



Test Coordinator Manual

AK STAR English Language Arts and Mathematics



2024



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Education
& Early Development**

DIVISION OF INNOVATION &
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A note of thanks to Alaska educators:

The Department of Education and Early Development (DEED) would like to extend our thanks to Test Administrators, District and Building Test Coordinators, technology staff, and all other staff involved in assessments for all the hard work they will put towards a successful spring administration of the Alaska System of Academic Readiness (AK STAR).

Leading up to and during the assessment window, educators are required to complete training, become familiar with assessment processes and procedures, and ensure that all procedures are followed while administering tests, often with altered schedules and on top of many other duties within Alaska's schools. Here at DEED, we appreciate the time and effort that go into performing these duties.

Test Administrators, District and Building Test Coordinators, technology staff, and all other staff involved in assessments are a crucial part of a successful implementation of all statewide assessments. It is only through your hard work and dedication that we are able to produce valid and reliable statewide assessment results. These results inform stakeholders at all levels to make decisions that improve the learning of students all over the state of Alaska.

We appreciate the outstanding work of all Alaska's educators and wish to extend our continued support and gratitude.

Sincerely,

DEED Assessments Team

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Part 1—General Information

About Alaska System of Academic Readiness Assessments

The purpose of the Alaska System of Academic Readiness (AK STAR) assessments is to provide information on student learning strengths and needs as well as student progress in mastering college and career-ready skills based on the [Alaska English/Language Arts and Mathematics Standards](#). Students in grades 3–9 will take both AK STAR assessments in English language arts (ELA) and mathematics during the spring testing window.

The AK STAR assessments are developed specifically to provide educators, students, and families with information about student learning strengths and needs throughout the year.

Who Should Read This Manual?

The AK STAR Test Coordinator Manual is intended for use by District Test Coordinators and Building Test Coordinators to assist in the implementation of the AK STAR assessments. A brief description of the responsibilities of each role is listed below.

District Test Coordinators are responsible for coordinating the testing activities of all schools in their district. Responsibilities include, but are not limited to, coordinating the test schedules of the schools in the district and training district staff.

Building Test Coordinators serve as single points of contact at each site for the District Test Coordinators and are responsible for coordinating the testing activities in their schools. Responsibilities include, but are not limited to, secure handling of test materials, such as Test Tickets, and coordination of Test Administrators. Building Test Coordinators must be assigned in each district where there is more than one site or school.

Familiarize Yourself with AK STAR

Alaska's Department of Education and Early Development (DEED) has partnered with NWEA to implement a creative approach to balanced statewide assessment that better reflects learning throughout the school year and helps educators target instruction to students' individual needs. The AK STAR assessment is designed to streamline the testing experience for grades 3–9 in the areas of English language arts and mathematics. This balanced approach connects fall and winter MAP Growth interim assessments and the Alaska spring summative assessment to provide a comprehensive assessment system that improves efficiency and cohesion, and drives student outcomes by prioritizing teaching and learning. A robust and customized approach to professional learning accompanies the new assessment system, expanding Alaska educators' assessment literacy and knowledge of strategies for data-informed decision-making and formative instructional practices.

More information can be found on the [AK STAR webpage](#).

AK STAR Administration Key Dates in 2024

Table 1: AK STAR Administration Key Dates

Date	Activity
January	Online practice tests and sample accommodated items available through the NWEA State Solutions Secure Browser or the DEED AK STAR Student Readiness webpage
February 6	Begin registering students and assigning accommodations
March 11	Test Tickets available for download
March 8	Print on demand securely posted to districts for registrations entered by February 19, 2024
March 8	Braille arrives in districts for registrations entered by February 19, 2024
March 25–April 26	AK STAR Spring 2024 testing window
April 12	Last day to register students for braille assessments
April 25	Last day to register students for print on demand assessments
April 26	Last day to transcribe student responses into the NWEA State Solutions Secure Browser for print on demand and braille
May 3	Last day to add Special Circumstance codes, also referred to as not tested codes (NTC)

If you have questions about testing procedures or policies, please contact the DEED Assessments team:

- Kari Quinto, AK STAR Assessment Coordinator
 - kari.quinto@alaska.gov
 - 907.465.8436
- Rachel Schweissing, District Test Coordinator Liaison
 - rachel.schweissing@alaska.gov
 - 907.465.8433
- Elizabeth Greninger, Assessments Administrator
 - elizabeth.greninger@alaska.gov
 - 907.465.8728

If you have any questions about technology setup and installation, please contact NWEA Alaska Partner Support by phone at 866.384.5415 or by email at AKSTAR@nwea.org.

Partner Support representatives will make every attempt to answer your questions and escalate issues when appropriate. All contacts to the support team are tracked and documented.

Representatives are available from 6:00 a.m. to 5:00 p.m. AKST, Monday through Friday, during the test window and from 6:00 a.m. to 4:00 p.m. AKST, Monday through Friday, outside the test window.

Part 2—Roles and Responsibilities

District Roles and Responsibilities

As required by Alaska Regulation [4 AAC 06.761](#), each district must designate a District Test Coordinator and, in districts with two or more schools, must also designate a Building Test Coordinator for each site.

The lists below highlight some of the main responsibilities of each district personnel role. They are not exhaustive and are not meant to be a complete list of all responsibilities. In addition to the responsibilities assigned to each role, all district personnel **must** do the following:

- Read and follow all testing procedures in documents and manuals published by NWEA and DEED.
- Maintain test security at all times.
- Be a current employee of the school district.
- Uphold a positive testing environment for all students.
- Complete the required training.
- Sign a Test Security Agreement.

District Test Coordinator

District Test Coordinators (DTCs) play a critical role in delivering assessments. DTC responsibilities include, but are not limited to, the following:

- Serve as the contact person between the district and DEED.
- Prepare for the administration of the assessment.
- Read and know where to find information related to testing, including the dissemination of correspondence and information relevant to district staff.
- Lead staff training in assessment and test security policies and procedures, ensuring that each district staff member involved in testing is trained prior to the administration of assessments.
- Distribute the Test Administration Directions and ensure Test Administrators have read the directions prior to administering assessments.
- Distribute information about the educator and student readiness resources.
- Manage the AK STAR Administration Portal user roles for district staff.
- Coordinate input of student information into the AK STAR Administration Portal and make ongoing updates throughout the assessment process.
- Verify that students are registered in AK STAR *and* rostered in MAP Growth to have reports available in MAP Growth.
- Implement a system, in conjunction with special education staff, to ensure students receive necessary accommodations during testing.
- Develop an assessment schedule for the district.

Technology

- Collaborate and communicate regularly with the Technology Director.
- Coordinate with the Technology Director to establish technology support plans for each site.

Test Security

- Implement procedures to ensure test security and work with Building Test Coordinators to write and implement procedures to ensure test security at the building level.
- Ensure that all educators involved in test administration read and sign the appropriate Test Security Agreement.
- Coordinate, communicate, and enforce a district-wide policy regarding the use of electronic communication devices during testing.
- Implement a system for secure materials accountability (e.g., daily tracking of materials, destruction of scratch paper and Test Tickets).
- Maintain and supervise the security of all assessment materials before, during, and after testing.
- Report and investigate potential test security violations.

Materials Management

- Inventory all materials upon receipt from the test vendor.
- Coordinate secure distribution and collection of assessment materials to and from schools.
- Coordinate print on demand and braille materials for secure destruction.

