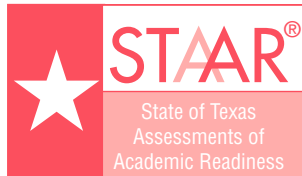


# STAAR with Embedded Supports Paper Test Administration Information



2021–2022



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# Overview

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## General Information

The non-secure portion of these instructions supplement the [District and Campus Coordinator Resources](#) and the appropriate State of Texas Assessments of Academic Readiness (STAAR®) test administrator manual with instructions for administering paper administrations of the STAAR with Embedded Supports grades 3–8 and end-of-course (EOC) assessments. This guide should be used in conjunction with those resources.

District and campus testing coordinators and test administrators involved in paper administrations of STAAR with Embedded Supports are required to be trained at least once in the administration procedures outlined in the appropriate STAAR manual and in procedures specific to paper administrations of STAAR with Embedded Supports. However, annual test administration training is strongly encouraged, especially for policies and practices that have changed. Testing personnel should review these instructions along with the appropriate test administrator manual. Coordinators should ensure that testing personnel have the information they need in time to ask questions and prepare for the test administration.

Testing personnel must also follow the test security and confidentiality requirements in the STAAR manuals and the [Security](#) section of the *Coordinator Resources*.

## Use of This Document

During paper administrations of STAAR with Embedded Supports, the test administrator uses the secure designated supports tables and supporting images in the *STAAR with Embedded Supports Secure Test Instructions* for [grade][subject/course] to provide accommodations to selections and test questions. Content and language supports may

include clarification of words or phrases; the addition of graphics, photographs, and formulas; or indication by the test administrator of certain parts of the selection, test question, or reference materials. The test administrator may provide an oral administration to eligible students; however, the student's test booklet will indicate text that cannot be read aloud with a "DO NOT READ" icon. Please refer to the [Oral/Signed Administration](#) designated support and the [STAAR Oral and Signed Administrations Educator Guide](#) for more information.

For students who are eligible for content and language supports and take the braille version of STAAR, the test administrator will use the paper version of STAAR with Embedded Supports and associated resources to provide these supports.

Student responses will be recorded on scorable paper answer documents. The student may record his or her own answers, or the test administrator may record the student's responses if the student is eligible for Basic Transcribing or approved for Complex Transcribing.

## Organization of This Document

The non-secure portion of these instructions consist of the following sections:

- Instructions on preparing for and administering a STAAR with Embedded Supports paper test
- Guidelines for content and language supports when administering a STAAR with Embedded Supports paper test
- Examples of Accommodation Tables

# District and Campus Coordinators

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## Designate and Train Test Administrators

Campus coordinators are highly recommended to schedule training sessions before testing begins. Prior to the training session, test administrators should review this guide, refer to the appropriate STAAR test administrator manual for procedures that are applicable to paper administrations, and review any additional online resources, as instructed by the campus coordinator. Test administrator training should also include the following:

- **Test security and confidentiality requirements.** It is important that test administrators understand their obligations concerning test security and confidentiality since they will be viewing a secure state assessment. Coordinators and test administrators can find this information in the appropriate STAAR test administrator manual and the Security section of the *Coordinator Resources*. The test administrator must fill out and sign the Oath of Test Security and Confidentiality, located in the same section of the *Coordinator Resources*.
- **Time limits.** The STAAR Time Limit Policy applies to STAAR with Embedded Supports; it can be found in the Texas Assessment Program [Overview](#) section of the *Coordinator Resources*. Test sessions should be scheduled for the applicable amount of time (four or five hours depending on the subject) unless a student is eligible to receive an extended time accommodation [i.e., Extra Time (Same Day), Extra Day].
- **Preparing students to receive designated supports.** Test administrators providing designated supports should receive additional training and should be familiar with the subject matter assessed and the needs of the students. Test administrators should talk to students before the test session to prepare them for testing with designated supports, explain how the STAAR with Embedded Supports paper test session will be conducted,

and explain the types of designated supports students will receive. Although students are familiar with classroom accommodations, test administrators might need to review particulars about their use in a testing situation. The test administration directions assume that students have already been informed about their particular designated supports. This information should also include any accessibility features students need. Detailed information about the state accessibility policy, including information about accessibility features and designated supports, can be found on the TEA's [Accommodation Resources](#) webpage.

- **Administration groupings.** Because test administrators respond to student requests for reading text aloud and presenting additional accommodations, individual or small group administrations may be necessary.

For students who are eligible for embedded supports and take the braille version of STAAR, please refer to the section in these instructions, “Content and Language Supports for Students who are Blind or Visually Impaired.”

