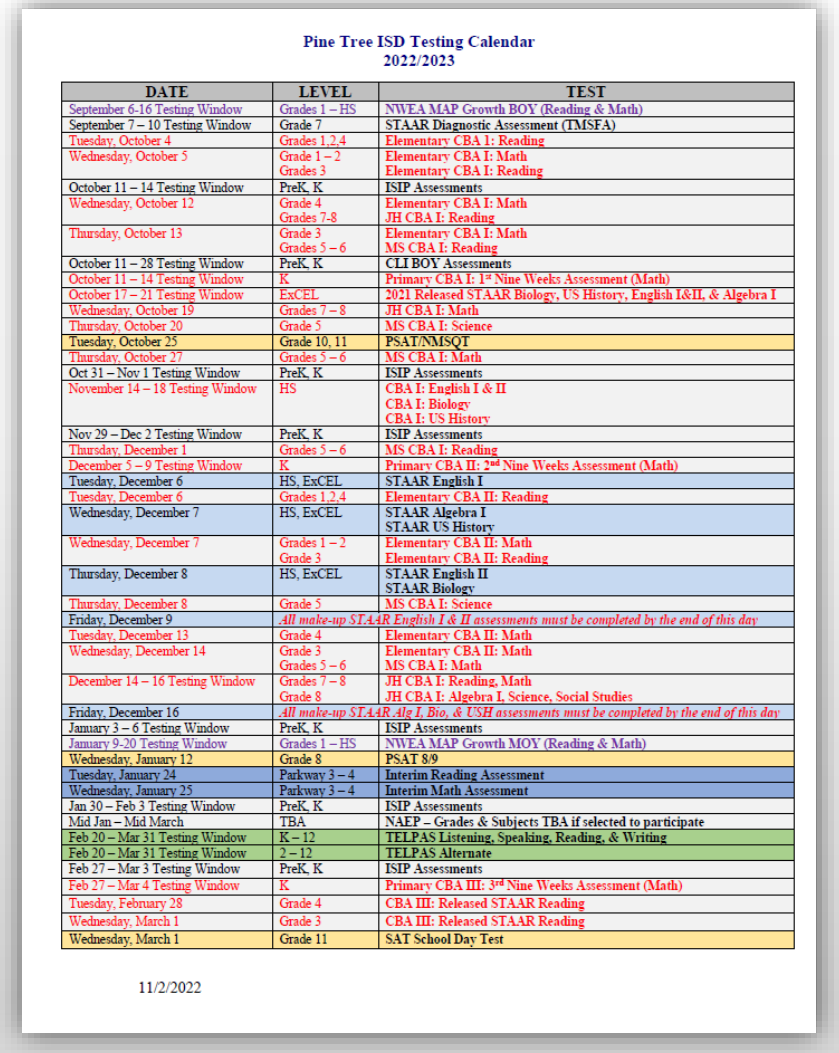
TECHNOLOGY SECURITY & PROCEDURES TRAINING

Pine Tree ISD

2022-2023

DISTRICT TESTING CALENDAR

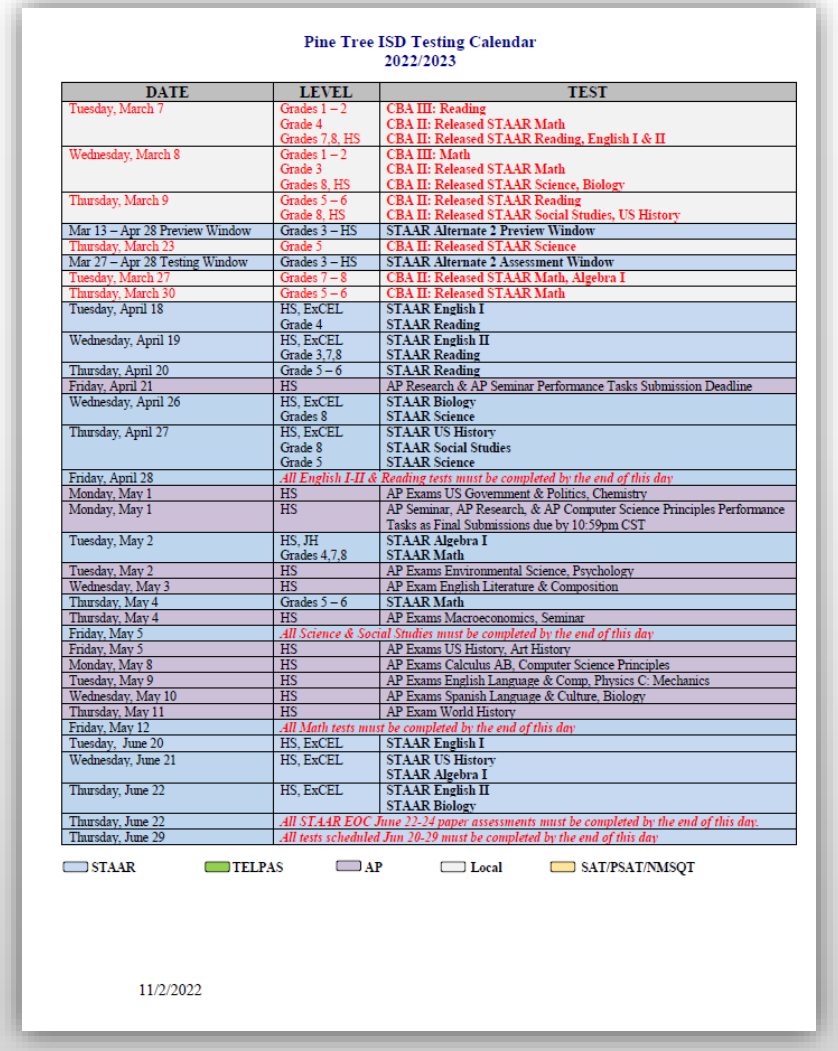
- Two-week online testing window for all STAAR assessments.



