Online Testing Preparation for December 2018 and an Overview of the STAAR Online Testing Platform

October 23, 2018
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:

• Registering Students for Online Testing
• Creating Online Groups
• Managing Online Testing
  • Viewing Sessions and Groups
  • Downloading and Printing Test Tickets
  • Monitoring Online Sessions
  • Setting Online Test Attributes and Score Codes
• Technology Readiness
• Secure Browser
• STAAR Online Testing Platform
• Questions
Registering Students for Online Testing
Registering Students for Online Testing

Retesters vs. First-time Testers

• Retesters are automatically registered with same test mode, home CDC, student demographics, enrolled grade level, and PNPs from prior administration.
  • Verify retester demographics and test registration settings and update accordingly.
  • First-time testers (in a specific subject) must be registered if testing online.
Adding and Editing Student Test Registrations via Upload

2018–2019 Data File Format for Student Registration (STAAR Summative)

### Data File Format for Student Registration

**Table: 2018–2019 Data File Format**

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**Notes:**
- **Group Name:**
- **Local Use:**
- **End-of-Course Code:**
- **Test Format - EOC:**
- **Action-Indicator:**
- **STAAR EOC Test Version Code:**
- **TX-Unique-Staff-ID - EOC:**

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**STAAR EOC Test Version Code**

- **PNP accommodation codes:**
  - E = Spelling Assistance (delivered online for English I and English II)
  - R = Content and Language Supports (delivered online, not available for Algebra II or English III)
  - T = Text-to-Speech (includes click word, delivered online)

- **Designated Supports (online testers only):**
  - D = Designated Supports for a student testing online
Students: Upload

Upload page - Overview

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
Adding a New Registration (UI)

Two Step Process:

• Step 1 – Enter PEIMS ID
Adding a New Registration (UI) –

Pop-up Messaging:

- Student (retester) registration already exists.
- Student exists in directory but is not currently registered to test.
- Student registration (non-retester) already exists.
Adding a New Registration (UI)

Step 1 (cont.) – Enter Demographic Information
Adding a New Registration (UI)

Step 2 – Create Test Registration(s)
Students: View & Edit

- Set search parameters to filter results down to individual student level.
- Click View & Edit icon to open an individual Student Profile.

**NOTE:** Downloaded search results only available when campus level organization entered into *Organization* field
Profile Tab

- Demographic settings must be updated or corrected prior to the close of the testing window.
- Enrolled grade level may not be changed once a student has started to test.
View & Edit Test Registrations – Student Profile

**Tests Tab**

- View, edit, add, and delete test registrations
- Online test registrations may be added anytime prior to the close of the testing window on December 7, 2018.
- PNPs may be changed anytime prior to test submission.
- Test attributes (except score codes) display once test tickets are available.
Designated Supports

• For more information about accessibility features and designated supports, refer to the *Educator Guide to Accessibility within the STAAR Program*.
  • [https://tea.texas.gov/accommodations](https://tea.texas.gov/accommodations)

• Summative PNP – available for December 2018
  • E – spelling assistance
  • R – content and language supports
  • T – text-to-speech
Setting PNPs

• Changes to PNPs will be reflected on the testing group roster and the student test tickets.

• A **Sync Error** status will be displayed on Manage Online Testing when attempting to update PNPs of an existing online test registration if test tickets are not yet available.

• The updated PNPs will switch automatically to In Sync ✔ status when test tickets are posted one week prior to testing.

• PNP options vary by test.
Setting Test Attributes

• Test Attributes appear once test tickets are available one week prior to testing.

• May be set in two places:
  • Student Profile – *Tests* tab (does not include score code setting)
  • Manage Online Test Session - group level view (includes score code setting)

• Test attribute verification window open until 5:00 p.m. one business day following close of test window

• Does not apply to administrations with two week online windows
Test Attributes

- Coding for December 2018 for TAKS, TAAS, TEAMS test takers and substitute assessment
TAKS, TAAS, TEAMS Testers

- Special coding for former TAKS, TAAS, or TEAMS testers
  - T – Examinee taking STAAR as an alternate assessment for
    - TAKS English Language Arts (ELA) [STAAR English II Only], mathematics, science, or social studies
    - TAAS mathematics
    - TEAMS mathematics
  - R – TAAS/TEAMS eligible examinee taking only the reading section of the STAAR English II as an alternate assessment for TAAS or TEAMS reading.
  - W – TAAS eligible examinee taking only the writing section of the STAAR English II as an alternate assessment for TAAS Writing.
  - RW – TAAS eligible examinee taking both reading and writing sections of the STAAR English II as an alternate assessment for TAAS reading and writing.
Online Test Registration Reminders and Helpful Hints

• Test sessions are automatically established when one or more students are registered to take an online test.

