

Preparation Activities for Administration of STAAR® Online Testing

Refer to the State of Texas Assessments of Academic Readiness (STAAR) *Assessment Management System User's Guide* and the *STAAR Online Testing Platform Technology Guide* for details on completing the steps below.

Four to Six Weeks Prior

Review [technology resources](#)
Review event dates in [Calendar of Events](#).
Train coordinators and technology staff.

Register students for STAAR online testing.
Refer to Section 6.2 of the [Assessment Management System User's Guide](#).

Four Weeks Prior

Prepare the testing environment (download, install and configure the SOTP).
NOTE: The SOTP application for Windows, Mac OS and Linux prior to v.3.19.0 will not auto-update. Districts must uninstall previous version and reinstall the latest version.
Reference the [SOTP Secure Browser Application](#) site for current SOTP versions, and the [SOTP Technology Guide](#) for detailed installation instructions.

Refer to [Technology Systems and Support](#).
Perform systems test using [Online Readiness Tools](#).
Evaluate device setup and system performance using tutorials and practice tests.

Two Weeks Prior

Verify accuracy of student registration data (demographic and test information) in the STAAR Assessment Management System.

Verify online test registrations and test language.
Verify online testing groups (optional).
Verify online designated supports - PNP settings.

One Week Prior

Download and print student test tickets (store in secure location).
Verify test language and PNP accommodation listed on student rosters and test tickets.
Update student registrations as necessary.

One to Three Days Prior

Launch and verify that the current SOTP is installed and functioning on ALL testing devices.
NOTE: Disable all system auto-updates once the SOTP has been tested and verified to be working.

During Testing

Provide test administrators with student rosters and student test tickets.
Supply required tools and resources (test tickets, calculators, dictionaries, pencils, additional applicable reference materials, etc.).
Refer to Section 7.5.2 of the [Assessment Management System User's Guide](#).

Monitor administration of tests.
Refer to [Monitor Online Administrations](#) in the DCCR.
Refer to Section 7.5 of the [Assessment Management System User's Guide](#).

After Testing (through close of testing window)

Make necessary updates to score codes and demographic information.
Verify test attributes settings.
Refer to Sections 6.1, 7.5.5, and 7.5.6 of the [Assessment Management System User's Guide](#).