Pine Tree ISD Testing Calendar
2022/2023

DATE	LEVEL	TEST
September 6-16 Testing Window	Grades 1 – HS	NWEA MAP Growth BOY (Reading & Math)
September 7 – 10 Testing Window	Grade 7	STAAR Diagnostic Assessment (TMSFA)
Tuesday, October 4	Grades 1,2,4	Elementary CBA I: Reading
Wednesday, October 5	Grade 1 – 2 Grades 3	Elementary CBA I: Math Elementary CBA I: Reading
October 11 – 14 Testing Window	PreK, K	ISIP Assessments
Wednesday, October 12	Grade 4 Grades 7-8	Elementary CBA I: Math JH CBA I: Reading
Thursday, October 13	Grade 3 Grades 5 – 6	Elementary CBA I: Math MS CBA I: Reading
October 11 – 28 Testing Window	PreK, K	CLI BOY Assessments
October 11 – 14 Testing Window	K	Primary CBA I: 1st Nine Weeks Assessment (Math)
October 17 – 21 Testing Window	ExCEL	2021 Released STAAR Biology, US History, English I&II, & Algebra I
Wednesday, October 19	Grades 7 – 8	JH CBA I: Math
Thursday, October 20	Grade 5	MS CBA I: Science
Tuesday, October 25	Grade 10, 11	PSAT/NMSQT
Thursday, October 27	Grades 5 – 6	MS CBA I: Math
Oct 31 – Nov 1 Testing Window	PreK, K	ISIP Assessments
November 14 – 18 Testing Window	HS	CBA I: English I & II CBA I: Biology CBA I: US History
Nov 29 – Dec 2 Testing Window	PreK, K	ISIP Assessments
Thursday, December 1	Grades 5 – 6	MS CBA I: Reading
December 5 – 9 Testing Window	K	Primary CBA II: 2nd Nine Weeks Assessment (Math)
Tuesday, December 6	HS, ExCEL	STAAR English I
Tuesday, December 6	Grades 1,2,4	Elementary CBA II: Reading
Wednesday, December 7	HS, ExCEL	STAAR Algebra I STAAR US History
Wednesday, December 7	Grades 1 – 2 Grade 3	Elementary CBA II: Math Elementary CBA II: Reading
Thursday, December 8	HS, ExCEL	STAAR English II STAAR Biology
Thursday, December 8	Grade 5	MS CBA I: Science
Friday, December 9	*All make-up STAAR English I & II assessments must be completed by the end of this day*	
Tuesday, December 13	Grade 4	Elementary CBA II: Math
Wednesday, December 14	Grade 3 Grades 5 – 6	Elementary CBA II: Math MS CBA I: Math
December 14 – 16 Testing Window	Grades 7 – 8 Grade 8	JH CBA I: Reading, Math JH CBA I: Algebra I, Science, Social Studies
Friday, December 16	*All make-up STAAR Alg I, Bio, & USH assessments must be completed by the end of this day*	
January 3 – 6 Testing Window	PreK, K	ISIP Assessments
January 9-20 Testing Window	Grades 1 – HS	NWEA MAP Growth MOY (Reading & Math)
Wednesday, January 12	Grade 8	PSAT 8/9
Tuesday, January 24	Parkway 3 – 4	Interim Reading Assessment
Wednesday, January 25	Parkway 3 – 4	Interim Math Assessment
Jan 30 – Feb 3 Testing Window	PreK, K	ISIP Assessments
Mid Jan – Mid March	TBA	NAEP – Grades & Subjects TBA if selected to participate
Feb 20 – Mar 31 Testing Window	K – 12	TELPAS Listening, Speaking, Reading, & Writing
Feb 20 – Mar 31 Testing Window	2 – 12	TELPAS Alternate
Feb 27 – Mar 3 Testing Window	PreK, K	ISIP Assessments
Feb 27 – Mar 4 Testing Window	K	Primary CBA III: 3rd Nine Weeks Assessment (Math)
Tuesday, February 28	Grade 4	CBA III: Released STAAR Reading
Wednesday, March 1	Grade 3	CBA III: Released STAAR Reading
Wednesday, March 1	Grade 11	SAT School Day Test

