

2006 STAR Testing Procedures for Test Administration

- Check our Assessment page on our Website for the **most current** testing information (dates and locations)
- Watch the STAR video** provided at the February ES Monthly Meetings
- Complete the **required** training quiz
- Attend the meeting held one hour prior** to the start of testing each day at the test site. Specific instructions and problems will be discussed.
Attendance will be taken at this time
- Respect the authority** of the Test Site Coordinator
- Sign the "**Test Security Affidavit**" on your first day of testing and give to Test Site Coordinator
- Read the "**Student Behavior Policy**" to students the first day of each testing session and follow the discipline procedures as instructed
- Only read what is stated** in the DFA's (Directions for Administration) as this is a **standardized test** and we **must be uniform** in our instructions
- If you are testing a student with an **IEP**, make sure the student has the option of using the given accommodations **if they so choose** (You will have specific instructions to follow according to their IEP)
- Mark **daily** student attendance
- Inventory your tests **each** day as the **Site Coordinator** checks them out to you, as well as when you check them back in to the **Site Coordinator** at the end of each day
- When grade appropriate, make sure all **test versions** are filled in on the **answer documents** before student begins testing. Wrong tests could cause a student to redo a portion of the test or nullify their original answers

-Make sure all **9th through 11th graders** have correct **EOC (End of Course)** test booklet for **Science** if they are taking a science course that is California Standards Based and they are on our list

-Make sure all our **8th and 9th graders** are taking **EOC (End of Course)** test booklet for **Math** whether it is **General Math, Algebra I, Algebra II, or Geometry**

-Make sure any **10th or 11th grader** taking a **higher level Math** is taking **EOC (End of Course)** test booklet appropriate for the course they are completing

-All our **Juniors** have the option of taking the **EAP** portion of the **STAR** if this student thinks he/she will go on to a university after high school graduation

-Make sure **students' names are written on the test booklets** before testing begins

-Study your **Physical Fitness Test** materials (which will be emailed to you) and make sure you understand completely how to administer your particular station

-**Check out** at the end of each day with your **Site Coordinator** prior to leaving the site