## Receive, Verify, and Distribute Materials to Campuses

A district will receive a shipment of test materials for each TEA-approved request for a paper administration of STAAR with Embedded Supports. If a district submits separate requests, materials will be sent upon approval of each request. The following materials are included:

- packing list
- student test booklet(s), including large print, if applicable

- answer documents (See the instructions in the *Coordinator Resources* for completing the fields on the answer document.)  
**NOTE:** Answer documents for STAAR with Embedded Supports paper versions are different than the answer documents for the general STAAR test.
- the appropriate secure part of these instructions (one guide per student per subject)
- supplemental materials, including Punnett squares and writing checklists, if applicable
- shipping documentation, as detailed in the *Coordinator Resources*

District coordinators should verify that the shipment is complete and immediately forward it to the campus coordinator.

## Review of Shipment by Campus Coordinator

- Retain the packing list throughout the testing process. Verify that the number of secure test booklets and the appropriate secure part of these instructions match the quantity indicated on the packing list.
- Verify that the ten-digit security numbers on the back of each test booklet match the range of numbers on the packing list.
- If a discrepancy is found between the campus packing list and the secure test booklets and secure part of these instructions received, the campus coordinator should report it immediately to the district coordinator.
- To account for secure test materials signed out to test administrators, campus coordinators must use the Materials Control Form for STAAR with Embedded Supports provided in these instructions. Every test administrator will need a secure part of the instructions for each subject administered. The range of security numbers of the test booklets assigned to each test administrator must be recorded. Test administrators must

verify that they have received the test materials assigned to them, as recorded on the Materials Control Form, and that they have filled out and signed the appropriate oath. Test administrators are responsible for the test materials until returning them to the campus coordinator. Secure materials must be checked out and back in on the day of the test.

## Materials for Test Sessions

On the day of the test, test administrators must be provided the materials listed below for each student. Test administrators should keep the secure materials in locked storage until immediately before testing.

- two No. 2 pencils with erasers per student
- one answer document per student
- one secure test booklet per student
- one set of these instructions with the appropriate secure section
- one secure test booklet for the test administrator, if needed
- one secure subject-specific braille instructions per student, if applicable
- separate supplemental materials, including Punnett squares and writing checklists, if applicable
- required dictionary per the STAAR Dictionary Policy, if applicable
- required calculator per the STAAR Calculator Policy, if applicable
- other allowable accessibility features or designated supports for students provided based on student need or eligibility, if applicable
- any additional TEA-authorized materials or devices that are approved or allowed, as needed

Reference materials and graph paper for STAAR with Embedded Supports mathematics and science assessments are included in the test booklets as applicable. These materials are printed on perforated pages so that students can remove them and use them during the test administration.

If applicable, supplemental materials will be provided as separate handouts (e.g., Punnett squares for Biology and writing checklists for English I and English II).

Test administrators must return all materials assigned to them at the end of the test session. The campus coordinator will initial the Materials Control Form to indicate that test administrators have returned the materials.

**Test booklets and the secure part of these instructions should be kept locked in storage when not in use.**

## Arrange for Testing Rooms and Organize Test Sessions

Follow the procedures in the *Coordinator Resources* and this document to arrange for testing rooms and organize test sessions. Test sessions must be conducted under the best possible conditions.

## Test Administrators Receive Materials from Coordinator

After test administrators have verified that they have received the exact quantity of test materials required, they must initial the “Out” box on the Materials Control Form. The test administrators’ initials signify that they have received the test materials assigned to them, as recorded on the form, and that they have signed their test security oath.

Test administrators are responsible for the test materials until returning them to the campus coordinator. **All test materials assigned must be returned after the test session.**

## Ensure Proper Testing Procedures

Test sessions must be conducted under the best possible conditions. Using the appropriate STAAR Test Administrator Manual, follow the procedures that are applicable to paper administrations. Also note the following:

- Students must record their answers on the answer document within the time limit. Students will not be permitted to record answers after the time limit has expired.
- Students must be reminded periodically to record their answers on the answer document. Test administrators may say, for example, **“Be sure to mark your answers on the answer document.”** However, test administrators may not view or discuss individual test questions or responses.

## Unusable or Defective Test Materials

If a test booklet or answer document becomes unusable at any point during a test session, the test administrator must contact the campus coordinator for guidance.

## Prepare Materials for Return

Student responses cannot be scored unless they are recorded on an answer document using a No. 2 pencil. Answers marked in a test booklet will not be scored. Only students are allowed to erase stray marks or darken answer choices (unless the test administrator is transcribing the student’s response) and only during the scheduled test session.