11/2/2022



Pine Tree ISD Testing Calendar
2022/2023

DATE	LEVEL	TEST
Tuesday, March 7	Grades 1 – 2 Grade 4 Grades 7,8, HS	CBA III: Reading CBA II: Released STAAR Math CBA II: Released STAAR Reading, English I & II
Wednesday, March 8	Grades 1 – 2 Grade 3 Grades 8, HS	CBA III: Math CBA II: Released STAAR Math CBA II: Released STAAR Science, Biology
Thursday, March 9	Grades 5 – 6 Grade 8, HS	CBA II: Released STAAR Reading CBA II: Released STAAR Social Studies, US History
Mar 13 – Apr 28 Preview Window	Grades 3 – HS	STAAR Alternate 2 Preview Window
Thursday, March 23	Grade 5	CBA II: Released STAAR Science
Mar 27 – Apr 28 Testing Window	Grades 3 – HS	STAAR Alternate 2 Assessment Window
Tuesday, March 27	Grades 7 – 8	CBA II: Released STAAR Math, Algebra I
Thursday, March 30	Grades 5 – 6	CBA II: Released STAAR Math
Tuesday, April 18	HS, ExCEL Grade 4	STAAR English I STAAR Reading
Wednesday, April 19	HS, ExCEL Grade 3,7,8	STAAR English II STAAR Reading
Thursday, April 20	Grade 5 – 6	STAAR Reading
Friday, April 21	HS	AP Research & AP Seminar Performance Tasks Submission Deadline
Wednesday, April 26	HS, ExCEL Grades 8	STAAR Biology STAAR Science
Thursday, April 27	HS, ExCEL Grade 8 Grade 5	STAAR US History STAAR Social Studies STAAR Science
Friday, April 28	*All English I-II & Reading tests must be completed by the end of this day*	
Monday, May 1	HS	AP Exams US Government & Politics, Chemistry
Monday, May 1	HS	AP Seminar, AP Research, & AP Computer Science Principles Performance Tasks as Final Submissions due by 10:59pm CST
Tuesday, May 2	HS, JH Grades 4,7,8	STAAR Algebra I STAAR Math
Tuesday, May 2	HS	AP Exams Environmental Science, Psychology
Wednesday, May 3	HS	AP Exam English Literature & Composition
Thursday, May 4	Grades 5 – 6	STAAR Math
Thursday, May 4	HS	AP Exams Macroeconomics, Seminar
Friday, May 5	*All Science & Social Studies must be completed by the end of this day*	
Friday, May 5	HS	AP Exams US History, Art History
Monday, May 8	HS	AP Exams Calculus AB, Computer Science Principles
Tuesday, May 9	HS	AP Exams English Language & Comp, Physics C: Mechanics
Wednesday, May 10	HS	AP Exams Spanish Language & Culture, Biology
Thursday, May 11	HS	AP Exam World History
Friday, May 12	*All Math tests must be completed by the end of this day*	
Tuesday, June 20	HS, ExCEL	STAAR English I
Wednesday, June 21	HS, ExCEL	STAAR US History STAAR Algebra I
Thursday, June 22	HS, ExCEL	STAAR English II STAAR Biology
Thursday, June 22	*All STAAR EOC June 22-24 paper assessments must be completed by the end of this day.*	
Thursday, June 29	*All tests scheduled Jun 20-29 must be completed by the end of this day*	

STAAR TELPAS AP Local SAT/PSAT/NMSQT

11/2/2022

STAFF RESPONSIBILITIES FOR ONLINE ADMINISTRATIONS

Technology staff must

- be familiar with the technology documents found on the Texas Assessment webpage, and the hardware and software requirements for online testing, and
- be available for assistance during test administrations to address technology problems.

District Testing Coordinators will

- set up test sessions in the online testing platforms for STAAR and TELPAS

Campus testing coordinators (or authorized test administrators) must

- manage test sessions,
- update student demographic information in the Assessment Management System, and
- verify that appropriate embedded supports (Test Attributes) have been activated for each student, using the “Student Settings & Tools” session rosters.

Test administrators must

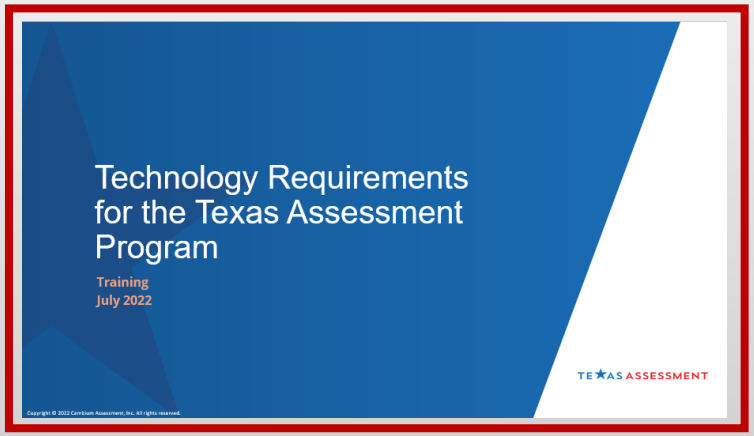
- help students open and view their tests,
- monitor students during testing, and
- maintain test security and manage any interruptions during testing, such as restroom breaks or student illness

