Getting Ready for Your December 2018 Shipments to Arrive
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 (messenger@webex.com)
• 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:

• Upcoming Events
• Precode Verification Report
• Materials List
• Initial Orders (Test Materials and Precodes)
• Additional Orders
• Barcode Files
• Questions
Upcoming Events
Important Dates

• Districts receive combined shipment of test materials: 11/12–11/16
• Districts order additional materials: 11/5–11/26
• Districts receive precoded materials: By 11/16
• **New:** There will be an updated Test Administrator Manual for 2018–2019 STAAR End-of-Course.
  • The new manual will arrive with districts’ December test materials shipment.
  • After the manuals have shipped, additional copies may be ordered by contacting the Texas Assessment Support Center.
  • The 2019 Test Administrator Manuals for Grades 3–5 and Grades 6–8 will be shipped together from 2/11–2/15 as noted in the Calendar of Events.
Precode Verification Report
Precode Verification Report

• Before receipt of precoded answer documents, use the Precode Verification Report to review precodes.

• Reports > Students > Precode Verification Report
  • Available as a PDF only after the close of the precode registration window
  • Final precode PDF includes OOD/OOS test takers
Precode Verification Report

• Lists all paper-based test registrations at the close of the precode registration window.
  • One record for each precoded answer document that the district is scheduled to receive (serves as official record)
  • Available at the district or campus level
• Organized by campus, subject, student (alphabetical order)
Materials List

- Two options for viewing information on the quantities of all initial materials a district is scheduled to receive, separated by campus and district overage.
  - *Reports > Orders > Initial Order Quantity Report*
  - *Orders > View & Track*
Materials List

Initial Order Quantity Report

- Contains the quantities of all initial materials a district is scheduled to receive, separated by campus and district overage.
- District overage is 10% of all campus-level materials combined.
- Actual quantities listed, not bundles or packages, unless noted.

### Table: Initial Order Quantity Report

<table>
<thead>
<tr>
<th>Region Number</th>
<th>District name</th>
<th>District code</th>
<th>Campus name</th>
<th>Campus code</th>
<th>STAAR SHPG MAT 3 IN PAP BANDS</th>
<th>STAAR ID SHEET BDL 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>TRAINING ISD</td>
<td>999996000</td>
<td></td>
<td></td>
<td>10</td>
<td>1</td>
</tr>
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<td>TRAINING J H</td>
<td></td>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>

**Reminder:** Initial material orders for primary administrations are based off of participation counts.
Materials List

*Orders > View & Track*

- Orders viewable by Order Type
  - Additional Materials
  - Additional Reports
  - Initial
- Three Materials Type options for initial orders
  - Test Materials
  - Precodes
  - Precodes – Braille
- View and track by district or campus
Materials List

Orders > View & Track

- Users can view orders by campus or district in the user interface.
- Users can download a CSV file by individual campus or district overage.
  - CSV file contains the same material quantities listed in the Initial Order Quantity Report along with additional order information (e.g., Order Number, Order Status, etc.).
Materials List

<table>
<thead>
<tr>
<th>E1 Order Number</th>
<th>PO Number</th>
<th>Order Status</th>
<th>Grade</th>
<th>Subject</th>
<th>Special Versions</th>
<th>Item Number</th>
<th>Box Number</th>
<th>Item Description</th>
<th>Item Quantity</th>
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<td></td>
<td>Delivered</td>
<td></td>
<td></td>
<td></td>
<td>795194</td>
<td>361754</td>
<td>STAAR SHPG MAT 3 IN PAP BANDS</td>
<td>10</td>
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<tr>
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<td>Delivered</td>
<td></td>
<td></td>
<td></td>
<td>803119</td>
<td>361754</td>
<td>STAAR ENGI-ENGI SC RTN UPS DIST SPEC LBL APR18</td>
<td>1</td>
</tr>
<tr>
<td>4687256</td>
<td></td>
<td>Delivered</td>
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<td></td>
<td></td>
<td>803121</td>
<td>361754</td>
<td>STAAR ENGI-ENGI NONSC RTN UPS LBL APR18</td>
<td>10</td>
</tr>
<tr>
<td>4687256</td>
<td></td>
<td>Delivered</td>
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<td>E1</td>
<td>P</td>
<td>803456</td>
<td>361754</td>
<td>STAAR ENGI FM1 TB APR18</td>
<td>20</td>
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<tr>
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<td>Delivered</td>
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<td>E2</td>
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<td>20</td>
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<td>E1</td>
<td>P</td>
<td>803940</td>
<td>361754</td>
<td>STAAR ENGI AD APR18</td>
<td>20</td>
</tr>
</tbody>
</table>
Initial Orders
(Test Materials and Precodes)
Initial Orders – Shipping Address

- Districts should verify shipping address during the participation counts and precode registration windows.
  
