

Mock Exams Spring 2024



CTC Resource Links



Resource Links for Campus Coordinators

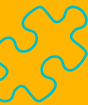


[Student Assessment Webpage](#)



Instructions

- [Elementary](#)
- [Middle](#)
- [Intermediate](#)
- [High School](#)



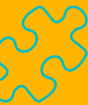
Test Security



When it comes
to Test Security
Remember....



- Test Security and Confidentiality begins with you
- Test security involves accounting for all secure materials and confidential student information **before, during, and after** each test administration
- All Test Administrators must receive Test Security and Confidentiality training





Remember....

Test Security and Confidentiality begins with you!

- Every Test Administrator must undergo Test Security and Confidentiality training prior to administering an exam
- Each staff member who will have access to testing materials must have had security training through their campus and signed their Oath prior to handling any test materials. This includes Paras!
- Only students may respond to test questions and use strategies
- Administer tests according to the manual - ABSOLUTELY NO DEVIATING!!
- Test Administrators conducting an oral administration or who are transcribing student responses must be aware they are viewing secure content, and are required to sign a separate section of the Test Administrator's oath
- No person may view, reveal, or discuss the contents of a test booklet or online assessment



Is Test Security
Really that
Important??



(TAC §101.3031(a)(5))

[<<Prev Rule](#)

[Next Rule>>](#)

Texas Administrative Code

<u>TITLE 19</u>	EDUCATION
<u>PART 2</u>	TEXAS EDUCATION AGENCY
<u>CHAPTER 101</u>	ASSESSMENT
<u>SUBCHAPTER CC</u>	COMMISSIONER'S RULES CONCERNING IMPLEMENTATION OF THE ACADEMIC CONTENT AREAS TESTING PROGRAM
<u>DIVISION 3</u>	SECURITY OF ASSESSMENTS, REQUIRED TEST ADMINISTRATION PROCEDURES AND TRAINING ACTIVITIES
RULE §101.3031	Required Test Administration Procedures and Training Activities to Ensure Validity, Reliability, and Security of Assessments

(a) Security and confidentiality.

(1) All assessment instruments included in the student assessment program are considered secure, and the contents of these tests, including student information used or obtained in their administration, are confidential.

(2) School districts and campuses, the superintendent and campus principals in each school district, open-enrollment charter schools and campuses, and the chief administrative officer and campus principals of each charter school shall:

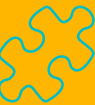
(A) implement and ensure compliance with state test administration procedures and training activities;

(B) notify the Texas Education Agency (TEA) as soon as the school district or charter school becomes aware of any alleged or suspected violation of the security or confidentiality of a test as listed in paragraph (3) of this subsection;

(C) report all confirmed testing violations to TEA within 10 working days of the school district or charter school becoming aware of the violation in accordance with the reporting process stipulated in the test administration materials;

(D) ensure that the only individuals with access to secure test materials are school district or charter school employees who have:

(i) met the requirements to participate in the student assessment program;





Texas Administrative Code



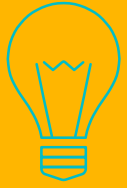
The Texas Administrative Code ([TAC §101.3031\(a\)\(5\)](#)) states that **any violation** of test security or confidential integrity may result in TEA:

- **invalidating** student test results;
- **referring** certified educators to the State Board for Educator Certification (**SBEC**) for **sanctions** in accordance with [TAC Chapter 247](#) (relating to Educators' Code of Ethics) and [TAC Chapter 249](#) (relating to Disciplinary Proceedings, Sanctions, and Contested Cases); and **lowering** the school **district's** or charter school's **accreditation status** or a school district's, charter school's, or campus's **accountability rating** in accordance with Texas Education Code ([TEC §39.057\(d\)](#)), or appointment of a monitor, conservator, or management team to the school district or charter school in accordance with [TEC Chapter 39A](#)

As indicated in [TAC §249.15](#), **any person who violates**, assists in the violation of, or solicits another to violate or assist in the violation of test security or confidentiality, as well as any person who fails to report such a violation or fails to cooperate with a TEA investigation, **is subject to the following penalties**:

- placement of **restrictions** on the issuance, renewal, or holding of a **certificate**, either indefinitely or for a set term;
- issuance of an inscribed or non-inscribed **reprimand**;
- **suspension** of a certificate for a set term or issuance of a probated suspension for a set term;
- **revocation** or **cancellation**, which includes accepting the surrender of, a certificate without opportunity for reapplication for a set term or permanently; or
- imposition of **any additional conditions or restrictions** upon a certificate that the **SBEC deems necessary** to facilitate the rehabilitation and professional development of the educator or to protect students, parents of students, school personnel, or school officials

TEA takes Testing Irregularities Seriously?



REVOKED

STANDARD			
Description	Effective Date	Expiration Date	Status
Classroom Teacher Generalist Grades (EC-4)	05/01/2010	04/30/2016	Revoked
Generalist Grades (EC-4)	11/22/2004	04/30/2010	Expired

PROBATIONARY			
Description	Effective Date	Expiration Date	Status
Generalist Grades (EC-4)	08/23/2004	08/23/2005	Expired
Generalist Grades (EC-4)	08/23/2003	08/23/2004	Expired
Generalist Grades (EC-4)	08/22/2002	08/22/2003	Expired

EDUCATOR SANCTION HISTORY	
Sanction	Begin Date
Revoked	10/12/2012

Official Record of Certification
Wednesday, June 23, 2014
[New Search](#) [Close Window](#)

UNDER INVESTIGATION

STANDARD			
Description	Effective Date	Expiration Date	Status
Classroom Teacher Generic Special Education Grades (PK-12)	01/01/2009	12/31/2014	Valid
Generic Special Education Grades (PK-12)	05/30/2003	12/31/2008	Expired

PROBATIONARY			
Description	Effective Date	Expiration Date	Status
Generic Special Education Grades (PK-12)	08/15/2002	08/15/2003	Expired

Note: This individual is currently under review by the SBEC Professional Discipline Unit.

Official Record of Certification
Wednesday, June 23, 2014
[New Search](#) [Close Window](#)
v4.2

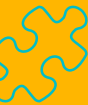
Most people think nothing happens to teachers who commit Serious Testing Irregularities, but these certificates show how serious SBEC takes these violations. Don't find yourself in jeopardy of being Under Investigation or having your credentials Revoked. Anytime your credentials are under investigation your TEAL account is flagged, so wherever you go in the State your new ISD will see the flag on your account



Examples of Serious Testing Irregularities



- Directly or indirectly assisting students with responses to test questions
- Tampering with student responses
- Falsifying holistic ratings or student responses
- Viewing secure test content before, during, or after an administration unless specifically authorized by TEA
- Discussing or disclosing secure test content or student responses
- Scoring student tests, either formally or informally
- Duplicating, recording, or electronically capturing confidential test content unless specifically authorized by TEA
- Responding to secure test questions
- Fraudulently exempting or preventing a student from participating in the administration of a required state assessment
- Receiving or providing unallowable assistance during calibration activities (e.g., taking notes or sharing answers)
- Encouraging or assisting an individual to engage in the conduct described in the items listed above or in any other serious violation of security and confidentiality
- Failing to report to an appropriate authority that an individual has engaged in or is suspected of engaging in conduct described in the items listed above or in any other serious violation of security and confidentiality
- Failing to implement sufficient procedures to prevent student cheating
- Failing to implement sufficient procedures to prevent alteration of test documents by anyone other than the student





- Procedural testing irregularities are less severe, more common, and typically the result of minor deviations from testing procedures.
- Types of procedural irregularities:
 - Accommodation errors
 - Accounting errors
 - Eligibility errors
 - Monitoring errors
 - Training errors





Types of Testing Irregularities: Procedural

Accommodation Errors examples include:

- A student was provided an unallowable accommodation.
- A student, not approved for an accommodation, was provided the accommodation.
- An allowable and approved accommodation was not provided to a student.
- An allowable and approved accommodation was not properly administered or applied.
- The district failed to get the required TEA approval for an accommodation.