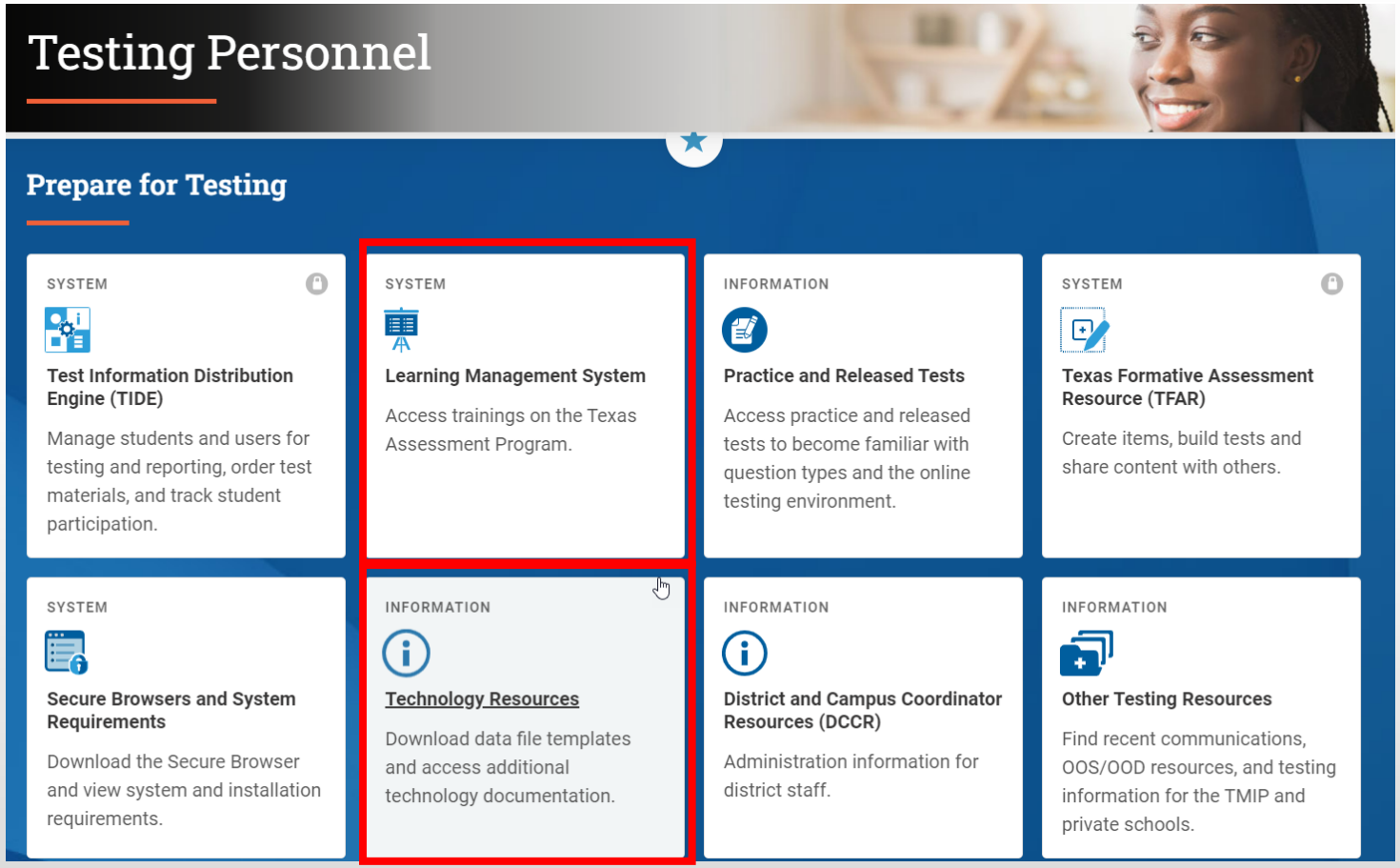
ONLINE TECHNOLOGY RESOURCES

Minimum System Requirements for the Administration of Online Assessments

https://www.texasassessment.gov/testing-personnel.html

Learning Management System(LMS)





Objectives

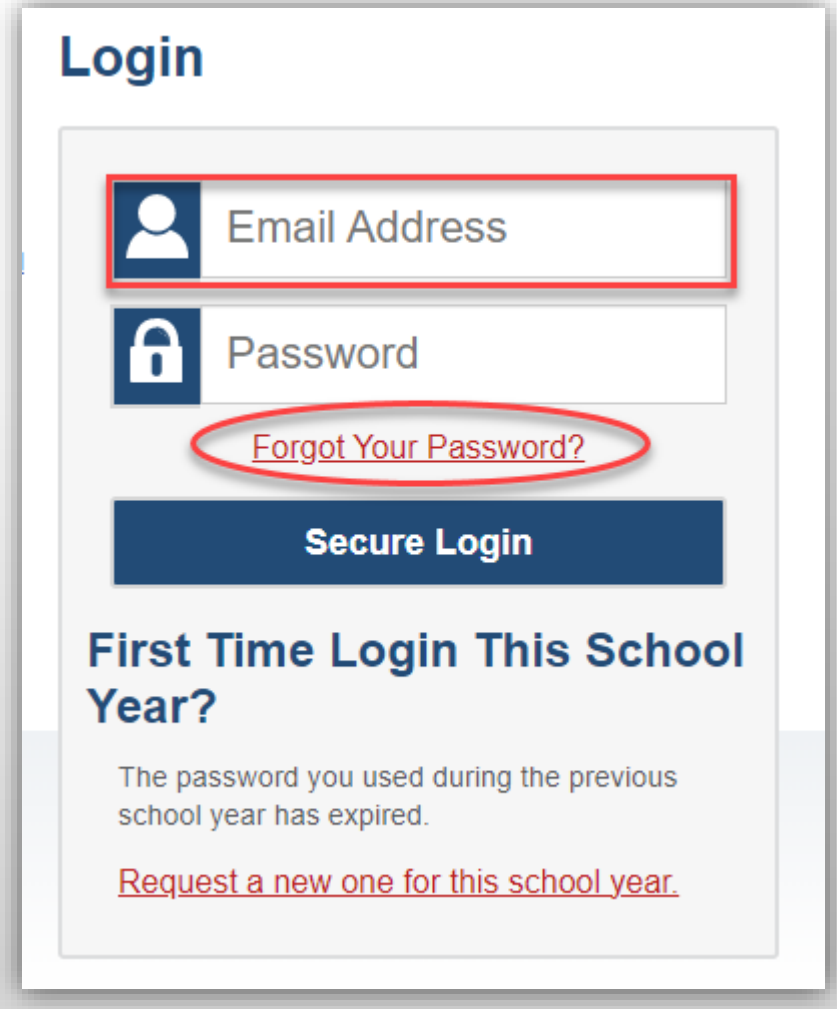
The goal of this training is to help technology staff understand how to prepare for online testing by completing, in advance, this four-step technology setup:

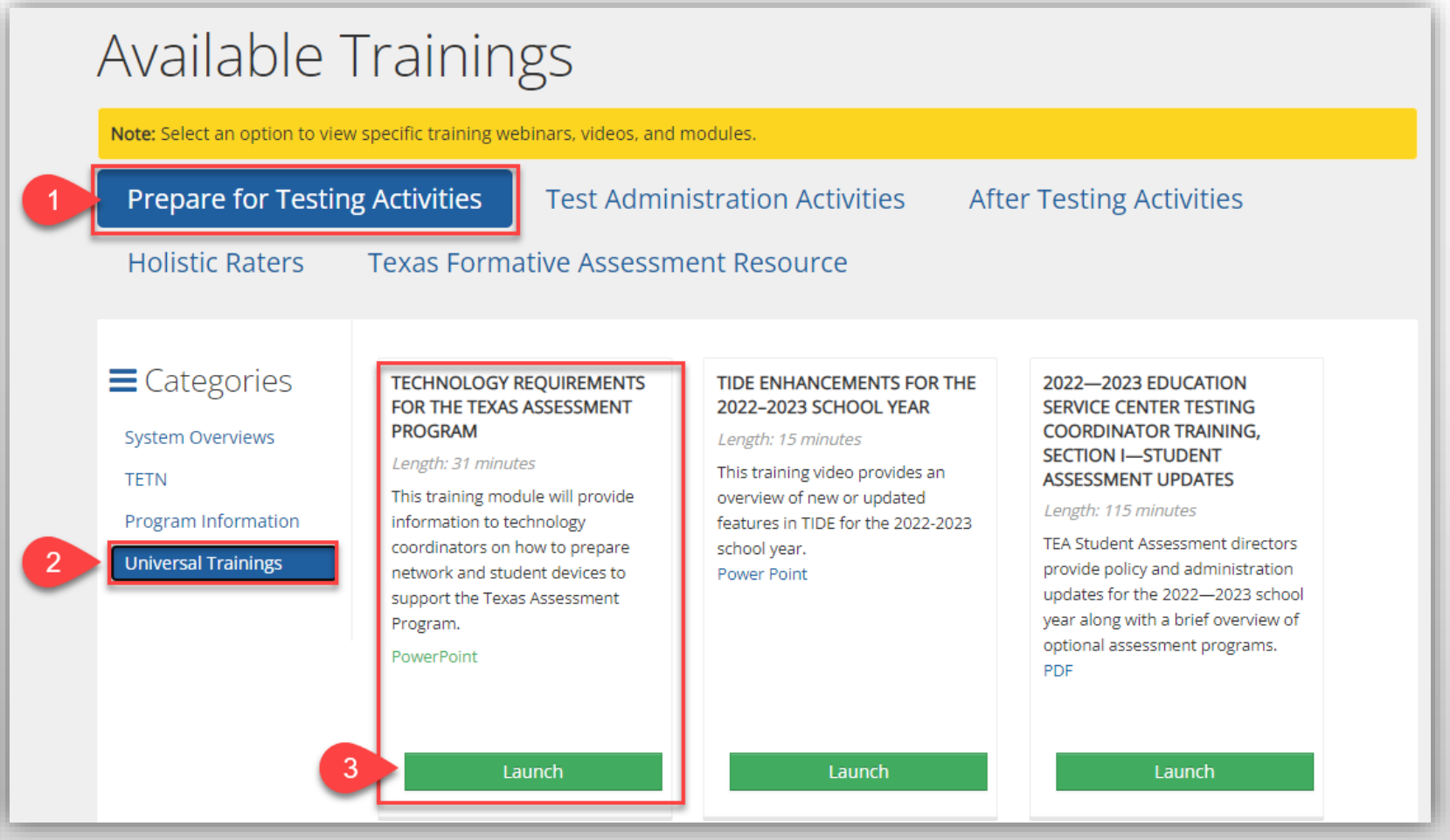
- ★ Step 1: Set Up Staff Workstations
- ★ Step 2: Set Up Student Workstations and Install CAI's Secure Browser
- ★ Step 3: Configure Your Network for Online Testing
- ★ Step 4: Configure Assistive Technologies

