Please review this prior to testing and complete and bring to check-in.

March Check-in

To Do List for Check-in March 2016
Grades 4 & 7 Writing and Grades 5 & 8 Math and Reading

Campus Name _____ Campus Number _____

CTC Name _____ Principal Signature _____

March Administration: Check-in Dates		Location: Delco (except where noted*)
March 2016	31 (Thursday)	Check-in at ***SWT*** 3:00: *Alt eds that attribute back: ALC, EDAEP @ Becker, Homebound, and JJAEP. SBS: Brentwood CTC checks in SBS documents at the Brentwood appointment time Friday.
April 2016	01 (Friday)	Check-in at Delco by appointment all campuses: Elem, middle, & alts (alts that are their own campus)

Read STAAR 3-8 CTC emails. Be especially attentive this year. We may receive information not available as of the CTC training.

General notes:

- **IMPORTANT:** Verify that test version and score code information submitted matches what you document on the SSSADs.
- SSSAD= Scoring Status of Student Answer Document. Documentation of what occurred for testing for each student (paper & online).
- CTCs have access to SSSADs and Program Code Lists in Access MIS in the cloud.
- References to Spanish refer to grades 4-5 for the March administrations.
- To properly prepare your materials for your warehouse shipment, use the *To Do List for Secure Return Shipment March 2016*.

Precoded answer documents:

- STAAR precodes are answer documents (no more precoded labels for writing).
- Void precode if a student tests online only.

Before returning scorable materials at check-in, please be sure that each of the following has been completed and verified:

- ☐ **NEW:** CTC brought the ETS white scorable boxes to check-in (unpacked and unsealed). SWT must ship scorables (answer documents) after check-in using white campus boxes. CTC must record on the Check-in Form the tracking numbers for the boxes (according to administration-see next bullet). CTC should record tracking numbers only for the boxes used to fit your scorables. SWT packs, seals, and ships the scorable boxes after campuses have finished check-in.
- ☐ The scorables for the two administrations have been separated (writing separate from math and reading). As shown on the *Check-in Form for March 2016*, campus answer document totals are documented on one Check-in Form, but each administration will be packed in its own series of ETS campus white scorable boxes for return. The tracking numbers for the scorable boxes for each administration must be documented (separately) where indicated on the Check-in Form.
- ☐ With the exception of students taking STAAR Alt 2, there is a STAAR answer document or an online record being submitted for each enrolled student in the grades testing for each subject being tested.
- ☐ Only for those with an approved paper STAAR A or STAAR L: An answer document was submitted for the student. Answers are no longer transcribed onto the online system for this. Consult testing specialist regarding answer document.
- ☐ You marked the STAAR Alt 2 column on the SSSAD for each student participating in STAAR Alt 2.
  No answer document is submitted for STAAR Alt 2, so void any precode you receive.
- ☐ Someone on campus has filled in **all** required information on the front of hand-gridded answer documents for new students and marked the corresponding bubbles. See data on Program Code Lists (same location as SSSADs in Access MIS). Data is pulled from TEAMS and is information the campus has supplied in TEAMS. Gridding identification and program information: **DCCM Appendix A.**
- ☐ You verified after testing students did not mark bubbles that created errors on data elements in the FOR SCHOOL USE ONLY field.
- ☐ If errors made, the CTC (only) erased error(s) in the presence of a witness. Only incorrect coding on the front side of the document should be erased. **NEVER** erase anything on the portion of the answer document with student test question answers.
- ☐ You verified that student test tickets were destroyed after testing.
- ☐ You verified that student demographics were included and were accurate for online tests.
- ☐ Hard copies of online rosters were brought to check-in, and you followed the user's guide to indicate completion of testing.
- ☐ You collected all test administrator oaths. CTC stores on campus for 5 years.