• Test sessions are set up at the campus level by subject for EOC (by subject and grade level for grades 3–8).

• By default, all students are placed in the NO GROUP NAME GIVEN group within a session unless otherwise specified.
  • Setting up additional testing groups is optional.
Creating Groups
Online Testing Groups

• It may be useful to break students into multiple groups in a session.
• Groups are for printing of online test tickets and test session monitoring.
• Online testing groups may be created and edited via the three methods below.
  • Students > Upload
  • Online Testing > Groups
  • Students > View & Edit
Creating and Editing Groups: *Students > Upload*

- Leaving the Group Name field blank will place the student’s registration in the NO GROUP NAME GIVEN group.

- Leaving the Group Name field blank for an existing online registration will not override the existing group.

![Excel spreadsheet showing data for creating groups](image-url)
Creating and Editing Groups: Online Testing > Groups

• Enter Group Name.
• Click **CONTINUE** to create new group and add students.
• Select students.
• Select **ADD TO** in order to move students to the new group.
• Click **SAVE GROUP**.
Creating and Editing Groups: Online Testing > Groups

• Click the *Edit* icon of the group requiring changes.
• Select students.
• Select *ADD TO* or *REMOVE* to update students.
• Click *SAVE GROUP*.
Creating and Editing Groups: *Students > View & Edit*
Importing Test Tickets

• PEIMS+2 required
• Students must be registered for an online test in the same subject/grade level of test session.
• Ticket is placed in testing campus’s test session.
• NOTE: Student’s testing campus is changed but home CDC remains intact - scores are reported back to the home CDC.
View & Verify Online Test Registrations (Reports)

Download Online Test Status Report:

- Available at the campus and district level
- Updated 5 times throughout day
- Useful for verifying score code settings, PNPs and test status

Download registration file:

- Students Home Campus Report (updated nightly)
- District Students Home Campus Report (updated nightly)
- District Students Test Campus Report
Online Test Status Reports

Online Testing Report

District Test Status Report

- Context: This district-level report provides the status of all online test registrations throughout a school district for the selected administration.
- Usage: Sort and filter this report by student and subject to help monitor and track the status of online learners, and verify score code and PNP settings.
- Updates: This report is updated 5 times periodically throughout the day and therefore may not reflect real-time status at a given point in time.

District Test Status Report

- District ID [000000000]
- Test Administration: 2016 INT 3-5 Opportunity 1

Click on the download button to view the District Test Status Report.

Campus Test Status (of student) Report

- Context: This campus-level report provides the status of all online test registrations for a specific campus and test administration.
- Usage: Sort and filter this report by student and subject to help monitor and track the status of online learners, and verify score code and PNP settings.
- Updates: This report is updated 5 times periodically throughout the day and therefore may not reflect real-time status at a given point in time.

Campus Test Status Report

- Campus ID [00000001]
- Test Administration: 2016 INT 3-5 Opportunity 1

Click on the download button to view the Campus Test Status report for the Campus.

Download

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View & Verify Online Test Registrations (Student Profile)

View Test Session

1 STUDENT EIGHT, TRAINING
OOS Examinee Day-of-Testing Registration (Walk-In)

- All OOS examinees showing up at a test site on the day of testing (“walk-ins”) must be registered in the Assessment Management System whether testing online or on paper.
- Student’s address and contact information are required to ensure results are returned to the student.
- **New** – CTC role can register OOS students.
Manage Online Testing
New Features – November 2018
Manage Online Testing – New Features

New Features:

• Expired/voided status

• Interactive status circles

• Test Attributes View
Manage Online Testing – New Features

**Test Session view**

- Expired/voided status added
- Percentage and test counts displayed by status (District, Campus, Group levels)
Interactive Status Circles

- Click to drill down.
- Student lists are available at district or campus level.
Manage Online Testing – New Features

**Student Level Test information**

- Apply additional filters to further refine student list
- Two view options:
  - Testing List
  - Test Attributes
Manage Online Testing – New Features

Testing List View

- Campus, Group, and Language information added
Manage Online Testing – New Features

Test Attributes View

- Identifies test attribute settings to facilitate verification
Test Session - Campus Level View

- **View All Students** - Drilldown to student level list (all tests across all groups and statuses within test a test session)
Manage Online Testing – New Features

**View All Students**
- Additional filter criteria to refine results

**Print All Tickets/Rosters**
- Prints roster and test tickets for all tests matching the results displayed

**Import Test Ticket**
- Button repositioned
Manage Online Testing
Online Testing – Manage Online Testing

All activities required to monitor and manage online testing are conducted in the *Online Testing* tab.