TEXAS ASSESSMENT

STAAR & TELPAS ONLINE TESTING PLATFORM

www.texasassessment.gov





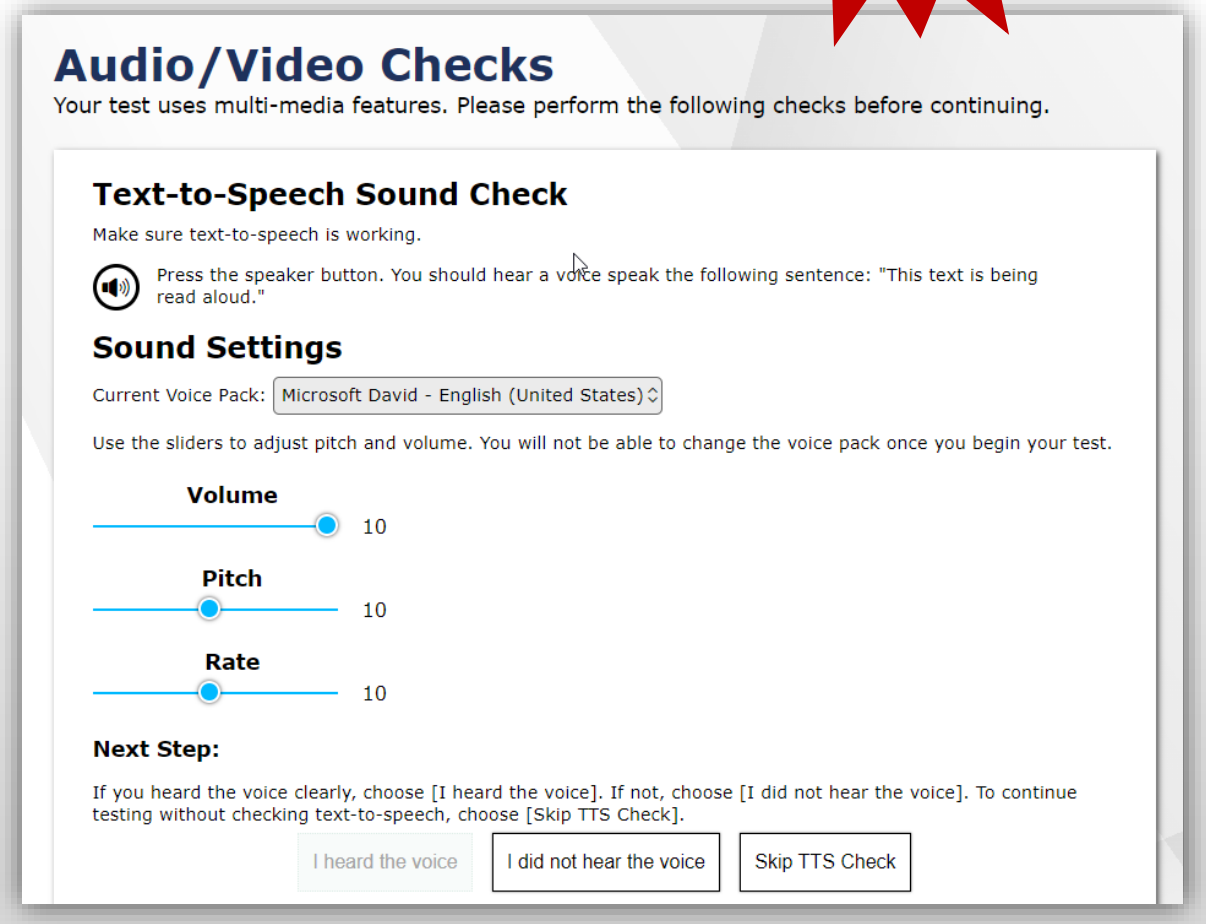
ONLINE TESTING ENHANCEMENTS

NEW

Students now able to select between **voice packs**

Additional Sound Settings

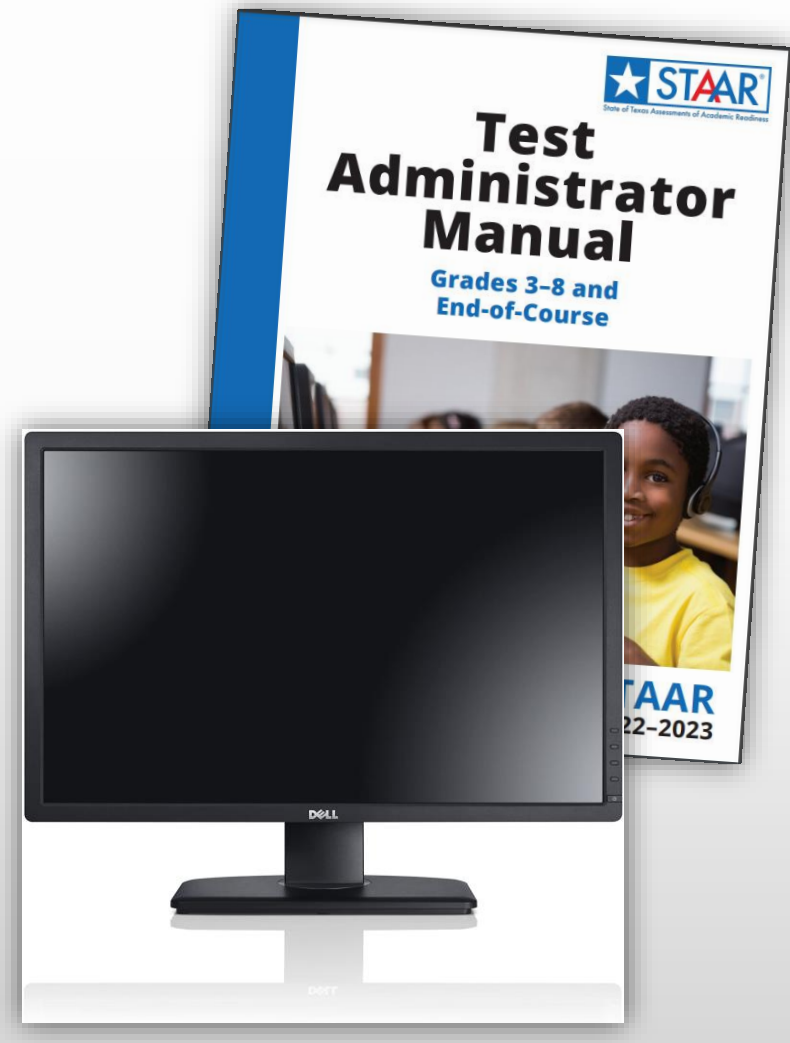
IMPORTANT REMINDER:
TTS uses the local device's native accessibility voice packs. ***Please make sure that a Spanish voice pack has been activated and tested prior to the administration of an assessment with Spanish TTS.***



TEST SECURITY

TEST SECURITY & CONFIDENTIALITY

- Maintaining the confidentiality of the Texas student assessment program involves protecting the contents of all online assessments.
  - No person may view, reveal, or discuss the contents of an online assessment before, during, or after a test administration unless specifically authorized to do so.
  - No person may duplicate, print, record, write notes about, or capture (electronically or by any other means) any portion of a secure assessment instrument (paper or online) without prior approval from TEA.



TEST SECURITY & CONFIDENTIALITY

- Only students may respond to test questions, perform calculations, and create written responses.
- No person may review or discuss student responses or solicit information from students about secure test content during or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials.
- A Test Administrator must be present at all times during testing.

