

**From:** [CAI Texas Testing Communication](#)  
**Subject:** September 25, 2023, Upcoming Texas Assessment Program Activities  
**Date:** Monday, September 25, 2023 4:04:31 PM

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To the Education Service Center and District Staff Members Addressed:

This communication is to inform you of the following upcoming activities for the Texas Assessment Program.

### **DECEMBER STAAR ADMINISTRATION**

- Update Student Eligibility  
Districts should ensure that all students eligible for State of Texas Assessments of Academic Readiness (STAAR®) end-of-course (EOC) assessments have been added to the Test Information Distribution Engine (TIDE) by **October 5, 2023**. All eligible students must be registered in TIDE for retester flags to be set. Students participating in the December 2023 STAAR administration must have the *December EOC Eligibility* field set to “Yes” in TIDE. Student eligibility must be added by the deadline indicated on the [Calendar of Events](#) so that the correct number of test administrator manuals are shipped to districts.
- Paper by Request  
District testing personnel may provide a paper administration of STAAR to any student whose parent, guardian, or teacher in the applicable subject area requests a paper version. The only criterion is to have submitted the request to the district by September 15, 2023.  
  
It is important to note that the number of students who receive a paper by request administration is separate and distinct from the students who are eligible for a special paper administration of STAAR. Students who are eligible for a special paper administration of STAAR are not counted in the maximum three percent of students who are administered a paper by request administration, but both groups are included in the total number of eligible students enrolled in the district who are administered each assessment. If a student requires a paper version of the assessment with embedded supports, large print, or braille, refer to the [Special Administration of an Assessment](#) page in the *Coordinator Resources*.
- Indicate Students Eligible for Paper Administration  
As a reminder, if a student is eligible for a special paper administration of an online assessment, the *Special Ed Indicator Code* or *Section 504 Indicator Code* must be set to “Yes” in TIDE. District personnel must also set the student’s *Test Mode* to “Paper” and make the appropriate *Paper Test Format* selection. If these settings are not entered correctly by **October 5, 2023**, for students who need to test on paper, materials for these students will not be shipped with initial orders.  
  
Initial order materials quantities will be available for verification by districts. These quantities are calculated based on the number of students flagged appropriately and are updated nightly. Districts must confirm sufficient quantities by **October 5, 2023**. If additional paper materials are required after this deadline, district personnel will be responsible for entering their own counts during the additional order window. During the additional order window, requests for quantities of paper materials above the number of students who are eligible will be denied.
- Out-of-School and Out-of-District Test Site Registration  
The window for districts to register each participating out-of-school (OOS) and out-of-district (OOD) test site for the December STAAR administration opens on September 25, 2023. Districts must register by **October 6, 2023**, using the STAAR Out-of-School and Out-of-District Test Site [Registration Form](#). Refer to the STAAR Out-of-School and Out-of-District Administrations page of the Other Testing Scenarios section of the *District and Campus*

*Coordinator Resources* for more information.

### **SECURE BROWSER UPDATE**

District personnel must update desktop secure browsers to version 16 and the iPad OS secure browser to version 9 for the new school year no later than **October 1, 2023**. The updated desktop secure browser version 16 for supported versions of macOS, Windows, and Linux and the updated iPad OS secure browser version 9 for the supported version of iPad OS are available on the Texas Assessment website. Minimum System Requirements for the 2023–2024 school year are available in the Technology Resources section of the *Coordinator Resources*.

### **TRAINING UPDATE**

The Authoring System Training Module is now available in the [Learning Management System \(LMS\)](#). This training module is designed to help users create tests and items in the authoring system.

For questions or assistance regarding the information in this communication, contact Texas Testing Support at 833-601-8821, [TexasTestingSupport@cambiumassessment.com](mailto:TexasTestingSupport@cambiumassessment.com), or [TexasAssessment.gov](#) [via live chat](#).