**Key Functions**

- View online test sessions and testing groups
- Download and print student test tickets
- Monitor online test sessions
- Set online test attributes and score codes
Session At A Glance – District Level

• Users can view online testing status for their district.
• Users can drill down on specific campuses to view test sessions and online testing groups.
• Online test sessions are automatically created at the campus level when one or more students are registered for an online test.
  • Sessions are created by grade and/or subject.
Session At A Glance – Campus Level

• Users can view online testing status for their campus.
• Users can drill down on specific campuses to view test sessions and online testing groups.
• The subject and testing grade can be switched to view information from a different test session.
Viewing Online Testing Session Information

Viewing Testing Groups

- Users can view online test status by student.
- Users can change values in dropdown menus to find a subset of students or view different groups.
Viewing Online Testing Session Information

“Actions” Column Functions:

- Print student test tickets
- Set test attributes
- Do Not Report / Void
# Monitoring Test Status

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<th>Test Status Indicator</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Registered</strong></td>
<td>Indicates that the student is registered for a test, but the online test is not yet available.</td>
</tr>
<tr>
<td><strong>Enrollment Hold</strong></td>
<td>Indicates that the student’s enrollment is not yet processed. Please contact the Texas Assessment Support Center. Refer to <a href="#">Section 1.2 Support</a> for contact information.</td>
</tr>
<tr>
<td><strong>Enrolled</strong></td>
<td>Indicates that the student is enrolled in the online test, but the student cannot log in. This icon should only display briefly. If it persists, please contact the Texas Assessment Support Center. Refer to <a href="#">Section 1.2 Support</a> for contact information.</td>
</tr>
<tr>
<td><strong>Ready to Test</strong></td>
<td>Appears before the initial login to an available test or after a submitted test has been reopened. The student can log in using the information on the student test ticket.</td>
</tr>
<tr>
<td><strong>In Progress</strong></td>
<td>Indicates that the student is logged in and actively testing or has paused the test.</td>
</tr>
<tr>
<td><strong>Inactive</strong></td>
<td>Indicates that the student has logged out of the test or has been logged out due to inactivity. The student can log back in to the test using the information on the student test ticket.</td>
</tr>
<tr>
<td><strong>Expired</strong></td>
<td>Indicates that the student did not log in to a test and the online testing window has closed.</td>
</tr>
<tr>
<td><strong>Submitted</strong></td>
<td>Indicates that the student has submitted the test. The student will no longer be able to log in to the test.</td>
</tr>
<tr>
<td><strong>Processing</strong></td>
<td>Indicates that a request to reopen a submitted test is in process.</td>
</tr>
<tr>
<td><strong>Voided</strong></td>
<td>Indicates that the district user has selected Do Not Report (DNR).</td>
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*Includes a checkbox next to student name that may be checked to print student ticket.*
Printing Test Tickets and Rosters

- Testing group rosters and student test tickets contain PNP information.
- Ensure that students eligible to use embedded supports have the information noted on their test tickets.

**NOTE:** Test tickets are available for printing one week prior to the start of the testing window.
Printing Proctor Tickets: *Reports > Online Testing*

- District-specific proctor tickets are available via *Reports > Online Testing*.

- Proctor tickets are available for test administrators who are signing test content to students in need of reading support.

- There are logins for no supports and all supports to provide the content needed for signing to any student.

- Proctor tickets are secure materials and should be treated as such.
Steps for updating PNPs after online test has been started:

• Log out of the online test.
• Update PNP embedded supports (Tests tab).
• Return to online test group where the student’s test ticket is located.
• Refresh browser to update the sync status. Wait until the updates are synced.
• Log in with the test ticket.
• Updates cannot sync while online test is in progress.
Score Code Default Rules for Online Testers

Important Notes – Score Codes:

• **Ready to test status** 🎉 - tests that were never logged in to and will expire and be voided automatically at the close of the testing window unless otherwise specified in the test attributes.

• **Inactive tests** 🔄 - tests that have been started and not submitted and will automatically default to “Scored” at the close of testing window unless a different score code is specified in the test attributes.

