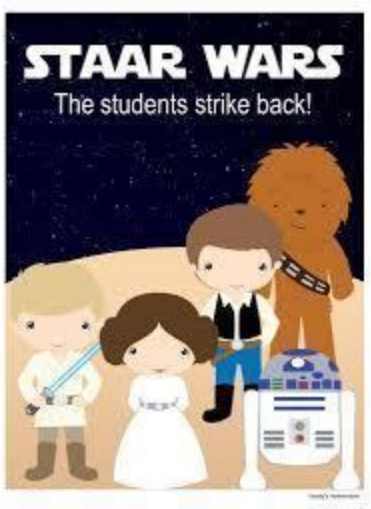


2021 STAAR Training and Reminders

5-8 Reading; 5-7 Math; 5/8 Science; 7 Writing; 8 SS; 8 Algebra 1 EOC; Retakes

This training covers general test procedures, security, test specific procedures, accommodations, and online testing. This training does not take the place of reading all appropriate manuals and testing update emails.

Things we need to work on from IAs (and a couple big things from last year):

1. **Test Pickup - Pre Checkout:** In order to make the morning of STAAR testing run more smoothly this year we will be doing pre-checkout meetings the days before STAAR. What it looks like - teachers will meet w/ Skye for about 15 minutes prior to testing day to review accommodations, bin materials, count test booklets, and count answer documents. Then, the morning of testing, teacher will just have to drop off their tech and sign out their bin. 😁
2. **Incomplete docs:** You must check and double check answer documents for completeness before taking a test away from a student. If anything is missing and there is still time on the clock hand it back and say "Remember you must record all of your answers on your answer document". Do this until the time runs out. Make sure you check that griddables, MC, and writing samples are complete. Once you leave the room to turn in materials, there are very few options to fix incomplete docs☹. If a student runs out of time, please make a note on your seating chart.
3. **Unauthorized viewing of tests:** the ONLY people with permission to view inside a test booklet are those people doing an oral administration (and even then you are only allowed to look inside your copy of the test booklet). You may not look inside a student's booklet for any reason other than to briefly glance to make sure students are working on the correct section. This includes taping books closed on day 1 of a two day test (the only person who can tape a book closed is the student because you would have to look through the book to find the stop page and that is considered unauthorized viewing). If a situation arises where you think you need to look into a book, you must put out a testing emergency sign and wait for me to get permission from TEA to view the book. This includes if a student says "there's a problem with question___". You cannot view it to see if there is a problem. You must follow the procedure above.
4. **Active monitoring on day 2**: Make sure students are on the reading test/Science, and only the read/sci test while monitoring. A brief glance to make sure a student is on the correct section is not considered unauthorized viewing ☺. If a student is working on the wrong section of the test, please redirect them and then put out a testing emergency sign. Do not make a big deal out of it. We will handle the behavior side after testing is done.
5. **Taping books:** ONLY STUDENTS CAN TAPE BOOKS. Give students a piece of tape when they are done on day 1. Ask them to tape only the first test closed. No need to tape books on day 2! Just collect them as is. If a student accidentally taped their entire book closed, you can have them cut the tape, you will just have to monitor to make sure they are only working on day two's test. If you are unsure, put out a sign.
6. **Absent kids:** please leave their books/docs in your bin in the correct order you do not need to separate them out. Do not bubble anything on their document in the score code section.