  - *Structure > Organizations > View & Edit*
  
  - *Addresses* tab
  
  - Verify shipping address
Initial Orders – Shipping Address

• If the district’s shipping address is incorrect, follow the instructions on TEA’s website for making changes.
  
  • [https://tea.texas.gov/student.assessment/district](https://tea.texas.gov/student.assessment/district)
  
  • The superintendent or district testing coordinator should submit the change in writing on district letterhead.
  
  • This change cannot be made over the phone or by email, but must be faxed to TEA’s Student Assessment Division at (512) 463-9302 or mailed to the address below:

    Student Assessment Division
    Texas Education Agency
    1701 N Congress Avenue
    Austin, Texas 78701

• If materials are due to ship or in process of shipping to the wrong location, contact the Texas Assessment Support Center.
Initial Orders

- Test material shipments arrive in one shipment to the district and are boxed and labeled separately by campus and district overage.
- Shipments will include both secure and nonsecure materials.
- Braille orders will ship separately and will arrive no later than one week prior to testing.
- District overage and campus materials will arrive in brown boxes with the exception of the District Box 1 (white box – “BOX 1 OPEN FIRST” sticker).
Initial Orders

- **New:** Beginning December 2018, districts scheduled for freight shipments will receive test materials and precoded answer documents in a single shipment.

- **New:** Beginning December 2018, all bundles of test booklets will contain scannable bundle labels.
  - The to and from serial numbers will be printed on each bundle label with a scannable bar code for each.
  - The scannable bundle label will allow scanning of all test booklet ranges without opening individual bundles.
Initial Orders – District Box 1

• District Box 1 (white box – “BOX 1 OPEN FIRST” sticker)
  • District Packing List
  • District Shipping Notice
  • Secondary Copy of Campus Shipping Notices
  • District Coordinator Packet

• Depending on the quantity of materials, this box may contain additional district overage noted on the following slide.
Initial Orders – District Overage

• District Overage Box(es) (brown)
  • Shipping Labels (scorable, nonscorable)
  • Paper Bands
  • Answer Documents (blank)
  • Class ID Sheets (blank)
  • Campus and Group ID Sheets (blank)
  • Voided Answer Document ID Sheets (blank)
• Test Book Overage
• White Box(es) (pre-labeled for scorable return)
Initial Orders – District Overage
Initial Orders – District Coordinator Packets

• District Coordinator Packets contain sample materials for reference.
  • Sample Answer Documents
  • Class, Campus and Group, and Voided Answer Document Identification Sheets
  • Return Label Reference Sheet
  • Standard and Additional Reports List
  • Billing of Lading (Freight Districts Only)

• Do NOT use the images on the Return Label Reference Sheet. Use shipping labels in the District Overage Box.
Initial Orders – Campus Box(es)

- Campus Box(es) (brown)
  - Campus Shipping Notice (Shipping Notice Enclosed)
  - Paper Bands
  - Test Booklets
Initial Orders – Resolve Shortages

• Eliminate shortages by first providing test booklets from the district overage.

• If additional test booklets are needed, move booklets from one campus to another.
  • Keep a record of the security numbers of booklets that are distributed from the overage or moved from one campus to another.

• Districts may opt to test students online if they have a shortage of paper test booklets or place additional orders as needed.

• Test booklets and answer documents may NOT be duplicated to resolve shortages.
Initial Orders – Verify Testing Materials

- Locate the District Packing List inside Box 1 (white); this should be used to verify the total number of boxes received for district overage and each campus.
- Freight shipments will contain a pallet map (on each pallet) that will indicate the quantity and location of the district and campus boxes on each pallet.
- Districts do not need to open campus boxes to verify contents; campus testing coordinators will verify test booklet quantities.
- If a discrepancy is found, contact the Texas Assessment Support Center.
Initial Orders – Precode Shipment

• Precode shipments arrive in one shipment to the district and are bundled by campus.

• Precoded answer documents will arrive up to three weeks prior to, but no later than, the date noted on the Calendar of Events.

• **New:** Beginning December 2018, districts scheduled for freight shipments will receive test materials and precoded answer documents in a single shipment.