Assessment Administration Support and Monitoring

- Monitor and coordinate student completion of assessments.
- Support and be available for Building Test Coordinators and Test Administrators during testing to address any issues that may occur.
- Manage and store testing documentation and forms.

Special Circumstances

- Communicate and coordinate process for completion of Special Circumstance Codes for students who did not test.
- Support and be available for Building Test Coordinators who have questions about determining Special Circumstance codes.

Although the DTC is responsible for oversight of the assessment, specific responsibilities may be delegated to others in the district. For example, a DTC may delegate the responsibility of training Test Administrators to Building Test Coordinators.

Technology Director

The Technology Director (TD), in collaboration with the DTC, ensures that sites have the appropriate tools and devices needed for successful completion of the computer-based assessments. The responsibilities of a Technology Director include, but are not limited to, the following:

- Ensure each student testing device can support assessment testing.
- Ensure each school has the appropriate bandwidth to support computer-based testing.
- Ensure all student assessment headphones and keyboards are functioning.
- Install the NWEA State Solutions Secure Browser on each student testing device.
- Troubleshoot technical issues that occur during software installation and assessment interruptions.
- Communicate with the DTC if problems occur that prevent students from testing.
- Collaborate with the DTC in problem-solving and contact NWEA Partner Support if necessary.
- Delegate technology staff to handle technology at specific sites, if necessary.
- Technology resources to assist with the successful implementation of computer-based assessments are available in the AK STAR System and Technology Guide.

Building Test Coordinator

Under the direction of the District Test Coordinator (DTC), the Building Test Coordinator (BTC) oversees all aspects of the assessment at the building level and any other responsibilities as delegated by the DTC. It is important to note that the duties of a BTC vary greatly based on the size of each site and district.

The responsibilities of a Building Test Coordinator could include the following:

- Print and distribute Test Tickets to Test Administrators.
- Inventory, store, and track all secure test materials.
- Disseminate any necessary materials for administration to Test Administrators (pencils, scratch paper, calculators, etc.).
- Oversee and/or provide training to Test Administrators.
- Schedule assessment sessions.
- Organize technology staff support and implement building-wide procedures for handling technological challenges.
- Read and become familiar with the Test Administration Directions.
- Disseminate Test Administration Directions to Test Administrators.
- Collect all assessment and irregularity logs.
- Ensure at least one observation is completed during one content area assessment. Refer to the [Alaska Assessment Policy and Test Security Handbook](#) for guidance.
- Manage and store testing documentation and forms, as directed by the DTC.
- Collaborate with staff to enter student accommodation information in the AK STAR Administration Portal.
- Inventory braille materials when they arrive from the DTC and organize materials to be sent back to the DTC.
- Set up a process for restroom trips to be adequately supervised by hall monitors or additional staff to ensure that students are not discussing the assessment.

Test Administrator

Under the direction of the Building Test Coordinator, Test Administrators (TAs) administer the assessment to students, ensuring standardization, documentation, and equity throughout the assessment process.

TAs must read and follow all guidance provided in the Test Administration Directions. All responsibilities of TAs are outlined in the Test Administration Directions.

The responsibilities of a TA include the following:

- Read and understand the Test Administration Directions before administering the test to students.
- Disseminate test materials to students (Test Tickets, print on demand test materials, braille test materials)
- Provide students with appropriate accommodations, as necessary.
- Provide students with the required universal tools, if applicable (scratch paper, calculators, pencils, etc.).
- Collect and return applicable test materials, maintaining test security throughout.
- Report and document any issues that arise during testing.

Part 3—Student Supports

Student supports is the term used to describe any appropriate means used to support students during the administration of an assessment. Student supports are broken out into two groups: universal tools and accommodations. This section describes the universal tools available for the AK STAR assessments and a brief overview of embedded accommodations. Specific non-embedded accommodations are not included in this section of the manual. For more information about accommodations, please refer to the [Participation Guidelines for Inclusion of Alaska Students in State Assessments](#) and the [Handbook for the Participation Guidelines](#). All District Test Coordinators, Building Test Coordinators, special education staff, and any Test Administrators providing accommodations are required to read these documents. Both resources can be found on the [DEED Accommodations webpage](#).

Universal Tools

Universal tools are supports or preferences that are available to all students taking the AK STAR assessments. The use of universal tools is based on student choice, need, and preference. These tools do not alter the test “construct” (what the test is measuring) or change the reliability or validity of the assessment results. Universal tools do not change score interpretation. Universal tools do not need to be activated or added to the student’s record; they are automatically available to the student.

Embedded Universal Tools

Table 2: Embedded Universal Tools

Tool	Description
Calculator	Student has access to a basic, scientific, or graphing calculator, depending on grade level and test. See DEED Assessments Calculator Policy for details on calculator availability.
Color	Shows a variety of color contrasting options for students to choose during the test.
Eliminator	Student may cross out/eliminate answer choices.
Reference Sheet	Shows mathematic formulas relevant to the assessment.
Glossary	Certain words or phrases in the item are underlined with dots, and information about that word or phrase will pop up when selected. These words and phrases are part of the assessment content and do not provide extra context for the answer.
Graph Paper	Student can use graph paper to draw lines and points during the test. Hard copy graph paper may also be provided. Graph paper must be securely destroyed after assessment session.
Guideline	A straight edge line used to follow along with each line of text or to help student track items.
Help Videos	Help videos are available within the secure test engine and show students how to respond to item types and use tools.
Highlight	Student may use a highlighter to mark words or numbers.

Tool	Description
Magnification	Magnify up to 2x the text or images on student screen for better viewing. Mac, Windows, and Chromebook users can now use Ctrl + and Ctrl – on their keyboard to zoom in and out. iPad users use the Pinch Zoom feature.
Notepad	Student can use Notepad to take notes on each test question.
Pencil/Drawing Tool	Students can use Pencil to make marks on the screen.
Protractor	Protractor is used to measure angles within an item image.
Ruler	Student can use Customary Ruler and Metric Ruler to measure images on the screen.
Sticky Notes	Creates and places a note (or multiple notes) on the screen in which a student can type a short message.

Non-Embedded Universal Tools

The universal tools in the following list are not embedded and should be made available to all students by the Test Administrator.

Table 3: Non-Embedded Universal Tools

Tool	Description
Headphones	If requested, students may wear noise-blocking headphones to screen out extraneous sounds. This does not include music devices.
Graph or Scratch Paper	Graph or scratch paper must be securely destroyed after the test session.

Dual Displays for Visual Needs

The NWEA State Solutions Secure Browser prevents students from accessing other computer or internet applications or copying test information. However, students with visual needs can use dual monitors (multiple displays) if needed by using the **Duplicate these displays** option in the display settings on their device. This should be set up prior to student testing and before launching the NWEA State Solutions Secure Browser. If assistance is needed, please contact your Technology Director.

Calculator Use for the AK STAR Mathematics Assessment

Calculator use for Computer-Based Testing

Students taking the computer-based assessments have access to a calculator appropriate for the grade level and content within the test platform. Students taking the computer-based assessments cannot use handheld calculators in lieu of the calculators within the test engine; only the calculators within the test engine are allowed during the computer-based assessments.

The Alaska Mathematics Standards were developed with a strong focus on building foundational skills and fluency in arithmetic, specifically in kindergarten through fifth grade. Arithmetic is a foundational skill that requires fluency as well as the building of conceptual understanding, which is a precursor for algebraic concepts. The standards were developed to help students gain a deeper understanding of mathematics and to use a variety of strategies to come to mathematical solutions. The mathematics

standards focus on the students' ability to become fluent on grade-specific concepts in kindergarten through sixth grade.