7. **Late Kids**: any kids who come in after the directions have been read must have the directions read to them before they can start. Late students should have a separate timer as they still get 4 hours to test.
8. **Non testers** please plan for quiet, tech free, indoor activities. Please keep the halls silent, the cafeteria empty, and the only place you should be sending kids is to the office through the front doors only.
9. **<Action Required> Teacher desks-** your teacher desk/table does not need to be clean for STAAR but please make sure that there are no STAAR test prep, IA's, EOMs, etc. showing. Basically, anything that can assist a student on the test that can be snagged by someone sitting nearby when your back is turned needs to be neat and out of reach! Also make sure that there is ample space for someone administering the STAAR test to put things on (especially if you will not be testing in your room).
10. **Homework the night before** – We do not give homework the night before a STAAR test. Their only homework for all classes should be to go home, get a good night's sleep and eat breakfast the following morning.
11. **Pep talks; letters-** Must be done on Monday. Not allowed on testing days.
12. **Answer Docs:** All answer docs have been verified. Please remind students not to fill in student data (name, birth date, gender, etc.) as it is all on the label on the side. Please monitor for this and have student erase it if they do. Do not erase anything that has been bubbled in the School use only or accommodation section. Students must fill in the test booklet # and form # (on both days for two day tests). It's in the directions in the manual, make sure you read it. You have to write form #s on your seating chart. Don't forget you have to fill in time to test, the S bubble (score code). A visual will be provided in your answer document folder. No time to test on EOCs, online, or retakes. All student information has been checked and verified. Please do not let children bubble-in anything other than their test form # (if applicable) on their answer documents (if they bubble in things like their name, gender, etc. it changes it in the computer and causes issues with score reporting/tracking!)
13. **Attendance Forms –** attendance forms are on purple paper and will be in your answer document folder. You must sign/date them at the bottom as they become our official attendance for the day. If your GL is not testing, please send attendance in the group me in the AM.
14. **Test Directions-** You must read the test directions from the STAAR manual. It is tabbed for you. There are separate directions for paper and online testing.
15. **Accommodations:** All staff will complete the OA STAAR Training Module. All other accommodations are updated on the testing rosters. Please look over them before your test and ask me if you have any questions. You cannot remind students to use accommodations during the actual test.
16. **Tape, squeeze toys, pencil sharpeners –** All bins have been updated to include tape, stress toy and pencil sharpeners.
17. **Individual student supply bags** – all students will have their own Ziploc bag with pencils, erasers, highlighters, and a pencil sharpener. Student supplies must go back in their bag at the end of testing. Remember that we cannot share supplies.
18. **You are the best**- If you have made it this far you may wear jeans on all testing days ☺
19. Make sure you are giving the correct test booklet and answer document to the correct child! Check and double check!
20. **CLOCKS –** Please make sure you have a working clock in your room, visible to staff and students. If you don't talk to ANNA TODAY!!!!!!!!!!
21. **BEFORE BAG DROP OFF – students need to empty their pockets, take off their IDs and put it all in their backpacks BEFORE they leave HR to go to bag drop off**. **Students should also empty their pleasure reading books of all paper/bookmarks.** The only things kids should be bringing back to the testing room is a book to read and wooden #2 pencils if they have them and it should be in their hands when they leave HR to go to the cafeteria. There is not enough time to have kids digging through backpacks once they get to the cafeteria. In the past our hall monitors have confiscated a ton of random

stuff that kids don't need in the testing room including toys, headphones, games, mechanical pencils, HW, etc. We also found a phone in a pocket before testing started. Please continue to remind students about phones – off and in the bag before you head to the cafeteria. If kids are missing items that were confiscated at the RR, please send them to the office at the end of the day.

22. **Small Group Testers** – small group testers taking online STAAR will need their Chromebook and headphones for testing.

23. Bag pickup – do not pick up bags until your GL is given green light on GROUPME. Do not send students back to the cafeteria for anything (emergency- must be escorted by a floater). When picking up bags, you must be at front of line monitoring to make sure kids are not going into other student's bags. We had stolen tech last year ☹.

24. Make sure that you dictionaries are out of the testing bin and visible to students as a reminder that they are there and they can raise their hand if they need it. You can remind them about dictionaries as you are passing out pencils. Etc.

25. Make sure no one has **mechanical pencils** out – if you see them, confiscate them. They should not bring them to the room. Leave them in their bags.

26. **GRIDDABLES –** please, please, please check that they are bubbled before collecting finished work.

27. **TIME Reminders/Binder-** please don't forget to use your time binders and to make time reminders and reminders to record all answers on the answer document. You cannot project a timer!

28. **Scratch Paper/charts –** Please do not throw it out or leave it behind- put it in a separate pile and turn in with your materials. It is considered a breach of test security if your forget/trash it.

29. **HIGHLIGHTERS:** Stray highlighter marks on answer documents can lead to unscorable materials. If this happens please place testing emergency sign in the hall.

30. **DOOR SIGNS AND EMERGENCIES:** If you have an emergency, have a student that needs the nurse, need more materials, are finished testing or need a potty break please place your signs on the floor outside your door (do not hang on door). It is easier to see your signs from the floor than the door and you will get help/relief faster! Testing DO NOT DISTURB Signs should be taped to the door,(not covering the window) before any test materials are handed out.