• **Submitted tests** ✅ - tests that will automatically default to “Scored” at the close of the testing window unless otherwise specified in the test attributes.
When and How to Void Online Tests

**Do Not Report (DNR)**

- Online tests should **NOT** be marked for DNR prior to testing. If a student will not be taking an online test, the test registration may be set to paper or allowed to expire.

- During the testing window, click the *DNR* icon to indicate a test should not be reported (voided).
Online Testing Status Reports: Reports > Online Testing

- Download the district or campus level Online Test Status Reports to view and verify online test registrations.
- Reports are updated five times throughout the day.
Technology Readiness
STAAR Online Testing Platform Requirements

• Online testing requires stable, high-speed Internet connection(s) (wired or wireless) and appropriate bandwidth.

• For a complete list of requirements please see the Unified Minimum System Requirements.

• Components of the online platform include online readiness tools, a capacity calculator, system check test, and the Secure Browser.

• The Secure Browser prevents students from accessing other computer or Internet applications or copying test information.
Unified Minimum System Requirements

- https://www.texasassessment.com/administrators/technology
Secure Browsers Information & Technology Announcements

- Information available via *Online Testing > Secure Browsers*
- Information also available in the STAAR Online Testing Platform Technology Guide available at [https://www.texasassessment.com/administrators/technology](https://www.texasassessment.com/administrators/technology)
Secure Browser Installers and Versions

For Windows, Mac, and Linux:

- **Must** uninstall the previous version (2.59.0 or earlier) of the Secure Browser and install the latest version.
  - Current version 3.9.0 (Windows)
  - Current version 3.8.0 (MacOS)
  - Current version 3.3.0 (Linux)

- Available for download at [https://www.texasassessment.com/technology](https://www.texasassessment.com/technology)

- Updated Secure Browser is designed to auto-update
  - Will be informed of any need to uninstall/reinstall future updates
  - Ensure network policies do not restrict auto-updates
Secure Browser Installers and Versions

For iOS and Chrome:

• If automatic updates are enabled, Secure Browsers will automatically update as necessary on iOS and Chromebooks.
  • Current iOS version is 2.69
  • Current Chrome version is 2.53
• Available for download at https://www.texasassessment.com/technology
• Enable automatic updates for mobile Secure Browsers
Secure Browser Installers and Versions

• Testing devices must have latest version to access the STAAR online practice tests and 2018–2019 interim and STAAR summative assessments.

• **Tip:** Try launching the practice test on devices prior to testing to ensure you have the appropriate version of the Secure Browser!
Setting Up and Checking Devices

- Work with your technology team and begin preparations early.
- Familiarize yourself with the technical documents available on the Technology Systems and Support page at TexasAssessment.com.
- Ensure devices are set up and working prior to testing.
### Online Testing Preparation

- Review updated documentation.

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<th>Activities to Support Test Delivery</th>
<th>Resource</th>
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<tr>
<td>Verify that the district’s network meets requirements and is properly configured for testing.</td>
<td>STAAR Online Testing Platform Technology Guide</td>
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<tr>
<td>Conduct network diagnostics to estimate district and campus network user capacity and to plan for concurrent testing volumes.</td>
<td>Online Readiness Tools</td>
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<tr>
<td>Determine local caching software needs and complete installation procedures.</td>
<td>STAAR Online Testing Platform Local Caching Software (LCS) District Guide</td>
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<tr>
<td>Verify that all devices used for online testing meet the minimum hardware and software requirements.</td>
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<tr>
<td>Install the appropriate STAAR Online Testing Platform Secure Browser on all testing devices.</td>
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<tr>
<td>Test the compatibility of computers and gauge technology infrastructure readiness.</td>
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<tr>
<td>Prepare all computers for online test delivery. Close all web browser windows, disable any automatically launching applications on all devices, and check for sufficient power sources.</td>
<td>Quick Guide to Online Testing</td>
</tr>
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Guidance for Technology Staff

• Make sure you are current with OS updates and drivers, especially the week prior to the administration.
• Ensure updated Secure Browsers are installed on all machines that will be used for testing.
• Perform practice tests well in advance, including text-to-speech (TTS).
• Perform practice tests more frequently if using virtualization or N-Computing.
• Shut down all applications on devices prior to launching the Secure Browser.
Guidance for Technology Staff

WiFi

• Tune up WiFi for more Chromebooks and laptops.
• Increase the number of Wireless Access Points.
• Check for WiFi channel conflicts.
• Update firmware for WAPs and all network equipment.