In order for students to demonstrate fluency, calculators are NOT allowed for grades 3, 4, and 5 on the AK STAR mathematics assessment even if the student has an accommodation to use a calculator on other assessments or in their daily work.

The specific type of calculator depends on grade level, as shown in [Table 4: Calculator Use by Grade Level for the AK STAR Mathematics Assessments](#). Due to the adaptive nature of the AK STAR assessments, calculators are provided, or not provided, at the item level. Only one calculator will be presented to a student at a time. Some items will have a calculator available and other items will not.

During the growth component of the AK STAR assessment, a student could be presented with an item that is outside of their tested grade level. For example, a fifth grader could be presented with a grade 6 item that has a calculator provided (Basic or Four-Function). Adversely, a ninth grader could be presented with a grade 8 item that does not have a calculator provided. Once a student answers an item and moves on, they cannot return to any previous items. This functionality prohibits the misuse of calculators on items where a calculator should not be used.

Table 4: Calculator Use by Grade Level for the AK STAR Mathematics Assessments

Grades	Basic (Four-Function)	Scientific	Graphing
Grades 3–5	Not available*	Not available	Not available
Grades 6–8	Available	Available	Not available
Grade 9	Available	Available	Available

* During the growth component of the AK STAR assessment, students in grades 3–5 could be presented with an item that is above their tested grade level. For example, a fifth grader could be presented with a grade 6 item that has a calculator provided.

Note: For guidance on calculator usage, please reference the [DEED Assessments Calculator Policy](#).

Calculator use for Paper-Based Testing

Students who require a paper-based assessment as an accommodation will be accommodated using the print-on-demand (POD) format. This accommodation allows paper copies of the test to be printed locally and provided to the student. Students who use the POD format for the mathematics assessment must be provided with a handheld calculator, the type of which depends on the student's grade level and content area, refer to [Table 5: Handheld Calculator Use \(POD\) by Grade Level for the AK STAR Mathematics Assessments](#).

Students in grades 6, 7, or 8 who have the documented accommodation to use a handheld calculator for mathematics assessments instead of the calculator embedded in the test platforms will be required to take the POD format of the assessment and should be provided the appropriate calculator following [Table 4: Calculator Use by Grade Level for the AK STAR Mathematics Assessments](#) and [Table 5: Handheld Calculator Use \(POD\) by Grade Level for the AK STAR Mathematics Assessments](#).

Students in grades 6–8 can only use a calculator on Part 2 of the mathematics assessment. The questions will be clearly indicated in the test booklet with a graphic of a calculator at the top left corner. When students reach this section, provide them access to the appropriate calculator for their grade. After students have answered questions that require a calculator, collect all calculators.

Table 5: Handheld Calculator Use (POD) by Grade Level for the AK STAR Mathematics Assessments

Grades	Calculator to Provide
Grades 3–5	None
Grades 6–8 (Part 2 only)	Scientific
Grade 9 (all parts)	Scientific and Graphing*

*Schools may choose to provide just a graphing calculator in lieu of providing both a scientific and graphing calculator in grade 9.

Note: For guidance on calculator usage, please reference the [DEED Assessments Calculator Policy](#).

Overview of Accommodations

Accommodations are practices and procedures that provide equitable access to grade-level content during instruction and assessment without altering the validity of the assessment scores, score interpretation, reliability, or the security of the assessment. Accommodations must be made available to students with disabilities on an Individualized Education Program (IEP) or Section 504 Plan, students with transitory impairments, and English Learners (ELs) as documented in student files.

All accommodations must be documented in the student’s IEP, Section 504 Plan, EL, or Transitory Impairment plan. This includes accommodations that are universal tools. Documenting the student’s need ensures the accommodations will be provided in both instruction and assessments. Providing accommodations not in the student’s IEP, Section 504 Plan, EL, or Transitory Impairment plan or mis-administering accommodations (e.g., reading the reading passages out loud to students) is not allowed. Accommodations must be administered according to the guidelines of the assessment.

Accommodations should not be used on state assessments unless they have been a regular part of instruction. It is critical to note that although some accommodations may be appropriate for instructional use, they may not be appropriate for use on a standardized assessment.

Students with disabilities are students who are eligible to receive services identified through the Individuals with Disabilities Education Act (IDEA) or Section 504.

An English Learner (EL) is an individual whose first language is not English or is an American Indian, Alaska Native, or native resident who comes from an environment where a language other than English has had a significant impact on the individual’s level of English language proficiency.

Students with a transitory impairment are not regarded as individuals with disabilities because the impairment is transitory and minor. A transitory impairment is an impairment with an actual or expected duration of six months or less (e.g., a student who has a broken arm and can have a scribe). On a case-by-case basis, where appropriate documentation exists, students identified with a transitory impairment may receive assessment accommodations.

A list of allowable accommodations and further information on the selection, administration, and evaluation of student accommodations can be found in the [Participation Guidelines for Inclusion of Alaska Students in State Assessments](#) and the [Handbook for the Participation Guidelines](#). Both resources can be found on the [DEED Accommodations webpage](#).

Table 6: Embedded Accommodations

Accommodation	Description
American Sign Language Videos (ASL)	Allows the student to click on American Sign Language Video to play a signed video of the text in questions and answer choices.
Text-to-Speech (Speak)	Allows the student to listen to item content being read aloud. Will not read reading passages. Volume and reading speed can be adjusted.

Note: Information on assigning accommodations in the AK STAR Administration Portal are found in [Part 5—Before Testing](#).

Part 4—AK STAR Administration Portal

Overview

The management system allows administrators and teachers to smoothly manage the entire assessment process including assigning online tests, monitoring test status, analyzing data reports, and much more—all in one place.

System Requirements

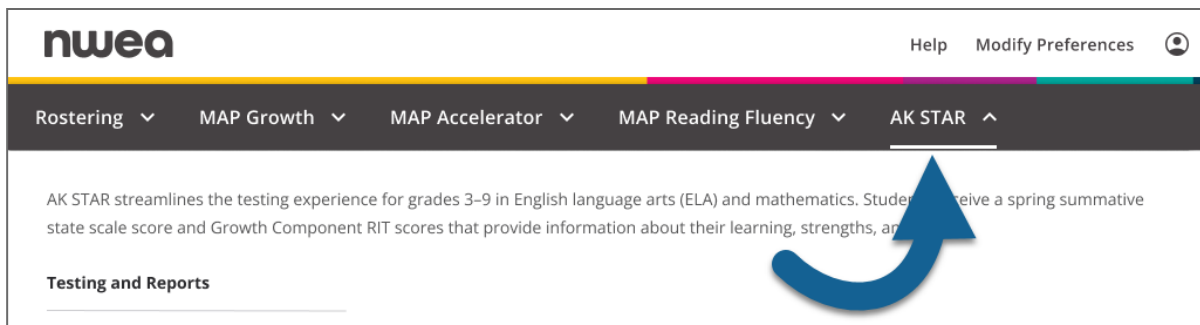
The AK STAR administration portal is supported on the latest versions of the following browsers:

- Google Chrome™
- Safari
- Mozilla Firefox
- Mozilla Firefox LTS
- Microsoft Edge®
- Safari on iPad

