

Preparation Activities for Administration of STAAR® Online Testing

Refer to the *STAAR Assessment Management System User's Guide*, the *STAAR Online Testing Platform Technology Guide*, and the *STAAR Online Testing Platform Local Caching Software (LCS) District Guide* for details on completing the steps below.

Four to Six Weeks Prior

Review resources
Train coordinators and technology staff

Register district for STAAR online testing

Determine if Local Caching Software (LCS) is required

Four Weeks Prior

Prepare the testing environment (download, install and configure the secure browser)

Perform systems test using system check tools
Evaluate system performance during use of tutorials and practice tests

Two Weeks Prior

Verify student data in the STAAR Assessment Management System

Register students
Set up testing groups

If being used, install and configure LCS at campuses

One Week Prior

Print student test tickets
Store in secure location

One to Three Days Prior

Verify Secure Browser is installed and functional on all machines
LCS users: verify that the monitoring tools and caching service are running

Day of Testing

Provide test administrators with student rosters and student test tickets
Supply required tools and resources

Monitor administration of tests

After Testing

Make necessary updates to score codes and demographic information
Apply accommodation information and mark NEW TO TEXAS check box, if applicable

LCS sites: verify all responses have been submitted