31. **NURSE NEEDED:** If you have a student who needs the nurse please use your "Nurse Needed" sign. Do not send the child to the nurse because they will have to be escorted by an adult. If a student has a bodily fluid emergency – e.g.- bloody nose, vomiting, etc. you may send them to the RR. Please get the hall monitor's attention and put out your testing emergency sign!

32. **TEST ADMINISTRATOR BREAKS:** If you need a break put place the "Break Needed" sign outside your door. Someone will relieve you shortly. There is a bathroom reserved for teachers in building#2.

33. **HALL MONITORS/FLOATERS:** Hall monitors and floaters must turn in their phones and computers before testing begins. Hall monitors will have a bin with extra pencils, seating charts, tape, and highlighters – just in case someone on your hall needs them. Please make sure that students are using the restrooms 1 at a time, there is no talking in the hall, students are not returning to their backpacks without permission, and if you are a floater –don't forget to tape up your green sign on every room you go into! No reading/working. You must actively monitor at all times!

34. **SNACKS –** snacks may not be handed out to kids in the testing room (this includes candy). Please do not give candy to students until everyone in your room is finished and materials have been turned in. Students may have snacks in the hall (hall mints are ok but should be opened/wrappers disposed of before returning to the room).

35. **Awesome list-** See below for the criteria for success to get on the awesome list. Use the gold/yellow checklist in your testing folders of awesome. Hint: if you don't fill out the checklist, you can't make the awesome li

AWESOME List Criteria for Success:

1. Green Seating chart/stop & Start complete- all adults signed in/out – Sign the bottom

2. Docs in doc folder in alpha order; book #s, form #s, time to test, and score code "S" complete
3. books in separate pile in numerical order (big bottom/small top)
4. Red/yellow bilingual dictionaries in bin.
5. Reading/Writing - all blue dictionaries in bin
6. All testing materials returned including time binders, timers, signs, pencils, highlighters, erasers, Tape, stress toys, pencil sharpeners, accommodation materials, and testing signs/directions/manuals/rosters.

8. Checklist complete ☺

Test Specific Reminders:

5th-8th Reading:

- For 2021 –there will embedded writing field test questions. These may include short answer questions.
- Students may use dictionaries on any section of the test. Please bring the dictionaries to them – no student should be walking around the room. Dictionaries must be sanitized between uses.
- Please use only the dictionaries provided in your testing bin. Don't forget to return them with your materials.
- OA – questions must be read in numerical order after the student reads the passage. You may not read the passages. You may not read any passage excerpts that are in questions.
- Bilingual Dictionaries may be used by anyone.
- Regular dictionary/thesaurus combos can be used by any child.

5th-8th Math/Algebra:

- Students may pull out the formula chart and/or graph paper from their test booklet. I have also included extra scratch paper in your bins for student who needs it. Please only hand it out to students who ask for it. Please collect these in a separate pile. DO NOT THROW OUT! Please return with testing materials.
- Calculators are only for students with listed accommodations in 5th-7th (all 8th will have a graphing calculator)
- Bilingual dictionary can be used by any student that asks.
- Regular dictionaries are not allowed.
- Students must record their griddable answers on the separate griddable page. Please keep griddables and answer documents together when turning in your materials.

7th Writing:

- Students may use their SA only on the writing composition portion of the test
- Students may use dictionaries on both sections of the test. Please bring the dictionaries to them – no student should be walking around the room.
- Please use only the dictionaries provided in your testing bin. Don't forget to return them with your materials.
- For the written composition section, test administrators may NOT read the writing prompt aloud unless a student specifically requests that it be read aloud. You may read the prompt individually to any student who requests it. (Yes, you have to go to each student- just ask Sweeney).

- There is Oral Admin of the Revising section only. You may not read editing questions! For students with OA – you may read the prompt and/or any reference materials (dictionary/thesaurus) and the revising questions only.
- Bilingual Dictionaries are for any student.
- No copies of essays are permitted.
- Reading or discussing student compositions is not allowed at any time.
- If students are typing responses, features such as spell-check and word predictability must be disabled unless the student is eligible for the spelling assistance accommodation.
- At no time before, during, or after the administration of the test are test administrators permitted to assist students with their written composition or open-ended items.
- The test administrator must NOT
  - Elaborate on the prompt,
  - Give students an opening and/or closing sentence,
  - Give students an outline for organizing their composition,
  - Give students information about how to develop their ideas, or
  - Translate the prompt into another language (except sign language).