After testing, return all test materials to the campus coordinator.



## Receive Materials from Test Administrators After Testing

After testing, campus coordinators must check the security numbers of the test booklets against those assigned to the test administrators and ensure the return of all secure portions of the instructions and other test materials. When the materials are returned, the campus coordinator must initial the “In” box on the Materials Control Form. The initials indicate that test administrators have returned all test materials checked out to them as listed on the Materials Control Form. Keep the Materials Control Form for your records. Any scratch paper, graph paper, or reference materials used by students must be destroyed immediately after testing. Campus coordinators should follow the instructions in the *Coordinator Resources* for returning materials to the district coordinator.

## Complete Paper Administration Process

Test administrators or other campus personnel should follow the instructions in the *Coordinator Resources* for completing the SCORE CODE field and the ACCOMM. field on the answer document.

The codes available for use on the ACCOMM. field are DS (Designated Supports), LP (Large Print), XD (Extra Day), BR (Braille), OA (Oral Administration), MC (Basic Calculator), and EE (Spelling Assistance), where applicable. The DS bubble is for marking designated supports other than Content and Language Supports (e.g., extra time, Supplemental Aids).

## Return Materials to District Coordinator

Keep all secure materials in locked storage until they are returned to the district coordinator. Nonscorable materials must be returned to the district coordinator after each administration by the date designated on the [Calendar of Events](#).

Scorable materials include:

- used and voided answer documents

Nonscorable materials include:

- used and unused test booklets
- supplemental materials, such as Punnett squares and writing checklists (if applicable)
- large-print materials (if applicable)
- *STAAR with Embedded Supports Secure Test Instructions*



# Content and Language Supports

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Test administrators must adhere to the following guidelines when administering a paper version of STAAR with Embedded Supports. Allowable test administrator-provided content and language support is specifically described in the accommodation tables.

## Content and Language Supports (all subjects)

The following information should be added to the appropriate STAAR test administrator directions when administering STAAR with Embedded Supports.

**SAY:** This test has embedded content and language supports. You will see a line of dots under some words and sentences. When you see this, you can ask me for help. I may be able to give you a definition, a similar word, a formula, or a picture. I may also be able to read aloud parts of the test that you need help with.

For selections and test questions that have words with dotted underlines in the student's test booklet, test administrators may provide supports given in the "Content and Language Supports" column of the accommodation table in the secure section of these instructions. Test administrators are allowed to **SAY** something to the student, to **Show** the student an image, or to **Indicate** to the student specific information in the student's test booklet. This information may be repeated as often as necessary.

**SAY:** This text must be communicated to the student exactly as written. The information in the **SAY** text cannot be paraphrased, simplified, or shortened. The information can be stated, signed, or provided in written form. The test administrator may repeat the **SAY** information as many times as needed.

**Show:** Images that provide support for selections and test questions are located in these instructions. The "Content and Language Supports" column in the accommodation table may instruct the test administrator to **Show** the student an image (e.g., political cartoon, chart, map, photo) on a specific page in the secure part of these instructions.

**Indicate:** In some instances, the test administrator will need to **Indicate** to the student specific information in the student's test booklet or on the mathematics or science reference materials, if applicable. The test administrator may **Indicate** information in the most appropriate way for that student (e.g., point to the information, cover the information not indicated, place the student's hand on the information).

Sometimes, words or phrases may be repeated in a question. If the repeated word is supported, a dotted underline will be shown on the first appearance of the word and the support will be provided in the Content and Language Support column of the table. For every other occurrence of the word **in the same question**, the test administrator may provide the same support from the table.

Selections and test questions that do not have any content or language supports are shaded and left blank in the accommodation tables.

If the student asks for clarification of a word or phrase that is NOT included in the "Content and Language Supports" column in the accommodation table, test administrators may say, "**I can't help you with that; just do the best you can.**"

Supplemental materials, such as blank Punnett Squares for Biology and writing checklists for English I and English II, will be provided as separate handouts.

# Accommodation Table Examples

Test administrators must use the accommodation tables and supporting images when administering a paper version of STAAR with Embedded Supports. They contain information about the selections and test questions that may be accommodated throughout the administration of the test.

## Format of the STAAR with Embedded Supports Paper Test

During a paper testing session, parts of selections and test questions in the student’s test booklet will contain a dotted underline that indicates the text is eligible for a content or language support. The test administrator may remind the student that he or she can ask for support when they see this dotted underline in their test booklet.