• For STAAR EOC administrations, campus bundles are separated by subject.

• Precoded answer documents for students who are registered to test in braille prior to the close of the precode registration window will arrive in an additional, separate shipment no later than the week prior to testing.

• OOD/OOS precoded materials are included in the campus level bundle for the campus where the student is registered to test.
Initial Orders – Precode Shipment

• District Reports
  • District Report Cover Sheet (yellow)
  • STAAR OOD/OOS Report (district summary of total counts by subject for each campus)
    • Includes regular, OOD, and OOS student counts
  • District Precode Monitor List
    • Includes one sheet per subject per campus with total student counts
• After the District Reports documents, campus bundles are packed by campus in the order listed on the following slides.
Initial Orders – Precode Shipment

District Reports
District Code 258888
District Name Dev Testing Org

STAAR End of Course
District Pre-Code Monitor List
Dec 2018

Algebra 1

<table>
<thead>
<tr>
<th>Subject</th>
<th>Regular</th>
<th>Out-Of-District</th>
<th>Total Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra 1</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Biology</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>English 1</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>

STAAR EOC
ODD/OOS Report
Dec 2018

<table>
<thead>
<tr>
<th>County/District Code/District/Campus</th>
<th>Total Pre-Code Answer Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>258888 Dev Testing Org 258600603 D2D Campus3</td>
<td>20</td>
</tr>
<tr>
<td>258888 Dev Testing Org 258600603 D2D Campus3</td>
<td>20</td>
</tr>
</tbody>
</table>
Initial Orders – Precode Shipment

- STAAR Package Contents List (one per bundle)
  - First Student Name
  - Last Student Name
  - Count of Precoded Answer Documents

![Image of STAAR Package Contents List]

Verification Roster

- First Student Name: AAAAAAAAAAA, AAAAAAAAD
- Last Student Name: ZONE, ZONE

- Class ID Sheets: 4
- Campus ID Sheets: 4
- Void ID Sheets: 2
- Precoded Answer Docs: 60

Bundle ID:
Initial Orders – Precode Shipment

• Campus Bundle (first)
  1. Pre-bubbled Campus ID Sheet(s) (CDC barcode)
  2. Blank Campus ID Sheet(s) (generic barcode)
  3. Class ID Sheet(s) (printed with campus and district name)
  4. Blank Class ID Sheet(s) (no CDC barcode)
  5. Pre-bubbled Void ID Sheet(s) (CDC barcode)
  6. Blank Void ID Sheet(s) (generic barcode)
  7. Campus Roster
  8. Instructions
Initial Orders – Precode Shipment

1. Pre-bubbled Campus ID Sheet (CDC barcode)

2. Blank Campus ID Sheet (generic barcode)
Initial Orders – Precode Shipment

3. Class ID Sheet (printed with campus and district name)

4. Blank Class ID Sheet (no CDC barcode)
Initial Orders – Precode Shipment

5. Pre-bubbled Void ID Sheet (CDC barcode)

6. Blank Void ID Sheet (generic barcode)
Initial Orders – Precode Shipment

7. Campus Roster

8. Instructions

Instructions for Verifying Pre-coded Student Information

Your district will receive pre-coded answer documents that are based on information provided by your school district for the Public Education Information Management System (PEIMS) file on record at the Texas Education Agency. Information provided by the testing contractor by your school district. You will also receive a Campus Student Preceded Roster which includes data on all students for whom pre-coded answer documents have been created.

Student identification information and data on the pre-coded answer documents must be verified (and if necessary, corrected) before testing begins. Only school personnel selected by the campus coordinator, in cooperation with the school principal, are permitted to verify and correct this information.

Verifying and Correcting Student Information on Pre-coded Answer Documents

Each student’s name, PEIMS student identification number, and date of birth must be checked for accuracy and completeness, along with other information on the pre-coded answer documents (sex, limited grade, and demographic and program participation information). Use the guiding information in Appendix A of the SHSAT District and Computer Coordinator Manual and the instructions below to carry out this work. If you have not received a pre-coded answer document for a student who needs to test, you will need to hand-grid an answer document for that student.

Inaccurate student first and last name, PEIMS student identification number, or date of birth:

- Step 1: Check the pre-coded answer document by writing “CHECK” in large, bold letters across the student identification grid. Do not mark through the bar codes on the answer document.
- Step 2: On a blank answer document, print and hand-grid the correct information in the appropriate fields. You must also print and hand-grid all other information and data from the pre-coded document on the Campus Student Preceded Roster. Use only a No. 2 pencil.
- Step 3: Place all voided answer documents under a Voided Answer Document Identification (00) sheet and return with the answer documents. If any unused pre-coded answer documents (student missing, invalid, missing, etc.) cannot be voided, and returned under a Voided Answer Document Identification (00) sheet.

