



Internal Audit

State of Texas Assessments of Academic Readiness (STAAR) Audit

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Date: October 1, 2024

To: Board of Trustees
Stephanie S. Elizalde, Ed.D., Superintendent

From: Robert Rubel, MBA, CPA, CIA, CISA
Chief Internal Audit Officer

Subject: State of Texas Assessments of Academic Readiness Audit

Executive Summary

The Dallas Independent School District (District) Office of Internal Audit (OIA) has completed the State of Texas Assessments of Academic Readiness (STAAR) Audit.

The audit focused on the District's processes and controls surrounding STAAR test administration and test security managed at the individual campuses and overseen by the Evaluation and Assessment (E&A) Department.

Overall, the District has processes and procedures in place to properly administer and secure STAAR tests in accordance with Texas Education Agency (TEA) standardized testing requirements. No observations were noted.

Background

STAAR Administration

The Assessment Department within E&A coordinates the administration, distribution, and processing of the STAAR 3-8¹, STAAR EOC (End-of-Course)¹, and STAAR Alternate 2 exams.

For the 2023-2024 school year, 203,485 STAAR exams were administered across 227 campuses. STAAR assessments are administered online via the Test Information Distribution Engine (TIDE) platform. Exceptions may be permitted for students who require accommodations that cannot be provided online or for a student whose technology access precludes online testing.

Each campus that administers a STAAR exam appoints a campus testing coordinator (CTC) to manage the logistics of testing and oversee the campus testing administrators (CTAs). CTAs are responsible for monitoring students while taking the exam. A large campus may have as many as 50 test rooms with a CTA assigned to each one. CTCs receive training from the Assessment Department each year on how to properly administer and secure the STAAR exams.

Testing Security

Along with overseeing STAAR test administration, the Assessment Department is also responsible for implementing test security protocols to ensure the integrity of the testing process and the accuracy and validity of test scores. STAAR exams are provided online, giving test administrators greater control in managing and proctoring tests. The CTAs must add eligible

¹ Observed during this audit.

students to TIDE and create test sessions that enable students to access applicable STAAR exams. On the day of the exam, students are provided secured session and login credentials by the CTA, which allows them to access the online platform during the provided testing window.

Scope

The audit included STAAR EOC testing completed during the spring of school year 2023-2024. Certain other matters, procedures, and transactions outside that period were reviewed to understand and verify information during the audit period.

Objective

The objective of the audit was to determine if STAAR exams were properly administered in accordance with state and District policies, processes, and procedures.

Methodology

OIA reviewed processes, controls, and supporting documentation related to STAAR testing administration. Auditors made a random sample of the 9 campuses below and conducted onsite observations of the testing environment, test administration, and testing security to verify the campus followed state and district policies, processes, and procedures.

Grade Level PK-5

- Arthur Kramer Elementary School (ES)
- Annie Webb Blanton ES

Grade Levels 6-8

- T.W. Brown Middle School (MS)
- Harold W. Lang Sr. MS

Grade Levels 9-12

- Emmett J. Conrad High School (HS)
- Dr. Wright Lassiter Jr. Early College HS
- Dr. L.G. Pinkston Sr. HS
- James Madison HS
- Judge Barefoot Sanders Law Magnet

No observations were noted; however, results were communicated to E&A for further review.

Primary criteria used for this audit were:

- 1) STAAR Test Administrator Manual, End-of-Course, 2023-2024
- 2) Dallas Independent School District Test Security Manual 2023-2024, dated August 2023
- 3) TEA Test Security Policy, dated August 25, 2023
- 4) EKB(Legal), Testing Programs: State Assessment, date issued November 19, 2023
- 5) EKB(Local), Testing Programs: State Assessment, date issued June 11, 2009
- 6) EK(Regulation), Testing Programs, date issued September 28, 2023

Audit Observations and Recommendations

No observations and recommendations were identified in our testing.

Conclusion

Overall, the District has processes and procedures in place to properly administer and secure STAAR tests in accordance with Texas Education Agency (TEA) standardized testing requirements.

We would like to thank E&A and the campuses for their cooperation and assistance with this audit.

The audit was conducted in accordance with the Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing*. Those standards require Internal Audit to plan and perform the audit to obtain sufficient and appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Respectfully submitted,

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Acknowledgments:

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