If a student asks for underlined content and language support, the test administrator will refer to the accommodation tables and, if needed, the pages that contain supporting images. The test administrator will provide the support indicated in the accommodation table for the text specified in the selection or test question. For each item, test administrators may only provide support for words or phrases that appear in the accommodation table.

## Examples

The dotted underline indicates that the test administrator may provide the accommodation located in the accommodation tables.

### GRADE 4 READING

- 1 Why does the poet include a simile in line 22?
- A To emphasize the delicateness of the butterflies
  - B To identify another animal that inhabits the area
  - C To describe how the butterflies become less attractive over time
  - D To express the idea that the area will be less beautiful without the butterflies

Test Question Number	Parts of Test Question with Dotted Underlines	Content and Language Supports
1	smile	<b>SAY</b> A simile is a comparison of two things that are not alike using the words <i>like</i> or <i>as</i> .
	line 22	<b>Indicate</b> line 22 in the poem in the student’s test booklet.
	A delicateness	<b>SAY</b> weakness
	B inhabits	<b>SAY</b> lives in

The dotted underline indicates that the test administrator may provide the accommodation located in the accommodation tables.

- 1 Clara Barton is well known in U.S. history for –
- A establishing the Underground Railroad to assist runaway slaves
  - B organizing the Seneca Falls Convention to promote women’s rights
  - C founding the American Red Cross to assist victims of war and natural disaster
  - D instituting the anti-Saloon League to promote temperance




Test Question Number	Parts of Test Question with Dotted Underlines	Content and Language Supports
1	Clara Barton	<b>Show</b> photo on page 41.
	A <u>establishing</u>	<b>SAY</b> creating
	B <u>promote</u>	<b>SAY</b> encourage
	C <u>assist</u>	<b>SAY</b> help
	D <u>instituting</u>	<b>SAY</b> creating

## Read Aloud Support

The test administrator will use a student test booklet to read aloud the following test content based on the needs of the student.

- mathematics, science, and social studies assessments: the entire test
- reading: all prereading text; reading test questions and answer choices; and revising selections, test questions, and answer choices
- English I and English II: all prereading text; reading test questions and answer choices; revising selections, test questions, and answer choices; and the entire writing prompt.

The test administrator may **NOT** read aloud specific test content. A symbol  in the student's booklet will signify that the test administrator may **NOT** read aloud the following.

- reading selections (reading, English I, and English II assessments)
- editing selections (reading, English I, and English II assessments)
- editing questions and answer choices (reading, English I, and English II assessments)

## Types of Student Responses

Student responses will be recorded on scorable paper answer documents. Answer documents for the STAAR with Embedded Supports paper version are different than the answer documents for the general STAAR test. The student may record his or her own answers, or the test administrator may record the student's responses if the student is eligible for Basic Transcribing or approved for Complex Transcribing.

When transcribing a student's responses to griddable questions, the Transcribing Griddable Questions student document must be printed and provided to each student who does not use his or her answer document so that the student is aware of the maximum number of boxes available for an answer to a griddable question. Blank Transcribing Griddable Questions student documents are available on TIDE two weeks prior to testing. This separate sheet must be used by the test administrator who transfers the student's responses onto the answer document. District or campus coordinators must print the applicable student documents prior to testing and destroy them after transcription is complete.

## Content and Language Supports for Students who are Blind or Visually Impaired

For students who are eligible for content and language supports and take the braille version of STAAR, including students who access STAAR online with screen reader support for refreshable braille displays, the test administrator will use the paper version of STAAR with Embedded Supports and the appropriate instructions to provide these supports. The accommodation tables in the secure part of these instructions will provide the following information: picture descriptions of content and language support images and graphics (e.g., charts, tables, graphs) that may be reproduced for accessibility (e.g., braille graphics, pairing graphics with tactile symbols, texts, or objects, enlarging or projecting).

Coordinators and test administrators involved in braille administrations of STAAR with Embedded Supports must be trained in the administration procedures outlined in the appropriate specific braille instructions and in procedures specific to paper administrations of STAAR with Embedded Supports. Coordinators should ensure that testing personnel have the information they need in time to ask questions and prepare for the test administration.

To prepare for the test administration, the test content of a braille assessment may be previewed by the test administrator during the district-determined preview window. Additional information about previewing assessment material prior to administration can be found in the appropriate general instructions for administering braille assessments resource document.