Any other incomplete or inaccurate information:

- Step 1: Retain the answer document.
- Step 2: Hand-grid the correct information in the appropriate field on the answer document. Use only a No. 2 pencil. Do not hand-grid any field other than the one(s) being corrected.

Except for student first and last name, PEIMS student identification number, and date of birth, information that is hand-printed will not override information pre-coded on the answer document. Hand-printed information does not change student information contained in a PEIMS file at the Texas Education Agency. It only updates information for the current administration.

It is important that a student’s identification information be the same for all test administrations. Any changes to the student’s name, PEIMS student identification number, or date of birth may result in multiple records for the student.
Initial Orders – Precode Shipment

• Campus Precode Bundles
  • Campus Precodes (Each subject, and group within subject if applicable, is bundled separately.)
  • Blank Overage Answer Documents (CDC barcode). (All subjects are bundled together.)
Additional Orders
Additional Orders

• Additional materials are placed at the district level.
  
  • **NOTE:** Additional orders for braille kits must be placed by contacting the Texas Assessment Support Center and completing a Braille Material Kit Additional Order Form.

**Best Practice:** Compare the quantity of initial materials you are to receive with test registration counts to determine additional materials needed.

  • *Reports > Students > Test Registration Report*
Additional Orders

• Place additional orders via Orders > Additional Materials

• Additional Materials Order Types
  • Manuals and Brochures
  • Blank Identification Sheets
  • Packing and Shipping Materials
  • Blank Answer Documents
  • Large Print Kits
  • Secure Test Booklets

**Note:** Each submission creates a new additional order.
Additional Orders

Additional Materials

Placing an additional order is a three-step process. In Step 1, select a test administrator and district, then input contact information and review the shipping address. Click the Continue button to proceed.

Select Criteria

Order Contact

Ordering Contact's Name
Ray Gross

Phone

Email
rgross71+confslides@gmail.com

Review Shipping Address

Address line 1
1232 E 23rd St, Suite D
City/Province
Lawrence

Address line 2
test
City/Province
Stara

Address line 3

City/Province

Postal Code
66046

Continue
Additional Orders

Order Quantities

In Step 2, select All Materials from the Material Types dropdown to order or edit materials from multiple categories. To order or edit materials from a single category, select a Material Type.

To order materials, enter the quantities in the fields shown below.

Click the Continue button to proceed to Step 3.

Select Quantities

- Material Categories
  - All Materials

<table>
<thead>
<tr>
<th>Material ID</th>
<th>Material Name</th>
<th>Unit Description</th>
<th>Max Order</th>
<th>Insert Quantity</th>
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<tbody>
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<td>2018-2019 STAAR Test Administrator Manual-End-of-Course</td>
<td>1 manual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>089926</td>
<td>2019 Calendar of Events Poster</td>
<td>1 poster</td>
<td></td>
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</tr>
<tr>
<td>802344</td>
<td>STAAR Class ID Sheet</td>
<td>1 sheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>802345</td>
<td>STAAR Campus and Group ID Sheet</td>
<td>1 sheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>802346</td>
<td>STAAR Voided Answer Document ID Sheet</td>
<td>1 sheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>795194</td>
<td>3 Inch Gummed Paper Bands</td>
<td>1 band</td>
<td>1000 items</td>
<td></td>
</tr>
<tr>
<td>802337</td>
<td>STAAR EOC District Coordinator Packet-December 2016</td>
<td>1 kit</td>
<td>2 kits</td>
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Barcode Files
Barcode Files

- ETS will provide electronic serialized test booklet information to districts and select vendors for the December 2018 administration.
- ETS will send files to three vendors, Test Hound, PC Pal Solutions, and RAMIS, containing serialized test booklet numbers for all districts the vendors support.
- Districts who previously requested these files will continue to receive them; no additional action is needed by the district.
Barcode Files

• If a district does not use a vendor noted in the previous slide (and below) and has never received these files before, contact the Texas Assessment Support Center.
  • Test Hound, PC Pal Solutions, and RAMIS

• Districts can expect to receive files for December on these dates.
  • 11/13/18 (Initial Orders)
  • 11/19/18 (Additional Orders)
  • 11/28/18 (Additional Orders)
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.