5th Science

- Students may pull out the formula chart and/or graph paper from their test booklet. Please collect these in a separate pile. DO NOT THROW OUT! Please return with testing materials.
- Calculators are only for students with listed accommodations
- Bilingual dictionary can be used by any student that asks
- Regular dictionaries are not allowed

8th Science

- Students may pull out the formula chart and/or graph paper from their test booklet. Please collect these in a separate pile. DO NOT THROW OUT! Please return with testing materials.
- All students get a graphing calculator
- Bilingual dictionary can be used by any student that asks. Regular dictionaries are not allowed.

8th Social Studies

- Bilingual dictionary can be used by any student that asks. Regular dictionaries are not allowed.
- OA – questions must be read in numerical order after the student reads the passage. You may read any passage excerpts that are in questions. You may read graphics, charts, timelines, etc., and any reference materials.

Teacher tech & breaks:

All Teacher tech (cell phones, computers, tablets, smart watches must be turned off and turned in before material pickup. District policy – the only people who can keep phones are Testing coordinator and principal.

Breaks are 15 minutes long. Floaters will have a watch. You will take the watch with you. Please be back on time

- Do not plan to make copies, leave campus during your break

You may not leave campus until all your materials have been returned
If you leave your tech "in your car", you may not go out to your car during your break.
COMPUTERS: Computers must be turned off and turned in until your testing materials have been returned to Skye. This means no computers and/or electronic devices for hall monitors and no computers for test administrators while you are on break. Sorry in advance for the inconvenience☹. This also means no computers in the teacher's lounge on testing days (even if you are not testing). The copy room will be a test admin free zone so teachers not testing will be able to use their computers.
Smartwatches and Tablets: Not allowed for teachers or students. Leave them at home or turn them in with your computer/phone.
CELL PHONES (staff/parent volunteers): Test administrators, floaters, hall monitors will turn in their work (and personal) cell phones to Skye when they pick up their testing materials.
CELL PHONES (students): Student cell phones and smart watches must be turned off and left in backpacks. Students may not bring any tech into the testing room. Please remind students before backpack drop off and again before they enter the testing room. Have students double check their pockets. A cell phone in the testing room is a serious incident and can have serious consequences for the student. If you find a cell phone, confiscate it and put out your RED emergency sign.

Room Ready:

See checklist for details

What can we do when we are done testing?

Read/sleep (preferably reading but pick your battles)
When your materials are returned you may let students draw quietly
No games, movies, recess, etc. unless everyone in building is done testing! You will get all clear groupme.
- We don't want students to rush through their tests for "fun time"
- We don't want to play Mommy against Daddy – aka – "in so and so's room, they get to do____"
- Do not plan for extra recess – ever - please do not plan for any outdoor activities after testing.

Our access to outdoor spaces on testing days is limited to the pavilion for recess. This is because KGC and Dream are also testing and may have afternoon testers. Thank you for your corporation in this.
- Pavilion might be under construction!

No technology use – Chromebooks/desktops for students until after lunch on STAAR days.

Seating Charts:

Please use new seating chart (preprinted on Green paper in your answer document folder)
Mark students on front as present/absent and indicate late testers
On Back, keep track of start/stop times, Tally RR, floater/break adult sign in/out
You will probably only need 1 start/stop time unless there is an emergency (nurse/weather)
- **RR does not stop the clock**
- RR – 1 student at a time (not 1 boy and 1 girl) only exception- students with medical accommodation/emergency
- Students must sign out on the room log for RR

Sign at bottom of both front and back of the seating chart

Attendance Forms:

Attendance forms are preprinted on purple (in your answer document folder)
- Only need to use old form if you cannot find new form
- Check if present, leave blank if absent
- If student comes in late, cross out and write HERE

Needs to be on your door before you start handing out materials
Make sure you sign the bottom (official attendance for day)

Directions:

You must read and follow all directions from the **STAAR Manual** word for word. Do not elaborate
Directions must be read for late arriving students
Remember that the timer does not start until after you have read the directions.
Students must write their name on their test booklets even though their names are already on there
Students write booklet # on answer doc both days and form #
Do not use the Common Assessment/Benchmark/IA directions in the red folder. Use the STAAR Manual!