TEST SECURITY & CONFIDENTIALITY

Confidentiality involves protecting all secure test content including:

- Online assessments
- Test Tickets
- Session Codes

Compliance with confidentiality requirements involves:

- Training testing personnel on their obligations concerning confidentiality

CELL PHONE

- **District Cell Phone Policy**
  - All Test Administrators and student phones will be turned off. Student phones are collected by TAs prior to each test session.
- **District Technology Staff Cell Phones**
  - Please make sure your phones are silenced when entering a testing room
  - If you must use your phone in a testing environment, make sure the test administrator, the campus testing coordinator, or campus principal is in the room with you.
  - Avoid using your phone in the room if possible to eliminate distractions.

TEST SECURITY & CONFIDENTIALITY

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities. Test irregularities fall into one of two categories—serious or procedural.

Serious Irregularities

- Constitute severe violations of test security or confidentiality
- Must be immediately investigated by the district testing coordinator
- Must be reported to TEA as soon as the district testing coordinator is made aware of a possible or confirmed violation
- Can result in the individual(s) responsible being referred to the TEA Educator Certification and Standards Division for consideration of disciplinary action

TEST SECURITY & CONFIDENTIALITY

Serious Irregularities

Conduct that constitutes a serious testing irregularity may include, but is not limited to, the following:

- directly or indirectly assisting students with responses to test questions
- tampering with student responses
- falsifying student responses
- viewing secure test content before, during, or after an administration unless specifically authorized by TEA or by the procedures outlined in the test administration manuals
- 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 or by the procedures outlined in the test administration manuals

TEST SECURITY & CONFIDENTIALITY

Serious Irregularities

- responding to secure test questions
- fraudulently exempting or preventing a student from participating in the administration of a required state assessment
- (TELPAS Rater Calibration) receiving or providing unallowable assistance during calibration activities (e.g., taking notes, providing answer sheets, 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 or is suspected of engaging in conduct described in the items listed above or in any other serious violation of security and confidentiality

TEST SECURITY & CONFIDENTIALITY

Procedural Irregularities

- Reflect minor errors or deviations in testing procedures
- Do not represent severe breaches in security or confidentiality
- Do not require a call to TEA unless guidance is needed by the district
- Do not require supporting documentation to be submitted with the district's incident report.

TEST SECURITY & CONFIDENTIALITY

Procedural Irregularities

- Testing personnel did not use the test administrator manual or failed to read the test administration script verbatim as outlined in the resources.
- Personnel were permitted to administer tests, monitor test sessions, relieve a test administrator during a break, or handle secure materials even though they had not been properly trained or did not sign the appropriate oath(s).
- Students were not prevented from using cell phones or any other electronic device to take pictures, share postings, or send messages.
- A test administrator failed to remove or cover an instructional display that could provide a direct source of answers for the subject-area assessment being administered.
- A student was issued test materials or a test ticket belonging to another tester.

TEST SECURITY & CONFIDENTIALITY

Penalties

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 is subject to the following penalties:

- placement of restrictions on the issuance, renewal, or holding of a Texas educator certificate, either indefinitely or for a set term
- issuance of an inscribed or non-inscribed reprimand
- suspension of a Texas educator certificate for a set term
- revocation or cancellation of a Texas educator certificate without opportunity for reapplication for a set term or permanently
- disciplinary action including termination of employment
- **Release or disclosure of confidential test content is a class C misdemeanor.**

TECHNOLOGY GUIDELINES

TECHNOLOGY GUIDELINES

Technology Guidelines Document

- District or campus personnel must conduct additional reviews of technology after any upgrade or update to determine if it continues to meet TEA guidelines for use during a state assessment.

- All technology used during state assessments must adhere to the guidelines in the Technology Guidelines Document.

- Test administrators must actively monitor the use of the technology during a state assessment.

TECHNOLOGY GUIDELINES

For a device or software to be considered appropriate for state assessment use, it must

- be set in a mode that locks the user into a specific software program(s) [e.g., kiosk mode or a districtwide Mobile Device Management system (MDM)]; and/or
- block the user from accessing functionality that may violate test security, such as
  - the ability to send secure test content (e.g., messages, captured images, videos);
  - the ability to send or receive any person-to-person communication about secure test content (e.g., chat, video); and
  - the ability to save secure test content (if the device or software requires a student's response to be temporarily saved, the district must ensure the file is permanently deleted after the administration).

- Applications may NOT be accessed on a cell phone.

TECHNOLOGY GUIDELINES

- Tablet devices may be used for calculation applications, speech-to-text applications, word processor applications, and dictionary applications. When using tablet applications, districts must ensure the application does not provide functionality that compromises the curriculum assessed.

- If an application or software program requires an internet connection to function (e.g., a speech-to-text application requires access to an internet-based word bank), it should be set in a mode that prevents the student from accessing the internet through a browser or accessing any other aids beyond the allowable supports.

TECHNOLOGY GUIDELINES

For students using accessibility features, the secure browser application provides the option for assessments to be taken in less restrictive environments. This feature is known as Permissive Mode.

- Temporarily allows students who need designated support tools to navigate between the secure browser application and external applications
- Permissive Mode is available for computers running supported desktop Windows and Mac operating systems only. When using a MacOS, districts must use Secure Browser version 12.5

For more information and instructions, refer to the Test Delivery System (TDS) User Guide, the Accessibility and Assistive Technology User Guide, and the Quick Guide for Setting Up Your Online Testing Technology.

TECHNOLOGY GUIDELINES

See the STAAR Technology Guidelines document to prepare the following accessibility features for use.