Chromebooks

• Chromebooks with Intel CPUs are recommended over those using ARM CPUs.
• Powerwash Chromebooks and, if possible, disable ChromeOS auto-updates the week prior to the administration.
LCS Management

• LCS is not recommended outside of exceptional cases of low or inadequate bandwidth or unreliable Internet.

• Reference the STAAR Online Testing Platform Local Caching Software (LCS) District Guide available online.

• LCS registration is required.
Troubleshooting

• Student inadvertently kicked out of a test session
  • Student will be automatically logged out
  • Restart secure browser
  • Log back in and re-launch test using existing ticket

• Student accidentally submitted
  • Requires reopen
    • Within two hours – call Texas Assessment Support Center
    • After two hours – call TEA’s Student Assessment Division
Troubleshooting

• Computer freezes during testing
  • Shut down and reboot affected computer
  • Re-launch test using existing ticket

• Persisting technical issue that reboot does not correct
  • Move the student to another device
  • Login with existing ticket and continue testing
STAAR Online Testing Platform
Administer Tutorials and Practice Tests

- Practice tests and tutorials are available in the STAAR Online Testing Platform throughout the year.
- They familiarize students and administrators with the online testing environment and available online tools.
- They confirm readiness of devices for online testing.
- Mini-practice tests will be available in mid-December to highlight new tools and PNP available for spring 2019.
STAAR Tutorials and Practice Tests

• Once the STAAR Online Testing Platform (SOTP) open, there will be a menu of options including “Practice” and “Tutorials.”

• After selecting “Practice” or “Tutorials,” there are several drop-down menus.

• Choose the grade, subject, and test (i.e., available supports).
STAAR Tutorials

• Each tab at the bottom of the screen contains a page explaining the online feature/tool in addition to a short video.

• The videos do not have sound except the Speak and Audio videos, which read aloud the text on the screen.

• The second page of each tab has a question to practice the feature/tool.

• The questions do NOT contain tested content and are intended to practice using the feature/tool.
STAAR Practice Tests

• From the STAAR Online Testing Platform (SOTP), select “Practice.”
• The practice tests are released tests from 2017 and 2018.
• All PNP are available including the following supports:
  • Text-to-Speech (when available)
  • Spelling Assistance (writing compositions only)
  • Content and Language Supports
STAAR Online Features/Tools

- Rollover
STAAR Online Features/Tools

• Pop-ups

A group of 64 children and 24 adults will travel to a zoo in vans. How many vans will be needed to take the group to the zoo?

A. 11  
B. 80  
C. 8  
D. 5
STAAR Online Features/Tools

- Punnett Squares
STAAR Online Features/Tools

• Writing Checklist

Example:

**WRITTEN COMPOSITION: Expository**

1. READ the following quotation.

   *I do not know of anyone who has gotten to the top without hard work.*

   —Margaret Thatcher

THINK about all the hard work you do. It may be work you do at school, at home, or outside.

WRITE about one type of hard work you do. Tell about your work and explain why it is so hard to do.

Be sure to —

* clearly state your central idea
* organize your writing

**Guideline**

- Did I write one or two sentences that clearly explain the main point of my paper?
- Did all my sentences help the reader understand my main point?
- Did I write my sentences in an order that makes sense?
- Did I use specific details and examples to develop my ideas?
- Did I use specific words that helped me clearly explain my main point?
- Did I write in complete sentences using capital letters and correct punctuation?
- Are all of my words spelled correctly?
STAAR Online Features/Tools

- Prereading Text
STAAR Online Features/Tools

• Spelling Assistance
STAAR Online Features/Tools

• Sticky Notes
STAAR Online Features/Tools

• Text-to-Speech (TTS)
  • Verify TTS is working properly upon initial login and adjust volume and reading speed rates as necessary.
  • If unable to hear sound, log out of test and adjust volume setting.
  • If still unable to hear sound and all other related hardware has been checked, move the student to a new machine.
  • The online testing platform shows passages or sections of the test not eligible for TTS.
STAAR Online Features/Tools

• Highlighter
  • Unlimited use
  • Will not highlight text that is part of a picture

• Pencil
  • Use is limited; a pop-up message will appear when the limit has been reached.
  • Can be used on pictures
  • Has the ability to make points and lines.

• Tools displayed in windows, such as the Writing Checklist, can be resized.
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 TOMS.