Timers:

Set them to count down, not up (some timers only count up to 19:59 and then stop)
White timers – make sure you are in timer mode, you have to add 1 second before you can add minutes/hours
You must use time binders for time announcements. You can project time binder, do not project timers; do not write on the board.
Time reminders – make sure you are giving them on the hour and every 15 minutes during last hour. Remind them to record answers on answer doc when you give time reminders.
Timer starts after directions, time does not stop for RR breaks. Timer only stops for emergencies (school/nurse and lunch if extended time)

- Students who come in late to school will still have 4 hours to test. They may need to test after lunch. Please write down their actual start time on their test booklet and your seating chart and let Skye know if they need time after lunch to finish (see procedure for late testers below).
- When time is up, time is up – students may not mark answer documents after their 4 hours is complete. Please make note of any student who ran out of time on your seating chart – you will have to document with an incident report (not bad)

Clock keeps ticking

- Water breaks
- Bathroom breaks
- Snack breaks
- Short physical or mental breaks

Clock stops ticking

- Lunch
- Emergency situations that significantly interrupt testing
- Consolidation and movement of students to another testing area (new seating chart required)
- Medical breaks to the nurse (nurse needed sign, student must be escorted by an adult)

Medical Breaks to the nurse

- Campuses should be aware that the time clock will stop for students who go to the nurse for medical reasons.
- The test administrator must document the time the student stops and restarts the test and must make the student aware of his or her adjusted testing time. (seating chart)

Docs:

Students write test booklet # at the top on both days (follow the directions) and bubble in the form number.

- Form numbers on 2020 books will have two digits
- Form numbers on 2021 books will have three digits

Teachers bubble in the "S" bubble in score code; Time to test (see below)
5th grade – teachers bubble in "En" for English (it's above the form #)

Students should not write/bubble name, birthday, gender etc.
Skye will bubble in codes in the "school use only" section as needed
Algebra 1 – students bubble in the test date, and sign the oath (it's in the directions)

Accommodations:

You will Sign a list of accommodations for your room upon check out
- Please ask questions if you are unsure
- In purple folder

Oral Admin groups will have special oral admin manual in your purple folder
- Teacher must use own book (Form 01)
- You must read questions in order
- You cannot read Reading/writing passages or editing questions on writing
- Writing- you can read prompt for any student for asks. You can read the revising questions.
- You can read reference materials and dictionaries on student request – only for OA kids

Scratch paper and math charts:

Return in separate pile
Do not leave in test book if the student tore it out
Do not throw it away, you must return everything!

Multiple Day Tests:

Student will tape math/science section when done on day 1 (you cannot do it, because you cannot view the test)
Tape in your bins
Do this before you put out test complete sign
No seals! You must pay close attention to kids to make sure they are on the correct test
- If a student does not stop at the stop sign, put out emergency sign
- Students must complete all tests on the day they start

On Day two, actively monitor that students are not going back to day one material either in their book or on their answer document

Active Monitoring:

You need to be walking around
Sitting is ok but not for the whole time, you need to be seen looking
Making sure students are on the right test and bubbling their answers
Watch for cheating; especially during test turn in (look up every few seconds, scan room, continue)
Food- no eating (includes popcorn, lunch, breakfast, etc.) candy ok
When answering questions – "I can't help you with that, just do the best you can."
- This applies in the hall too (students should not be talking in hall/RR line)

When giving time reminders – "You have _____ hours left. Remember to record all your answers on your answer document."
Make sure students are bubbling all griddables

Incomplete docs:

When the student hands in their test, look at their doc to make sure everything is filled in, if not hand it back to them and remind- you must record all answers on your answer doc. Do not point to individual missing answers. If after 3 times it's still blank, then you can collect it and make a note on your seating chart.
Check and double check that griddables are bubbled!!!

Read directions completely- students must write names on test books even when there is a label.

