STAAR To-Do List

Writing 5th Math/Reading 4th Math/Reading 3rd Math/Reading

Now:
- Get STAAR training on campus calendar. Remind staff that this is a mandatory training for ALL staff members.
- Begin benchmark prep. Link for benchmark to-do list here.

February:
- Create testing groups with teachers
- Order supplies - pens, pencils, erasers, post-its, highlighters, snacks, headphones, etc.
- Make sure you have enough tubs (stackable tubs)
- Sub spreadsheet - Share with Brandye (attendance clerk) Example here.

March:
- STAAR Training
  - Create training presentation. Examples here and here.
  - Print out oaths - CTC, principal, teacher, paras. Type in as much as you can so all they have to do is fill out their name and sign.
  - Put names on teacher manuals.
  - Create & print sign out list for manuals and oaths. Example here and here.
  - Create & include tub pick-up schedule. Examples here and here.
  - Create & include STAAR day schedule (lunch, recess, specials, etc.) Examples here and here.
- Make sure all testing tubs are labeled (by teacher or room number)
- Check in with diag & 504 coordinator - are accommodation up to date in Testhound? Example here.
- Have teachers check and approve accommodations. Example here.
- Arrange for snacks (students & teachers). Teacher breakfast order form here.
- Pre-code verification done (Jodi sends out email)
- Get New to Texas form from office
- Make sure new students are in Test Hound. If not, add.
- Check accelerated students - Are they assigned appropriate test?
- Verify testing groups with teachers. Make adjustments as necessary.
- Make sure all students and teacher administrators are assigned rooms.

When Materials Arrive:
- Inventory Booklets within 24 hours of arrival: Materials - Inventory - Receive Material.
- Check answer documents. Does every student have one? Are any damaged?
- Print class rosters including homeroom teachers and room numbers. Example here.
- Place booklets in tubs first. Then scan and assign them to students. Add an extra for teacher administrators for oral administration.
☐ Place accommodation materials in tubs - supplemental aids, post-its, etc.
☐ Place answer documents in appropriate tubs.
☐ Check your small groups. Are they assigned the correct teacher & room number?
☐ Let resource teacher know where her students will be testing.
☐ Highlight “Basic Transcribing” on accommodations sheets to remind teachers.
☐ Arrange for IT to show teachers & students how to login to online testing.

☐ Do folders have:
  ☐ Seating Chart (Report - Material Control)
  ☐ Accommodation Sheets (Report - Room Accommodations)
  ☐ Sign Out/Medical Purposes (Report - Room Start/Stop)
  ☐ Sample answer document. Example here.
  ☐ Teacher checklist. Example here and here.
  ☐ Door Signs - Do Not Disturb, Break, Help, etc.
  ☐ Basic transcribing statement if necessary.

**Week Before Test:**

☐ Send out reminder email to teachers - include pick up schedule, lunch/recess/specials schedule, walkie reminder, jeans, etc. Examples here and here.
☐ Print accommodation signs for doors. (These go on Do Not Enter signs. Example here.
☐ Walk building. Have “looking good” or “warning” signs ready. Example here.
☐ Technology check - Do teachers & students know how to login for online testing?
☐ Bathroom monitors in place.
☐ Teachers verify accommodations one last time. Example here.
☐ Print Teacher Sign Out Sheet for STAAR morning - (Report - Master Materials)
☐ Do booklet numbers match on Teacher Sign Out sheet?
☐ Absent plan in place. Who will give re-takes?

**When Finished:**

☐ Void extra answer documents (SLC, moved away, online students, etc).
☐ Check all answer documents - score code, new to Texas, other, etc.
☐ Answer documents in ABC order. Hand gridded and voided documents on top.
☐ Scan booklets back into boxes. Keep tests separate. Ex: Box 1 = Writing; Box 2 = 5th Rdg & Math. (Materials - Scan to Boxes)
☐ Print “Box Booklets” form and place in Box 1. (Materials - Boxed Booklets)
☐ Jodi’s forms complete:
  ☐ Fill out “Basic Transcribing Form”.
  ☐ Absent Form
  ☐ Fill out “Other” form
  ☐ Others

*Test Hound Cheat Sheet*