

STAAR Time Limit Policy

Created by tobias.rubin
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Administration times for State of Texas Assessments of Academic Readiness (STAAR[®]) English I and English II are limited to five hours. Administration times for all other assessments for STAAR and STAAR Spanish are limited to four hours. Students must complete the test within the same school day. However, some students may be eligible for extended time. Details about eligibility and decision-making procedures for extended time can be found on the [Accommodation Resources webpage](#).

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Test administrators must actively monitor the testing room while students are working. All test administrators are required to verify that students have marked their responses on their answer documents or submitted their online tests by the end of the testing session. Test administrators are not allowed to require students participating in paper administrations to mark their answers in the test booklet before transferring them to the answer document. Before students leave the room, the test administrator should visually scan the completed answer documents to be sure the students have recorded answers as instructed. **If students submit test materials before the end of the designated time period, the test administrator must check that the students' answers are marked on their answer documents.** If they are not, the test administrator should say to the student, "You have not recorded your answers on the answer document. Please go back and mark your answers on it now." The test materials should then be returned so that the student may record the answers.

If testing personnel discover during the administration week that a student has not recorded the responses on the answer document, district testing coordinators may grant permission to trained school personnel to view the secure test booklet to see if the student marked responses in the test booklet. If that is the case, the trained personnel may transcribe the answers from the test booklet onto the student's answer document following the general transcribing procedures.

Recording Time During Test

Test administrators must use a clock or a timer to monitor test time. Communicate (orally or in writing) the amount of time left to test in one-hour intervals and, if desired, in shorter intervals during the last hour. Distribution of materials and the reading of the boldface, scripted test administrator "SAY" directions are not included in the amount of time allowed for each test. The time period will start after the test administrator has read directions and tells students to begin working on their tests.

- Start time for the test session must be recorded on the seating chart.
- Students must record all responses before the end of the time period. They will not be given additional time to record their responses.
- Once the time period has ended, test administrators will instruct any students still testing to put their pencils down and close their test booklets or to end and submit their online tests.
- Stop time for the test session must be recorded on the seating chart.
- After students submit their tests online, or after their paper tests are collected, allow them to leave the area or provide them with an instructional activity (e.g., guided reading activity) while other students continue testing.

Students may stop testing to take breaks. The test administrator should stop the testing time for the group or for an individual student. The testing time will restart when the student(s) resume taking the test. Stop and restart times must be recorded on the seating chart. Students must place their answer documents inside their test booklets so that all secure materials can be collected and placed in locked storage. Students in an online test administration should pause their tests for breaks. Pausing a test logs the student out. To resume testing, students must repeat the sign-in process. Students must be monitored by trained testing personnel and are not allowed to discuss any test content during breaks. These breaks include

- lunch,
- medical breaks,
- emergency situations that significantly interrupt testing, and
- consolidation and movement of students to another testing area.

Students are allowed to take other, shorter breaks during testing. However, the following breaks must be included in the time limit:

- water breaks,
- bathroom breaks,
- snack breaks, and
- short physical or mental breaks.

Late-Arriving Students

Districts will need to determine if a late-arriving student will have time to test during that school day or if the student needs to test on another day within the testing window.

- Each student must be allowed the designated time available in which to take the test. Students who begin testing after others have started will have a later stop time.
- Late-arriving students must be read the directions and be kept aware of the time they have left to test.

No labels