Accounting Errors examples include:

- A student was issued test materials (e.g., test booklet, answer document, or test ticket) belonging to another student.
- A student's responses, holistic ratings, or observable behavior rating were submitted incorrectly (e.g., wrong subject or domain, wrong student).
- Testing personnel lost or misplaced test booklet(s), answer document(s), or other secure test materials.
- Secure test materials were left unattended or secure online assessments were left visible.
- Students' test results or test performance was improperly shared (i.e., FERPA violation).

Eligibility Errors examples include:

- A student was administered an incorrect test (e.g., wrong grade level, wrong language, wrong version).
- An eligible student was not administered a test (e.g., EL whose parents waived district ESL services was not administered the assessment).
- An ineligible student was incorrectly administered a test (e.g., a student who has completed only the first part of U.S. History was administered the STAAR EOC assessment).
- The district failed to submit student responses, holistic ratings, or observable behaviors ratings.
- The district failed to properly account for all eligible testers.





Monitoring Errors examples include:

- A test administrator
 - left room unmonitored during testing;
 - did not monitor students during break;
 - reinforced test-taking strategies;
 - did not properly prepare testing environment or device for testing;
 - did not use test administrator manual or read "SAY" directions;
 - did not complete required seating chart; or
 - did not give students correct amount of time to complete the test (i.e., too much, too little).
- A test administrator did not actively monitor students and did not
 - detect when student went back or went ahead to work on different test;
 - ensure that students worked independently;
 - prevent students from using cell phones to take pictures, post, or send messages;
 - verify that students recorded their responses and accepted blank answer documents; or
 - confirm that students submitted online tests.

Training Errors examples include:

- Personnel were permitted to administer tests, monitor test sessions, relieve a test administrator during a break, or handle secure materials even though they were not properly trained or did not sign the appropriate test security oath.



Preparing for Mock Exams





Online Mock Exams in STAAR Online Test Platform

All Test Administrators should have the following items for their Test Room:

- ✓ **Test Room Attendance Roster** (Material Control form with a custom title from TestHound, sample available under [STAAR Campus Documentation](#))
- ✓ **Pencils or pens**
- ✓ **Seating chart**
- ✓ **[General Documents](#)**
 - **Testing - Do Not Disturb Sign**
 - **Telecommunication Policy - available in English and Spanish**
- ✓ **Scratch paper**
- ✓ **Headphones**
- ✓ **Any additional TEA-authorized materials needed for administering the test** (supplemental aids, accessibility features, etc.)
- ✓ **The following can be provided as a handheld, and are offered as embedded supports in AWARE Online:**
 - **[Dictionaries](#)** (for STAAR Reading in Grades 3-8, and EOC E1 and E2)
 - **[Calculators](#)** - embedded Graphing calculator OR Desmos App for Grade 8 Math and EOC Algebra
 - **[Calculator](#)** for Grade 8 Science and EOC Biology



Campus Testing Plan

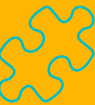


Campus Testing Plan



Insert your campus test plan information, starting on this slide. Make sure you include information about the following for your staff:

- Remove or cover test related materials in test rooms
- Ensure all test rooms have a clock/timing device
- Ensure all rooms have sufficient seating, and if needed sufficient dividers
- When & where test materials will be distributed
- Attendance procedures
- Lunch schedule
- Returning of test materials - do you want items sorted by teacher/alphabetical order/etc.

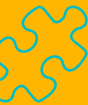


Campus Testing Plan

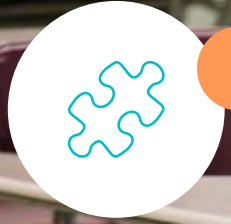


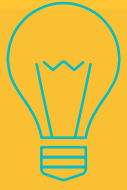
Campus Test Plan Information - **Insert campus specific instructions here**

- Continued.....
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-



STAAR Online Test Platform





STAAR Online Test Platform (SOTP)

Students will log into the TXSecureBrowser icon.