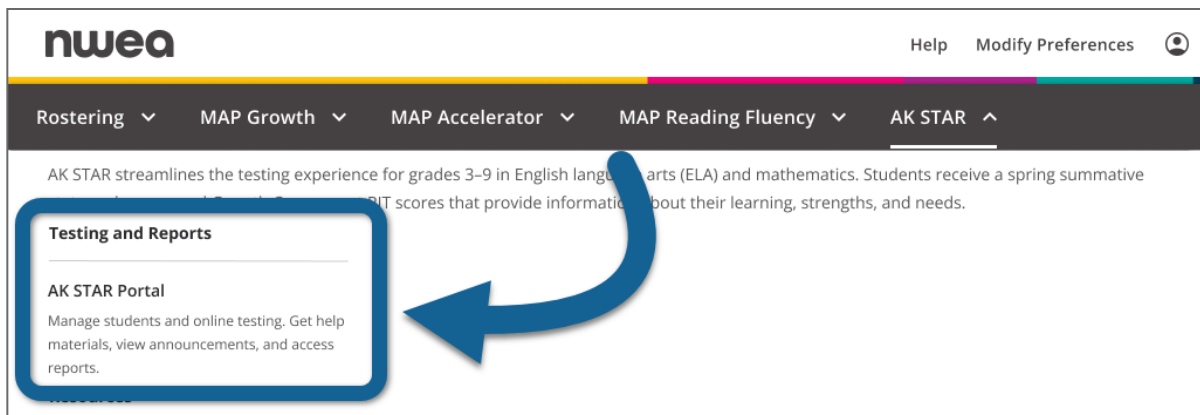
The website is optimally viewed using a 1280 x 1024-pixel screen resolution. System functionality and screens may display, operate, or appear differently in different browsers and operating systems.

Access the AK STAR Administration Portal

1. Log into the AK STAR Administration Portal using your single sign-on from [MAP Growth](#).
2. Select the **AK STAR** menu at the top.



3. Under **Testing and Reports**, select **AK STAR Portal**.



4. The AK STAR Administration Portal opens.

Note: If you do not have a MAP Growth account, please contact your DTC or DEED.

AK STAR Administration Portal Home

Home Page

The Home Page is the default log-in screen. Here you will see:

- **News & Announcements:** The main section of the home page contains announcements from the state and district.
- **Shortcuts:** Below News & Announcements, find quick links to commonly used functions, such as **Add Student**, **Monitor Test**, or **View Reports**. Available shortcuts will vary based on assigned user roles.

Help, User Profile, and Logout:

The Help, User Profile, and Layout features are located on the upper right of the screen.



- **Help Icon:** Directs users to where they can find help documentation. Help documentation is a document library that will include files for common help topics.
- **Your User Profile Icon:** Your user information and roles will be automatically synced from MAP Growth to the AK STAR Administration Portal.
- **Logout Icon:** Closes your current session and redirects the web browser to the login page.

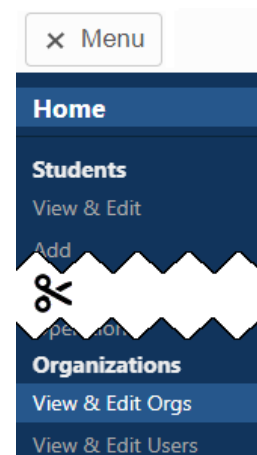
Access the AK STAR Administration Portal home page at any time by selecting the **Menu** button on the top left side of the screen.

View Organization Information

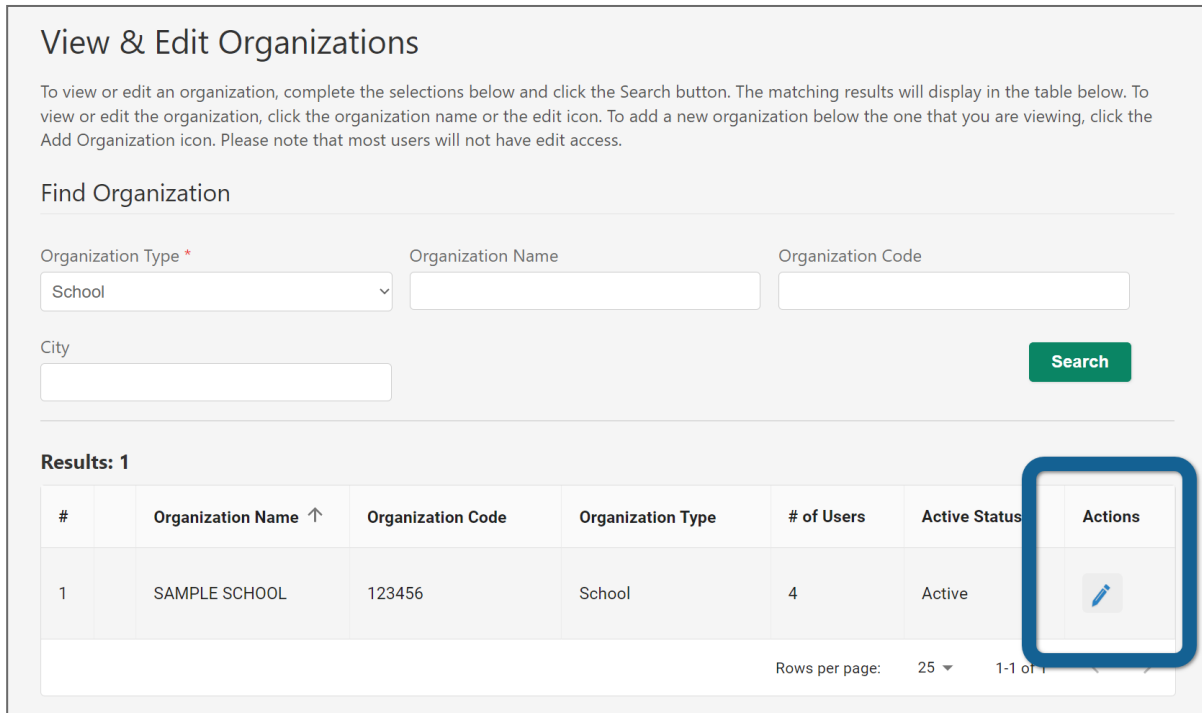
Each district and school are categorized as an organization and have information associated with them, such as addresses. Permission to view this information is based on your role. For example, District Test Coordinators can view information at both the district and school-level, while Building Test Coordinators can only view information at the school-level.

To view the organizations you have permission to access:

1. In the main menu, select **Organizations > View & Edit Orgs**.
2. On the **View & Edit Organizations** page, enter the search criteria (organization type, name, or code).
3. Select **Search** to view the results.

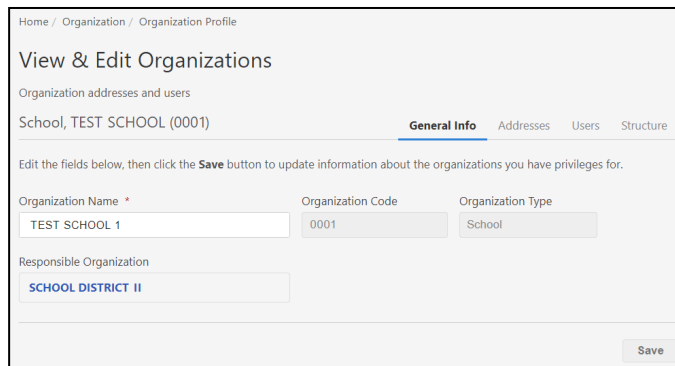


- To view organization information, select the **Edit** icon in the **Actions** column. A profile page for the organization appears.