Testing multiple grades:

Read directions for one group, then read directions for next group, start their timers at same time
Make sure kids get the correct materials.
Same applies for testing online and paper combo groups (read online directions first, they can start because they have headphones)

Awesome List:

Want to be on the awesome list? Use the gold checklist in the folder of awesome. Hint: if you don't fill out the checklist, you can't make the awesome list. As you now know, it's harder to get on the awesome list during STAAR because there is a lot to remember. The first step to getting on the awesome list is to fill out your yellow checklist (located in the front pocket of the red folder) before you come to my room. If you skip the checklist, you skip the awesome list! The other big things that caught us up last year:

a. make sure your test books are in order (turn them upside down we use the # on the back not the form #; the smallest book number should be on top; the largest on the bottom)
b. Make sure you write the form #s on your seating chart. The book numbers are pre-filled, but you have to write in the form #s.
c. Make sure that you sign everything at the bottom- attendance forms and both sides of the seating charts
d. Make sure you put your start/stop time on the front and back of the seating chart
e. Make sure your tape and stress toys are in the highlighter
f. Student Taking Above Grade Level Assessments (8th Algebra):

i. On answer document under the Score section, bubble in O for "other"
ii. Then on the Booklet Form # section, bubble the EOC

Late Testers/Students with Extended Time:

Any student that needs to test after lunch
Stop your clock at 12:20 and put out testing complete sign
Write stop time on seating chart
Write how much time the later tester has left on his/her test booklet
When you bring your materials to turn in, please bring the later tester(s) with you. They will wait in the office until someone can either test them or bring them lunch.
For example, Kerry Kippster has 2 hours and 23 minutes left on her timer. I stop her timer, write the time I stopped it on the seating chart next to her name, I write 2 hours and 23 minutes on her test booklet, and then I bring Kerry Kippster with me when I go to turn in my materials.

Backpack Drop off:

Please pay close attention to your GL's bag drop off time in the morning. In order for this to run smoothly we need your help. You can refer to the building Map and Backpacks tabs on the google docs for a picture of how this should work.
Before you leave your HR, call your roster and let small group students know that they will sit in cafeteria and wait for their test admin. **All cellphones and smart watches must be turned off and left in student backpacks.**
a. Have students empty their pockets and pleasure reading bookmarks into their backpack. ID in backpack.

b. **Double check for cell phones and smart watches before students re-enter your room**
c. **If student has cell phone, confiscate it and put out red sign.**

Students who are returning to your classroom can leave their book (make sure there is nothing inside) and pencils (no mechanical) behind. All others should have book/pencils out in their hands before leaving (not in bags – there is no time to wait for them to fish through their bags while in the cafeteria).
All testing groups will enter the cafeteria through the front doors of building #1, walking down the hallway of building #1 and into the cafeteria. Example- If I am testing in Ms. Hamptons room in building #2 I would walk my class out the front doors of building #2(through the office); down the walkway to the front of building #1; into the front doors; down the building #1 hallway and into the cafeteria. All traffic flows into the cafeteria through the front and out through the side doors.
Students will drop off bags in their designated area (there are signs for each GL). Do not leave bags on tables as there will be multiple groups testing in the cafeteria.
Small group students will have a seat at a table. Whole group students will exit out of the cafeteria through the doors towards building #2. If you are testing in building #1, you will exit the side doors and walk back towards the front of building #1 to get to your rooms via the walkway. Small group testers who are taking an online assessment will need their Chromebook, chargers, and headphones.

Staar online:

Students must have headphones plugged in at all times while testing (they don't have to have them on their ears but they should)
Launch from Apps menu
- Do not sign into chrome first (you will get an error about test security)

Student Authorization tickets are secure materials and must be collected/returned
- Students can use auth. tickets for scratch paper

Students may not play on computer or run any other programs when finished (see what to do when done above)

Secure materials:

Books, docs, authorization forms – they go with you everywhere. You can leave dictionaries/pencils/etc. in your room but books, docs, and authorization forms can never be left unattended

Hall Monitors and Floaters:

- Students may not talk/communicate while in the hall.
- Only one student in the rest room at a time (unless you stand in the doorway and monitor them)
- Students may use the teacher restroom to speed up the line
- Non-testing students must wait in line silently. Testing students get priority for the restroom.
- No reading/working. You must actively monitor the hall.
- If you need a break please ask a floater or Skye. Do not leave your post!
- Absolutely no CELLPHONES or ELECTRONICS
- Floaters must sign in on every seating chart and place green sign on door.
- Students should empty pockets before entering RR.
- If student has electronic device please confiscate it, get student name, and turn into Skye

Non Testers:

Non testers should be sent to office (5^{th}/6^{th}/8^{th} STAAR Alt kids only)
You cannot send kids to testing rooms
- Please do not send kids to anywhere except the office and the restroom

Do not enter signs must be followed at all times

On EOC/SS day building #1 will be completely shut down to non-testers until 12:30.