Once the student is in the SOTP, their screen will look like this:

TEA | TEXAS ASSESSMENT

Please Sign In

First Name:
SALLY

TSDS ID:
99987613

Session ID:
TEST - 7302 - 10

Browser: Chrome v90

Operational Test Site

Sign In

This is the Operational Test Site
If you want to go to the Practice and Training Test Site click the button below
Go to the Practice and Training Test Site





STAAR Online Test Platform (SOTP)

Students will test in the **Operational Test Site**. All students will be provided with a testing ticket. It **WILL NOT** have a specific test name or Session ID associated with it. The Test Administrator will be provided the Secure Session ID when test materials are distributed the morning of test day.

TEST TICKET

District: DEMO DISTRICT 5 (999005)
Campus: DEMO CAMPUS 6 (999005001)
LAST: Demo Last
FIRST: Demo First
MIDDLE: Grade: 05
TSDS ID: DM88880007 DOB: 09/09/2001

TEA | TEXAS ASSESSMENT

Please Sign In

First Name:
SALLY

TSDS ID:
99987613

Session ID:
TEST - 7302 - 10

Browser: Chrome v90

Operational Test Site

Go to the Practice and Training Test Site

Sign In





STAAR Online Test Platform (SOTP)

The following screen will prompt the student to ensure they have logged in with the correct TSDS credentials. Students should ensure their Last Name, Grade, Date of Birth, and School are all correct before proceeding. If the information is the students, they will click on the green Yes at the bottom of the screen.

Is This You?

Please review the following information.

First Name

Sally

Last Name

Smith

TSDS ID:

99987613

Grade

08

Date of Birth

March 29, 2010

School:

Demo School TX 1





STAAR Online Test Platform (SOTP)

After the student verifies their login is correct, they will see the list of test available to them under the Session ID used to log into the platform. The student will click on the name of the released test to begin their exam.

Your Tests

Select the test you need to take.

STAAR Released and Practice Tests



[Start 2021 STAAR English II Released Test](#)

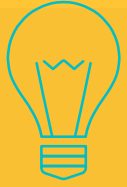
EXAMPLE

Please note, all students receiving Designated Supports/Test Attributes, these have been loaded into the SOTP and will automatically be available to the student once the test has been started. If a student informs the TA a Designated Support is not working/available to them, refer to the Room Accommodations report or the Student Settings and Tools report provided by your CTC with all your testing materials.



Scoring Items in CRS


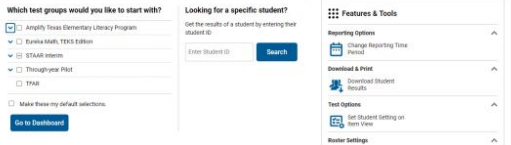







Scoring Student Responses in CRS

As part of your mock exam, questions which require teacher grading may be included. Any teacher who is unfamiliar with how to score these items within the Centralized Reporting System (CRS) will want to review the clicksheets “Scoring Student Responses in CRS”

Cambium Clicksheet:
Scoring Student Responses in the Centralized Reporting System

- Go to <https://exasassessment.gov> and click on **Testing Personnel**.
Scroll down the page to the third section, “After Testing,” and click the **Centralized Reporting System (CRS)** tile.

- Once logged into the reporting dashboard, your view should look similar to this:

- To access the student responses that require teacher grading, click on the **Tests To Score** icon at the top of your dashboard.

- Next, you may be asked to select the campus you wish to view if you have roles on multiple campuses. If so, select the appropriate campus for which you are scoring student responses.
If you do not have multiple campus roles, your view should look like step 5.

- You should now be on the **Scoring Mode** dashboard:


Updated 01252024
PISD Student Assessment



Your Student Assessment Team



Visit the Student Assessment Website @ studentassessment.pasadenaisd.org

Or contact your Student Assessment team:

Blake ext. 78154 bemmons@pasadenaisd.org

Amy ext. 78150 aduke@pasadenaisd.org

Janette ext. 78155 jmontemayor@pasadenaisd.org

Patty ext. 78156 pfraga@pasadenaisd.org





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