- In the top right, four tabs are available: **General Info**, **Addresses**, **Users**, and **Structure**. Select the tab containing the information you want to view. Functionality varies based on your user role.

- **General Info:** View the organization name, code, type, and responsible organization (for example, the “responsible organization” for a school is a district).
- **Addresses:** View the mailing address and billing address.
- **Users:** View a list of users at the organization, including their email, role, and status. Select the **Edit**



icon  in the **Actions** column to view more information about the user.

- **Structure:** View a list of child organizations (for example, a school is a “child organization” of a district). Select the **Edit** icon  in the **Actions** column to view a child organization.

Single Sign-On (SSO) User Management with MAP Growth

User profiles in the AK STAR Administration Portal originate from the MAP Growth system via a daily sync. Because of this, all edits to users and creation of new users must be made in MAP Growth. This can be done manually for individual users in [Manage Users](#) or in bulk by importing an [Additional Users Import Template](#). The roles assigned in MAP Growth determine access for users in both MAP Growth and the AK STAR Administration Portal. Refer to [Choose MAP Roles](#) in the MAP Growth Help Center to determine the appropriate level of access for your users in MAP and the AK STAR Administration Portal. [Table 7: User Roles and Permissions](#) identifies associated MAP Growth roles in the AK STAR Administration Portal.

In general, your district is solely responsible for keeping staff and student data secure, in compliance with the Family Educational Rights and Privacy Act (FERPA). Access is controlled by assigning roles to each person's user profile. A role defines what each person can do and see in the AK STAR Administration Portal.

If you identify staff who no longer need access to MAP or AK STAR, you can [mark them Inactive in MAP](#). This does not remove them from MAP or AK STAR system, but it prevents them from logging in to MAP or AK STAR and appearing on MAP reports. Marking staff inactive is preferable to deleting staff, as staff cannot be deleted from MAP if they have classes assigned to them.

User Role Matrix

[Table 7: User Roles and Permissions](#) shows which user roles have access to which functions in the AK STAR Administration Portal. The district and school-level roles have the listed permissions for the district or school to which the user is assigned.

User roles should be updated in the MAP Growth platform; follow the steps in [Manage Users](#) to update users individually. To update users in bulk, import an [Additional Users Import Template](#).

Table 7: User Roles and Permissions

Permission	System Administrator	Data Administrator	District Assessment Coordinator (DTC)	School Assessment Coordinator (BTC)	Test Administrator (TA)	School Administrator	Instructor	Superintendent
Announcements and Organizations								
Create announcements and delete your own announcements	✓		✓	✓				✓
Search and view organization information	✓		✓					✓
Users								
Add, view, and edit user accounts	Managed in MAP Growth							
Students								
View student profiles		✓	✓	✓				✓
Create and edit student profiles and assign test registrations		✓	✓					✓
Transfer students		✓	✓					✓
Upload student registrations		✓	✓					✓
Create, edit, or delete student groups (testing or reporting)		✓	✓	✓				✓
Online Testing								
View online test sessions			✓	✓				✓
Print online test tickets			✓	✓				✓
Set test accommodations and special circumstances		✓	✓					✓

Permission	System Administrator	Data Administrator	District Assessment Coordinator (DTC)	School Assessment Coordinator (BTC)	Test Administrator (TA)	School Administrator	Instructor	Superintendent
Operational Reports								
Materials Order report			✓					✓
Student Mobility report		✓	✓					✓
Special Circumstances report		✓	✓					✓
Organizations report	✓	✓	✓					✓
Registration report		✓	✓					✓
Summary Testing Status report	✓		✓					✓
Testing Status report		✓	✓	✓				✓
Score Reports								
Access for assigned organizations, groups, or students			✓			✓ [*]	✓ [*]	✓

* Available for Spring 2024 reporting

Part 5—Before Testing

Scheduling

All assessment sessions (including make-up sessions and administrations with accommodations) must be administered during the established assessment window of March 25–April 26, 2024.

Given the variety of conditions at each school, it is not possible to provide one ideal assessment schedule that can be implemented in every setting.

Districts should consider the following:

- Districts may determine the order of the content assessments (ELA or math first) and the length of testing each day.
- The assessment may be administered over multiple assessment sessions.
- Schools may assess multiple grades in the same assessment session and room. Prior to assessment, Test Administrators should review grade-level differences in the test administration scripts.

Note: The assessment schedule does not need to be the same for students across the district, within a school, or within a grade or class.

Daily Schedules

Assessments are not timed. While students should have as much time as needed to complete each content area assessment, it is estimated that most students can complete a full content area assessment in 180 minutes. The estimated student test time does not include Test Ticket distribution, starting the test session, launching the NWEA State Solutions Secure Browser, or student log in time.

The assessment design allows for flexibility in scheduling daily assessment sessions. Each district or school can determine the best timing to start and end daily assessment sessions and when to provide student breaks. Students are not required to reach the same place in the assessment when taking a break or ending testing for the day.

Students must be allowed to progress through assessments at their own pace. It is important to allow students a reasonable time frame to complete the assessment. This ensures that all students have a standardized experience. When setting a daily schedule, plan so students have ample time to complete the assessment.

DEED's suggested recommendation is two 90-minute or three 60-minute assessment sessions. The quantity and length of assessment sessions can be based on a number of factors (e.g., age of students testing, what fits best in the school's schedule).

Table 8: Test Item Counts and Estimated Student Test Times—Online Adaptive Test

Grade	Total Estimated Time	ELA Total Items	Math Total Items
3	180 minutes	63	65
4	180 minutes	66	65
5	180 minutes	69	66
6	180 minutes	69	66
7	180 minutes	69	65
8	180 minutes	69	66
9	180 minutes	70	65

Planning Assessment Locations

Given the variety of different school floor plans, it is not possible to provide one ideal assessment location plan that can be implemented in every school. The following are possible considerations when planning student groupings within a school.

Student Behavior

Students who have the potential to disrupt the assessment environment, based on behavior history, may be assessed in a separate location. Separate locations help ensure a secure and safe assessment environment for all students. An IEP or 504 plan is not required for these circumstances.

Similar Accommodations

When planning small group administrations, best practice is to group students who have similar accommodations to not disturb other test takers. For example, students who need clarification of test questions that would require a Test Administrator to speak with the student as needed should be grouped with other students who also have this accommodation.

Make-up Sessions

Students who are unable to take the assessment during the scheduled assessment days and times may complete the assessment at any time following the originally scheduled assessment. Make-up days should not occur prior to the scheduled assessment unless extenuating circumstances exist. District Test Coordinators may contact DEED for guidance.

Students in multiple grade levels can partake in make-up assessments during the same session and in the same room. However, when scheduling make-up assessments, test coordinators should ensure that all students are read the appropriate directions and that all necessary accommodation materials are available.

All make-up sessions must be completed by the end of the test window on April 26, 2024.

Student Registration

The Register activity enables a user with the appropriate permissions to register students for any test administration. Students can be registered using an upload process or registered manually in the interface. There are a few important items to remember for registrations.

The Register function:

- Adds students to the system
- Assigns tests to students
- Assigns students to grade-level test sessions
- Assigns any specified accommodations to students

To create additional testing groups for test sessions, refer to [Creating Student Groups](#).

Students may be registered at any time through the end of the administration testing window. Refer to [Requesting Print on Demand and Braille Assessments](#) for additional deadlines for registering students who need paper-accommodated materials.