Basic Transcribing

- Word processor
- Speech-to-text

Spelling Assistance

- Spell check
- Word prediction
- Speech-to-text
- Text-to-speech

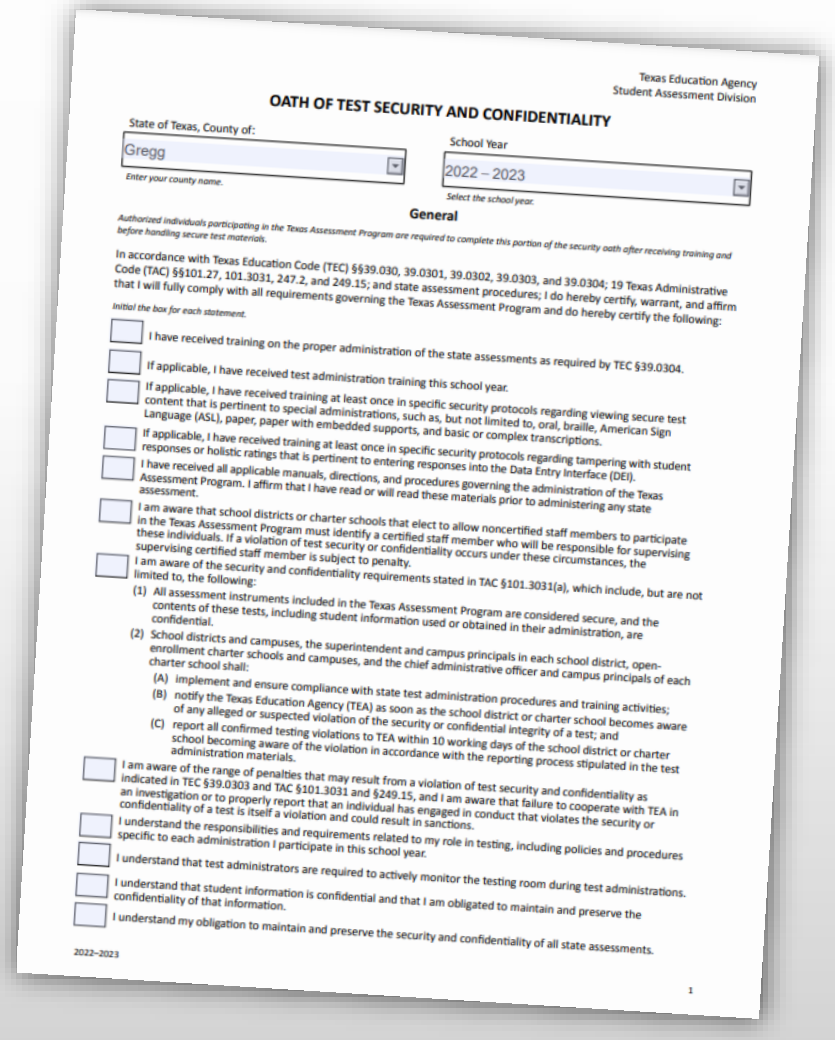
Dictionary Applications

Calculator Applications

OATH OF TEST SECURITY

- I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus / district test coordinator.

- I am aware that release or disclosure of confidential test items could result in prosecution under the Texas Education Code, Government Code, Administrative Code and/or Penal Code.



Texas Education Agency
Student Assessment Division

OATH OF TEST SECURITY AND CONFIDENTIALITY

State of Texas, County of: Gregg
Enter your county name.

School Year: 2022 – 2023
Select the school year.

General

Authorized individuals participating in the Texas Assessment Program are required to complete this portion of the security oath after receiving training and before handling secure test materials.

In accordance with Texas Education Code (TEC) §§39.030, 39.0301, 39.0302, 39.0303, and 39.0304; 19 Texas Administrative Code (TAC) §§101.27, 101.3031, 247.2, and 249.15; and state assessment procedures; I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the Texas Assessment Program and do hereby certify the following:

Initial the box for each statement.

☐ I have received training on the proper administration of the state assessments as required by TEC §39.0304.

☐ If applicable, I have received test administration training this school year.

☐ If applicable, I have received training at least once in specific security protocols regarding viewing secure test content that is pertinent to special administrations, such as, but not limited to, oral, braille, American Sign Language (ASL), paper, paper with embedded supports, and basic or complex transcriptions.

☐ If applicable, I have received training at least once in specific security protocols regarding tampering with student responses or holistic ratings that is pertinent to entering responses into the Data Entry Interface (DEI).

☐ I have received all applicable manuals, directions, and procedures governing the administration of the Texas Assessment Program. I affirm that I have read or will read these materials prior to administering any state assessment.

☐ I am aware that school districts or charter schools that elect to allow noncertified staff members to participate in the Texas Assessment Program must identify a certified staff member who will be responsible for supervising these individuals. If a violation of test security or confidentiality occurs under these circumstances, the supervising certified staff member is subject to penalty.

☐ I am aware of the security and confidentiality requirements stated in TAC §101.3031(a), which include, but are not limited to, the following:

(1) All assessment instruments included in the Texas 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 confidential integrity of a test; and

(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.

☐ I am aware of the range of penalties that may result from a violation of test security and confidentiality as indicated in TEC §39.0303 and TAC §101.3031 and §249.15, and I am aware that failure to cooperate with TEA in an investigation or to properly report that an individual has engaged in conduct that violates the security or confidentiality of a test is itself a violation and could result in sanctions.

☐ I understand the responsibilities and requirements related to my role in testing, including policies and procedures specific to each administration I participate in this school year.

☐ I understand that test administrators are required to actively monitor the testing room during test administrations.

☐ I understand that student information is confidential and that I am obligated to maintain and preserve the confidentiality of that information.

☐ I understand my obligation to maintain and preserve the security and confidentiality of all state assessments.

QUESTIONS?

Debbie Terry

District Testing Coordinator

903-235-4875

903-295-5000, ext. 1765