–Friday
- 8:00 a.m.–5:00 p.m. (CT)
- 855–333–7770
- STAAREOC@ets.org or STAAR3–8@ets.org
- Click the chat link in the Help Documentation tab in the STAAR Assessment Management System.