RIT Score Sync into MAP Growth Reports

During the assessment window, a student's Growth Component RIT score data from their AK STAR assessments syncs with MAP Growth reports. After this sync happens, the student's RIT score and other growth score data is viewable in MAP Growth, just as it is for the fall and winter MAP Growth administrations.

To allow this sync to occur:

- Verify that students are registered in AK STAR *and* rostered in MAP Growth.
- Validate student data for AKSID, first name, last name, and DOB. If this data does not match in AK STAR and MAP Growth, the student's scores will not sync and the student will not have a RIT score available in MAP until the error is corrected.
- Ensure School State Codes in MAP are correct.
- If a student transfers between districts, the student must be un-enrolled from the old district and re-enrolled in the new district in MAP. Refer to [Appendix F—Transfer Scenarios](#) for details.

Uploading Student Registrations

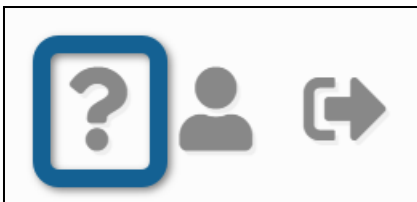
The Upload functionality allows for uploading student registrations using a batch file process. A batch file process takes a file of multiple student records and processes those records as a group. There are also tools for reviewing errors and conflicts. The last uploaded student data file overrides any existing registration information where differences exist.

To register an individual student via the user interface, refer to [Add a New Student Manually](#).

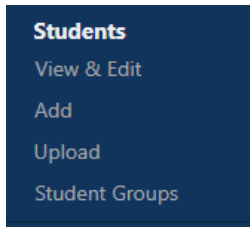
How to Upload Student Registrations

To upload students for the administration:

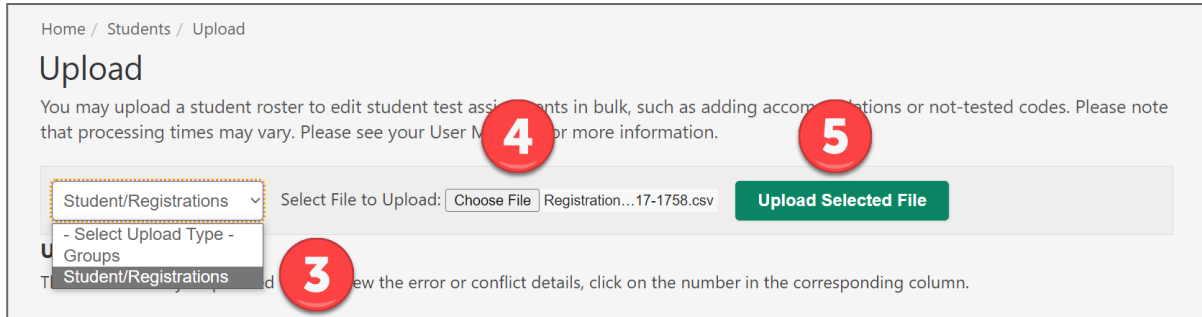
1. Download the spreadsheet template and **Student File Format** document from the **Help Resources** page. Complete the template with student registration information and save the file as a CSV format.



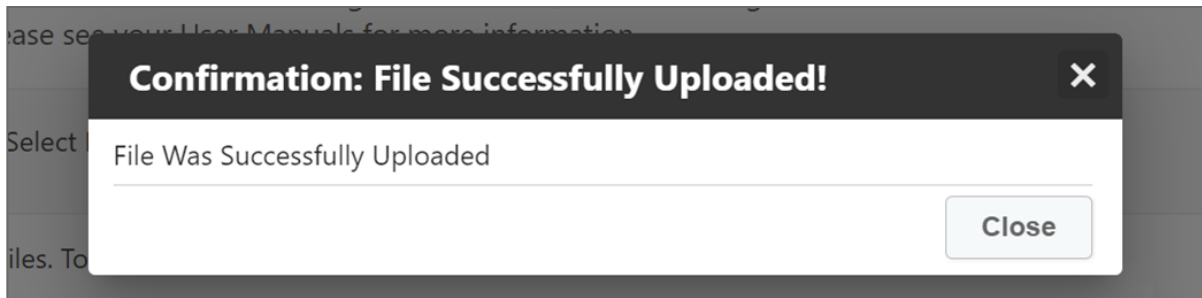
- In the main menu, select **Students > Upload**.



- Select **Student/Registrations** as the upload type.
- Select **Choose File** and navigate to the saved CSV file. Select **Open**.
- Select the **Upload Selected File** button to import the file into the system.



- A confirmation window appears. Select **Close**.



- Refresh the browser to update the status of the upload.

There are currently 1 uploaded files. To view the error or conflict details, click on the number in the corresponding column. Refresh

Results: 1

#	Date Uploaded	Filename	Status	Uploaded By	Upload Type
		Type Filename			- Select Type -
1	Nov 21, 2023 10:48 AM MST	Sample Registration_Error.csv	Processing	randi.olan	Students and Registrations

Rows per page: 25 1-1 of 1

- When the upload is complete, check the **Status** column to see if there are errors.

Uploaded files

There are currently 1 uploaded files. To view the error or conflict details, click on the number in the corresponding column. Refresh

Results: 1

#	Date Uploaded	Filename	Status	Uploaded By	Upload Type
		Type Filename			- Select Type -
1	Nov 21, 2023 10:48 AM MST	Sample Registration_Error.csv	Complete with errors	randi.olan	Students and Registrations

Rows per page: 25 1-1 of 1

9. If there are errors, select the text **Complete with errors** to see a list of the errors.

Errors		
#	Row No	Error
1	2	LAST NAME : is a required field.
2	2	LAST NAME : is a required field.
3	3	TTS ASL : The supports selected cannot be combined together.
4	4	The test registration window is not open., The test registration window is not open.





Rows per page: 25 ▾ 1-4 of 4 < >

Above is an example of some errors you may see. Refer to [Appendix D—Registration & Group Upload Error Messages](#)

10. After you resolve the errors, reupload the file. The **Status** column reads **Success** when the file is successfully imported without errors.

Uploaded files					
There are currently 2 uploaded files. To view the error or conflict details, click on the number in the corresponding column.					
Refresh					
Results: 2					
#	Date Uploaded	Filename	Status	Uploaded By	Upload Type
1	Nov 21, 2023 10:54 AM MST	Sample Registration.csv	Success	randi.olan	Students and Registrations
2	Nov 21, 2023 10:48 AM MST	Sample Registration_Error.csv	Complete with errors	randi.olan	Students and Registrations

Table 9: Upload Registration Icons and Descriptions

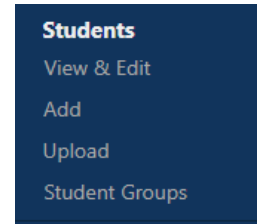
Icon	Upload Status Description
	Processing.
	Complete with no errors.
	Processing error. No records have been uploaded. Ensure the file is saved as a CSV and that all fields have data consistent with the upload spreadsheet requirements.
	Complete with errors. A pop-up window will identify the row number with the error and identify the error details.

Add a New Student Manually

This section covers how to add a new student individually.

To add an individual student:

1. In the main menu, select **Students > Add**.



2. On the **Add Student** page, complete the required fields in the **Student Information** and **Enrollment Information** sections. Required fields are marked with an asterisk (*).
3. Select **Add Student**. The system will search for any existing students with the same state student ID.
4. If an existing student with the same state student ID is found, a pop-up window appears identifying the existing student associated with the state student ID provided.