Time to Test:

Every test administrator will be responsible for recording the following items on a student's answer document

3rd -5th Grades:

- Mark "0" in column A of Agency use field on the answer doc if the student takes longer than 2 hours to complete the Math or Science
- Mark "0" in column B of Agency use field on the answer doc if the student takes longer than 2 hours to complete the Reading test

6th-8th Grades:

- Mark "0" in column A of Agency use field on the answer doc if the student takes longer than 3 hours to complete the Math, Writing, or Science
- Mark "0" in column B of Agency use field on the answer doc if the student takes longer than 3 hours to complete the Reading or Social Studies test
- Not required on STAAR EOCs

KIPP HOUSTON EMERGENCY PLAN: SAVE THE CHILDREN, then save the tests!

In the event that an emergency (***Inclement weather, tornado, lockdown, power failure, shelter in place, zombie apocalypse, etc.)*** should arise at your campus during testing please keep the following things in mind:

1. Safety first

a. Get students & staff to safety first
b. Worry about test next if time permits
c. Lock doors & get to safety
d. We will deal with tests booklets & answer documents once it is safe to return to testing

2. Tests second

a. **Only if time permits** have student place their answer documents inside test booklet
b. Gather test materials & leave them in room (testing bin/crate)
c. Lock room
d. Take students to safety

3. Online Tests

a. If time permits have students pause test

i. On Chromebooks by closing/putting the screen down will pause the test

b. If time does not permit – then just leave computers as are and get students to safety
c. Lock room up

4. Once everyone is in a safe place – please contact Sam Lopez at (713) 256-4772 –

a. Only if it is safe to call – keeping the children & staff safe is priority #1

b. Be prepared to give details of the emergency
c. Additional guidance will be provided on what steps to take next

5. Time

a. Keep track of time lost & factor into test

i. any time used to collect answer documents/shut down should not count as student testing time
ii. any time the students were in shelter in place should not count for student testing time
iii. any time a power surge happens it should not count for student testing time

6. After emergency

a. Ensure that all children are in the correct mindset to continue testing
b. Resume tests on paper
c. Resume tests on computer
d. Factor in adjustment & additional time

7. Same rule applies if power failure happens

a. Keep track of time lost
b. Power surges

i. If you need to pause all students go ahead
ii. Or you can have them log on after each power surge

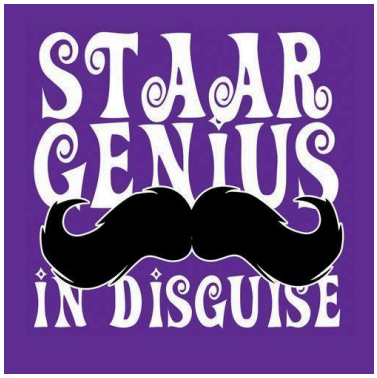
c. Student data should be saved

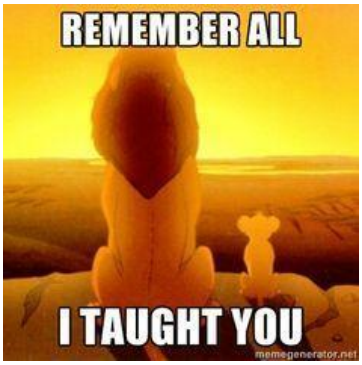

5 min left to finish test


Let's Get It
STAARted!


#STAAR
GO TO BED EARLY AND
HAVE A GOOD BREAKFAST


STAAR TEST COMING SOON?
CHALLENGE ACCEPTED.
memegenerator.net


STAAR
GENIUS
IN DISGUISE


REMEMBER ALL
I TAUGHT YOU
memegenerator.net


I'LL JUST SIT HERE AND WAIT
FOR THOSE STAAR
SCORES TO ROLL IN


STAAR TEST PEOPLE
WHY YOU TAKE 13 WEEKS
TO GIVE US RESULTS?


Not sure if I'm in a SAW
movie
Or
if it's a STAAR testing day


SO READY FOR THE STAAR TEST
I CAN'T HOLD IN MY EXCITEMENT!!


YOU FINISHED THE STAAR TEST IN 1 HOUR
YEAH, RIGHT
memegenerator.net


WHEN YOU FINISH THE STAAR TEST
AND YOU ARE REALLY BORED


This test may cost you your job. Please sign here, in blood, that you will follow all one million rules while giving the test. We will be watching. Hope they pass!
F. Mike Miles