During paper administrations of STAAR with Embedded Supports, the test administrator uses the accommodation tables in the secure part of the instructions to provide accommodations to selections and test questions. Content and Language Supports may include clarification of words or phrases, the addition of graphics, photographs, and formulas, or indication by the test administrator of certain parts of the selection, test question, or reference materials. For charts, tables, and maps that will need to be reproduced in braille or other forms for accessibility, instructions specific to braille test takers will be indicated in the table and on the supporting images in the secure part of the instructions. All accommodations specific to braille test takers will be indicated in the “Content and Language Supports” column and identified for the test administrator as “Braille Instructions ONLY.”

Instructions specific to braille test takers, including descriptions of Content and Language Support images, may be provided to the student as needed.

The parts of the test question that have been accommodated with Content and Language Supports will NOT be marked in the brailled student booklet (the paper booklet includes a dotted underline). Students should be made aware that they can ask for clarification of words or concepts and the test administrator may be able to provide support if those words or concepts are included in the secure part of the instructions.

If the student asks for clarification of a word or phrase that is NOT included in the secure part of the instructions, test administrators may say, “I can’t help you with that; just do the best you can.” Selections and test questions that do not have any Content and Language Supports are shaded and left blank.

If a student asks for clarification of a word or phrase that IS included, the test administrator will refer to the accommodation tables and, if needed, the pages that contain supporting images. The test administrator should provide the accommodation or follow the instructions specific to braille test takers indicated in the accommodation table. For each item, test administrators may only provide support for words or phrases that appear in the accommodation table.

# Examples with Instructions Specific to Braille Test Takers

GRADE 4 MATHEMATICS

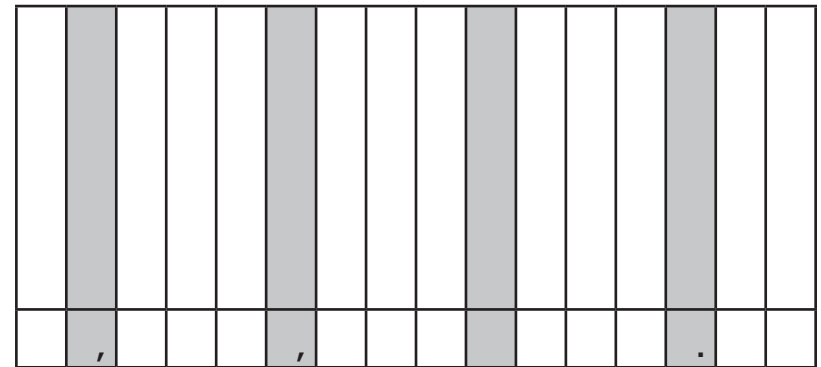
The dotted underline in the paper STAAR with Embedded Supports student booklet indicates that the test administrator may provide the accommodation located in the accommodation tables.

- 1 Scott traveled 557 miles to visit his cousin. What is the number rounded to the nearest ten?

Record your answer and fill in the bubbles on your answer document. Be sure to use the correct place value.

Chart  
Test Question Number 1

Test Question Number	Part of the Test Question with the Dotted Underline	Content and Language Supports
1	nearest ten	<p>Show chart on page 15.</p> <p><u>Braille Instructions ONLY:</u> ← Chart on page 15 may be reproduced in braille or other forms.</p>



Braille Instructions ONLY:  
Chart may be reproduced in braille or other forms.

15

Accommodations specific to braille test takers will be provided in the accommodation tables located in the secure part of the instructions and, if applicable, supporting images. Accommodations will be identified for the test administrator as "Braille Instructions ONLY."



GRADE 7 READING

The dotted underline in the paper STAAR with Embedded Supports student booklet indicates that the test administrator may provide the accommodation located in the accommodation tables.

The photograph at the end of the selection is included to —

- A illustrate why the *Cutty Sark* needed renovation
- B highlight the *Cutty Sark's* historical significance
- C indicate the number of people who can visit the *Cutty Sark* each day
- D show how a defining feature of the *Cutty Sark* is displayed

Accommodations specific to braille test takers will be provided in the accommodation tables located in the secure part of the instructions. Accommodations will be identified for the test administrator as "Braille Instructions ONLY" and located in the "Content and Language Supports" column for all tested subjects.

Test Question Number	Part of the Test Question with the Dotted Underline	Content and Language Supports
1	photograph at the end of the selection	<b>Indicate</b> photograph at the end of the selection on page XX.  <u>Braille Instructions ONLY:</u> ← <b>SAY</b> People walk under the hull, or bottom, of the Cutty Sark.
	<b>A</b> renovation	<b>SAY</b> to be fixed
	<b>D</b> defining feature	<b>SAY</b> unique part





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