The 'Add Student' form contains the following sections and fields:

- Student Information:**
 - First Name *
 - Middle Initial
 - Last Name *
 - State Student ID *
 - Date of Birth (mm/dd/yyyy) *
 - Gender *
- Enrollment Information:**
 - School *
 - Enrolled Grade *
 - School Year *

Buttons: Cancel, Add Student. A note at the top right states: '* Denotes required field.'

- a. To add a different student, select **Add Another Student**.
- b. To view or edit the student with the state student ID provided, select **Edit This Student**.

5. If no match is found, the **Confirmation: Student Successfully Added** window appears. Select **Add Demographic Information**.
6. Complete the fields in the **Demographics** and **Ethnicity** sections as appropriate.
7. Select **Save Updates**. A confirmation window appears.

The 'Demographics' and 'Ethnicity' form sections contain the following fields:

- Demographics:**
 - MAP Growth Student BID
 - MAP Growth District BID
 - Economic Disadvantage *
 - SD4 Plan *
 - IEP *
 - Primary Disability *
 - Parent/Guardian on Active Duty Military Status *
 - English Learner *
 - Migrant *
 - District Student ID
- Ethnicity:**
 - Student Ethnic Group *

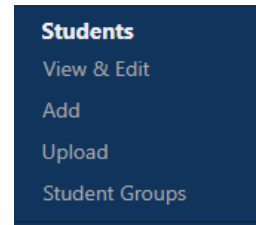
Buttons: Save Updates

View and Modify Students

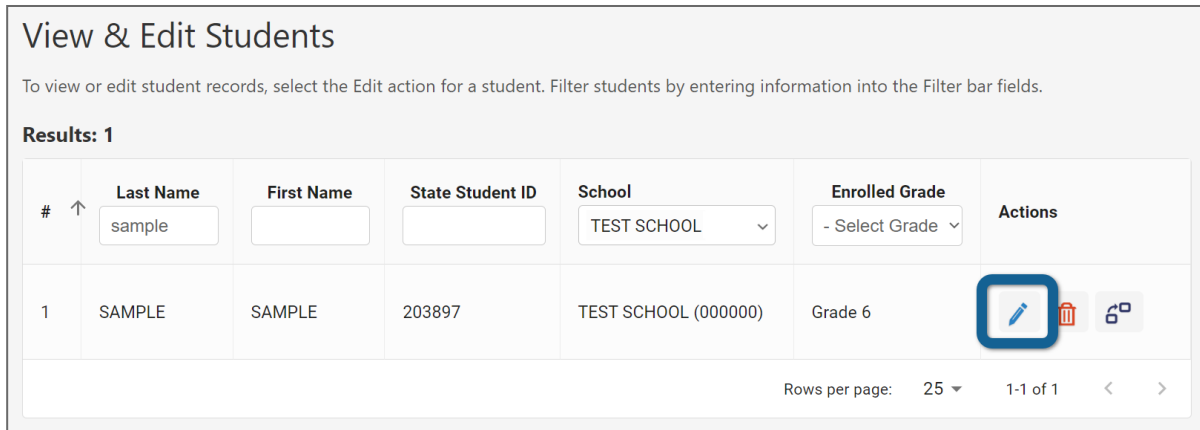
Search for a Student

To edit a student already registered for the Spring 2024 test administration:

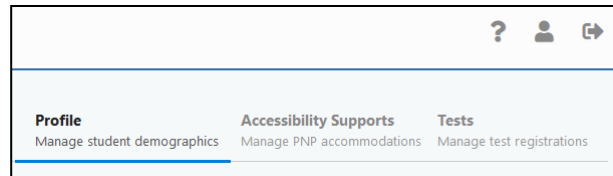
1. In the main menu, select **Students > View & Edit**.
2. A student list appears. Use the filters to locate the student you want to view or edit.



3. Select the **View & Edit** icon  in the **Actions** column.



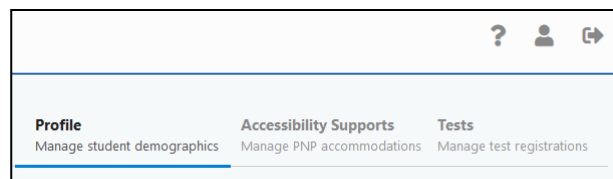
4. The **Student Profile** page appears. In the upper left, there are 3 tabs to choose from:
 - **Profile:** Select this tab to update information about the student such as name, state ID, demographics, and ethnicity.
 - **Accessibility Supports:** Select this tab to assign or remove accommodations or Special Circumstances for the student. Refer to [Add Accommodations Manually to a Student's Profile](#) for details.
 - **Tests:** Select this tab to register the student to take a particular test or edit existing registrations. **Note:** For details about editing registrations, refer to [Student Registration](#).
5. To save your changes, select **Save Updates**.



Update Student Profile Information

To edit basic student information, such as name, state ID, grade, demographics, or ethnicity, follow these steps:

1. Search for and view the student's profile. Refer to [Search for a Student](#) for detailed instructions.
2. The **Profile** tab appears by default. If you are viewing a different tab, select **Profile** in the upper right.
3. Update the information as necessary by editing the fields or selecting the correct information from the drop-down lists.
4. Select **Save Updates** to save your changes.



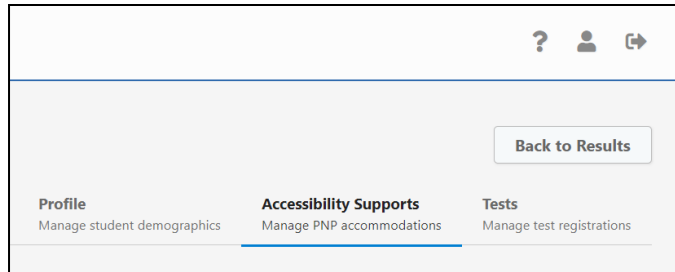
Add Accommodations Manually to a Student’s Profile

Embedded and non-embedded accommodations may be added manually at any time after students are registered for testing and before they log in to the test.

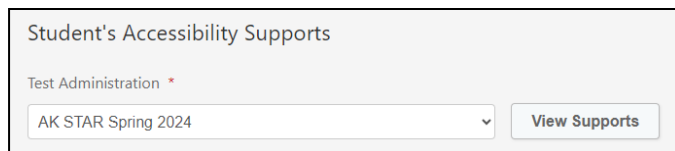
Note: If the student has logged in to the test with the incorrect accommodations, a reset may be needed. Refer to [Appendix G—Text-to-Speech Scenarios](#).

To add accommodations:

1. Search for and view the student profile. Refer to [Search for a Student](#) for detailed instructions.
2. On the **Student Profile** page, select the **Accessibility Supports** tab.



3. Select the applicable test administration from the drop-down list, then select **View Supports**.
4. Check the boxes for the accommodations you wish to assign to the student.