-Properly Gridding Score Codes, TEST TAKEN INFO Field, and Accommodations: **DCCM S-41 through S-45.**
-Answer document submission and proper use of score codes: **DCCM Appendix B.**
-Gridding Answer Documents for Students Taking Assessments Above Grade Level: **DCCM S-44 and 45.**

Score codes on answer documents: **DCCM Appendix B-6 and 7**
A = absent
O = other- includes **i**llness, irregularity, cheating, or student is participating in a different level test in this subject (above grade level).
***** = asterisk- student did not test on the document for that subject (combo of paper & online for that administration)
S = test to be scored

- ☐ You reviewed the DCCM page S-42 and used the "*" (asterisk) score code ***only*** for the following reason:
  For the March 5 & 8 administration, the student took a combo of paper for one subject and online for the other subject.
  The '*' (asterisk) indicates the subject not taken on that document.
- ☐ You reviewed the DCCM pages S-44 and 45 to properly grid answer documents for students taking above grade level STAAR grade 8 math or Algebra 1 EOC.
- ☐ If the LPAC determined a student who meets the eligibility as an ***unschooled*** asylee/refugee will not test, an answer document was submitted for the student with an "O" score code for the applicable subject(s). [Allowed for 1st year only and only for ***unschooled***.]
  Make a note on the SSSAD.

Score codes online: DCCM Appendix B-7 and 8

- ☐ You followed instructions in Appendix B for when NOT to submit a record for a student who is registered to test online.
- ☐ You followed instructions in Appendix B to properly mark the score for instances other than score code of "S"

When a student tests online, the test will automatically be scored if the test is submitted and a score code other than "S" has not been entered. Instances when test should be marked complete and score code (other than "S") should be used:
A = absent (not indicated online until student is absent during the entire testing window, including test day and make-up days)
O = other- includes **i**llness, irregularity, or cheating

> **From Appendix B-8:** For the items above regarding online, make sure that an answer document is **NOT** being submitted for the student. Void the answer document if the online record is being submitted.
>
> If the student has tested one subject on an answer document and a score code other than "S" is appropriate for the other subject, mark the score code for the other subject on the answer document rather than submitting an online test for that subject.

SSSADs: Documenting information about paper and online testing:

CTC documents on the SSSADs the testing status for each student- for paper testing and online testing. Under the appropriate test version column, CTC must write the scoring status (score code) for each subject being tested. Write the specific score code- not just a check mark.

The process at check-in for review of testing status for each student:
CTC reads from the SSSADs while a check-in person reviews answer documents for paper testing and online rosters for online testing.

- ☐ Paper: You reviewed and verified the accuracy of score codes on answer documents and put the answer documents in SSSAD order.
- ☐ Online: You verified online submission process was complete and appropriate score codes were indicated when not "S" for score.
- ☐ For paper and online: You verified that the information submitted on the answer documents and online rosters match what you have documented on the SSSADs (test version, score code status, accommodations, NEW TO TEXAS status, etc.)

TEST TAKEN INFO field:

- ☐ You marked the correct language (grades 4-5) in the TEST TAKEN INFO field on each STAAR answer document.
  For grades 4-5, language (**"**EN" or "SP") must be marked in this field. The correct language must be marked to ensure proper scoring. Mark language even if the student is absent from test or illness/test irregularity occurs during testing. Note: No form #s for 2016.

ACCOMMODATIONS field: DCCM S-43:

Accommodations are marked if documented and made available to student (even if the student did not use them).

- ☐ You marked the GA bubble to indicate that a Type 1 or Type 2 accommodation not listed in the next bullet was available to a student.
  GA= general accommodation
- ☐ You marked the accommodation bubble (BR, LP, OA, and/or XD) if any of the specific accommodations were available to a student.
  BR= braille **LP**= large print **OA**= oral administration **XD** = extra day
- ☐ You marked the LA bubble to indicate that a linguistic accommodation was made available to a student.
  LA= linguistic accommodation

Recording accommodations for online testing:

- ☐ Accommodation(s) made available to a student were indicated online according to instructions in the user's guide.
  Accommodations that are part of the online interface (e.g., text-to-speech) are automatic and assumed and are not indicated.

Recording time-to-test information on answer documents [For March & May 2016 primary administrations only]:

- ☐ TA recorded the amount of time a student took to complete the subject-area test by following the specific directions in Appendix D in the TA Manual to mark the appropriate bubbles in the AGENCY USE field on each student's answer document. For each subject-area test, the TA recorded (1) the student's total testing time, including break time, and (2) the student's total time taken for breaks.
  Time totals and notes should have been written on the Seating Chart Roster for TA to then record on answer document.

"NEW TO TEXAS" status:

- ☐ NEW TO TEXAS was indicated for students new to Texas this school year.
- ☐ Answer Documents: The NEW TO TEXAS bubble was marked for those students (make a note of this on the SSSAD).
- ☐ Online: NEW TO TEXAS indicator was marked for these students in student demographics (make a note of this on the SSSAD).

Comment column on the SSSADs (for paper and online testing):

- ☐ You listed the accommodations made available to each student.
- ☐ You wrote "LA" next to linguistic accommodations.
- ☐ You indicated "make-up" when applicable.
- ☐ You provided the reason for any student who received an "O" for "other" score code.
- ☐ You indicated NEW TO TEXAS status.

Additional things to verify:

- ☐ For score code of "O"- If due to an irregularity, you checked first with SWT to determine if the score code should indeed be "O."
- ☐ For score code of "O"- You notified the parent/guardian of the circumstances for a score code of "O" (student will not receive a score).
- ☐ For a score code of "O"- If due to perceived cheating, you submitted to Chris Cordell, Director of SWT, the form *Documenting Disciplinary Action for Student Cheating*.
- ☐ An "A" score code (paper or online) was not given until student was absent for entire testing window, including make-up days.
- ☐ You verified that necessary transcriptions were completed on the answer document (and were done in pencil).
- ☐ All large-print materials were submitted at check-in, and the security numbers were documented on the Check-in Form.
- ☐ All braille materials were submitted at check-in, including the ***secure*** *Specific Braille Instructions, a*nd the security numbers were documented on the Check-in Form.
- ☐ You marked the applicable grade on your pink campus/group ID sheets and your green class ID sheets.
- ☐ The pink campus/group ID sheets and green class ID sheets were filled out completely, and you documented the correct totals on the Check-in Form.
- ☐ You brought your voids to check-in under void ID sheets. Voids (voided answer documents that contain student information) go behind a void ID sheet and are brought to check-in. The voids for the two administrations must be separate (as with the rest of the scorables): The writing voids are separate from the math and reading voids.

You did the next four items for any answer document received from an Alt Ed that attributes back to home campus:
ALC, EDAEP @ Becker, Homebound, JJAEP, and SBS @ Brentwood:

- ☐ You added the document(s) into your appropriate campus pile and ***kept the green class ID sheet(s) on top of the document(s)***.
  It reduces errors if all campuses follow the same process, so keep the green class ID sheet(s) that came with the documents(s).
  This will mean that the only ID total(s) that will need to be revised will be the total(s) on the pink campus/group ID sheets(s).
- ☐ You updated the pink campus/group ID sheet(s) to reflect the new total(s).
- ☐ You updated the Check-in Form to include any totals from an Alt Ed (column provided) and provided the campus final total per grade.
- ☐ You indicated on your SSSAD the student information: name, where tested, test version, score code, and accommodations.

Sum up of general check-in information:
Mark that the following have been completely filled out, reviewed, copied for your records, and submitted at check-in:

- ☐ SSSADs (Principal signature required)
- ☐ Check-in Form (Principal signature required)
- ☐ To Do List for Check-in (Principal signature required)
- ☐ STAAR A online roster (if applicable)
  _____Initial here if you did NOT have any students eligible for STAAR A (and therefore the roster is not applicable)
- ☐ STAAR L online roster (if applicable)
  _____Initial here if you did NOT have any students eligible for STAAR L (and therefore the roster is not applicable)
- ☐ Materials Control Form
- ☐ Seating Charts and Seating Chart Rosters (TA signature required on these)

Important: Campuses are responsible for first conducting a campus check-in to review and verify the accuracy of scorable documents, student online submissions, SSSADs, and all other documentation.

- The purpose of the district check-is to do the following:
  - Collect scorable answer documents (tests and voids) and online rosters
  - Collect all the required documentation
  - Do a quick and final review of score codes/test taken information for each student and review answer document counts.
- We rely on AISD volunteers to help us provide for campuses the service of a quick and final review.
- The campus is ultimately responsible for what is submitted.
- Any changes made on documents (score codes, etc.) must be made by the CTC/campus staff.
- SWT staff and volunteers will NOT make those changes.

Thanks☺