5. Select **Save Updates**. A confirmation window appears indicating the action is complete.

Student's Accessibility Supports

Test Administration *
AK STAR Spring View Supports

AK STAR Spring Embedded Accommodations		
	[EN] Mathematics Grade 3	[EN] English Language Arts Grade 3
ASL Videos (ASL)	<input type="checkbox"/>	<input type="checkbox"/>
Braille (BR)	<input type="checkbox"/>	<input type="checkbox"/>
Print on Demand (PD)	<input type="checkbox"/>	<input type="checkbox"/>
Text to Speech (TTS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

AK STAR Spring Nonembedded Accommodations		
	[EN] Mathematics Grade 3	[EN] English Language Arts Grade 3
Nonembedded Accommodations (NEA)	<input type="checkbox"/>	<input type="checkbox"/>

AK STAR Spring Test Attributes		
	[EN] Mathematics Grade 3	[EN] English Language Arts Grade 3
Special Circumstance Code (NTC)	- Select -	- Select -

Save Updates

Add or Update a Student Registration Manually

Students must be registered for a test to participate in AK STAR assessments. Registrations are typically completed via the student upload process but can be added or updated manually in the AK STAR Administration Portal.

Follow these steps to register an individual student for a test or update an existing registration in the portal.

1. Search for and view the student’s profile. Refer to [Search for a Student](#) for detailed instructions.
2. Select the **Tests** tab in the upper right.
3. Select the applicable test administration from the drop-down list; then select **View Registrations**.
4. A list of any existing registrations appears.

SAMPLE STUDENT Profile Manage student demographics Accessibility Supports Manage PNP accommodations Tests Manage test registrations

Student's Test Registrations

Test Administration *
AK STAR Spring 2024 View Registrations

AK STAR Spring 2024 Registrations: 1 Add Test Registration

Status	Subject	Grade	Mode	Group	Supports	Actions
	Mathematics	Grade 3	Computer B...	--		<input checked="" type="checkbox"/>

5. To add a new registration:
 - a. Select **Add Test Registration**. The **Create New Test Enrollment** section appears. Complete the fields. Required fields are marked with an asterisk (*).

SAMPLE STUDENT Profile Manage student demographics Accessibility Supports Manage PNP accommodations Tests Manage test registrations

Student's Test Registrations

Test Administration *
AK STAR Spring 2024 View Registrations


AK STAR Spring 2024 Registrations: 1 Add Test Registration

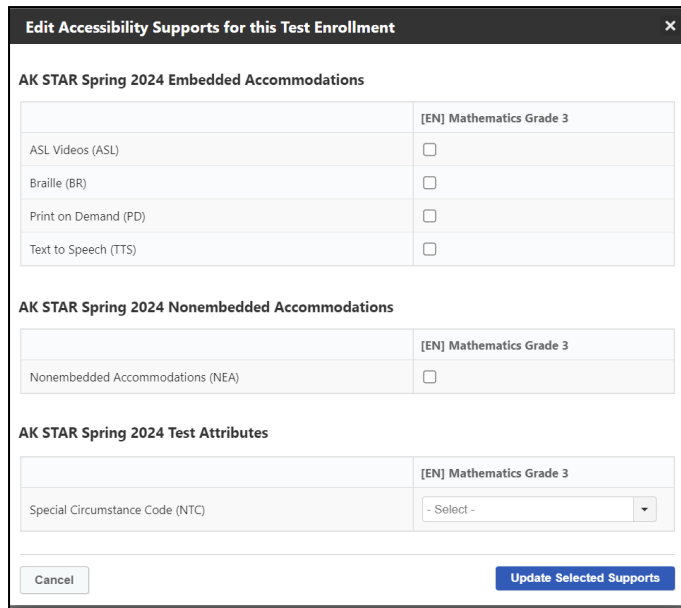
Create New Test Enrollment

Testing School * TRAINING SCHOOL 1 Subject * English Language Arts Testing Grade * Grade 3 Mode * Computer Based

Language * English Group Accessibility Supports

Cancel Save Test Registration

- b. To adjust accommodations for this specific registration:
 - i. Select the **Edit** icon  at the end of the **Accessibility Supports** field.
 - ii. Indicate accommodations and select **Update Selected Supports**.
- c. Select **Save Test Registration**. A confirmation window appears and the list of registrations for this student is updated.



Edit Accessibility Supports for this Test Enrollment

AK STAR Spring 2024 Embedded Accommodations

	[EN] Mathematics Grade 3
ASL Videos (ASL)	<input type="checkbox"/>
Braille (BR)	<input type="checkbox"/>
Print on Demand (PD)	<input type="checkbox"/>
Text to Speech (TTS)	<input type="checkbox"/>

AK STAR Spring 2024 Nonembedded Accommodations

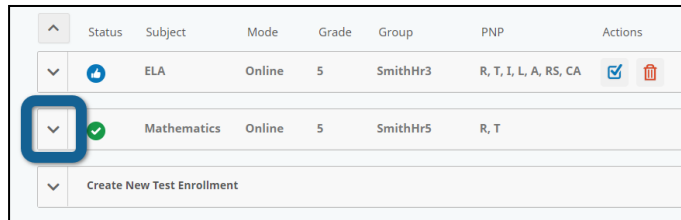
	[EN] Mathematics Grade 3
Nonembedded Accommodations (NEA)	<input type="checkbox"/>

AK STAR Spring 2024 Test Attributes

	[EN] Mathematics Grade 3
Special Circumstance Code (NTC)	- Select -

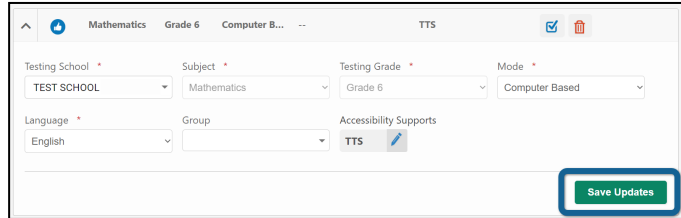
Buttons: Cancel, Update Selected Supports

- 6. To edit a registration:
 - a. Select the arrow next to the registration and make any changes, such as the testing school, student groups, or accessibility supports including SCC.



↑	Status	Subject	Mode	Grade	Group	PNP	Actions
↓		ELA	Online	5	SmithHr3	R, T, I, L, A, RS, CA	
↓		Mathematics	Online	5	SmithHr5	R, T	
↓		Create New Test Enrollment					

- b. Select **Save Updates** to save your changes.



Mathematics Grade 6 Computer B... TTS

Testing School: TEST SCHOOL Subject: Mathematics Testing Grade: Grade 6 Mode: Computer Based

Language: English Group: Accessibility Supports: TTS

Button: Save Updates

Manage Student Groups

Creating Student Groups

The group upload functionality allows you to assign students to groups in bulk.

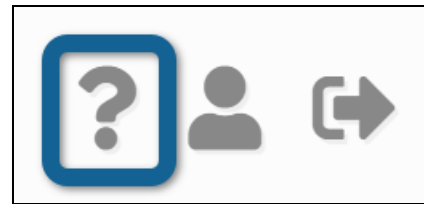
Student groups can be set up for online testing to group students together for a specific teacher or class (by name). Student groups can also be used for makeup sessions, which allows for students who still need to complete testing to test together. Student groups can be created for both online testing and reporting.

The batch file process takes a file of multiple student records and processes those records as a group. After the file is uploaded, there are tools for reviewing processing errors and conflicts. Refer to [Appendix D—Registration & Group Upload Error Messages](#) for a list of error codes. Testing and reporting groups can only be created at the school level and student group data cannot be transferred district-to-district in the AK STAR Administration Portal.

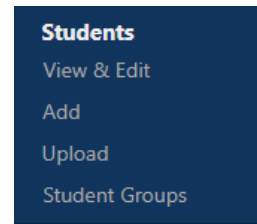
Upload Student Groups

1. Download the spreadsheet template available in **Help Resources (?)**. Complete the template with student group information and save the file as a CSV.

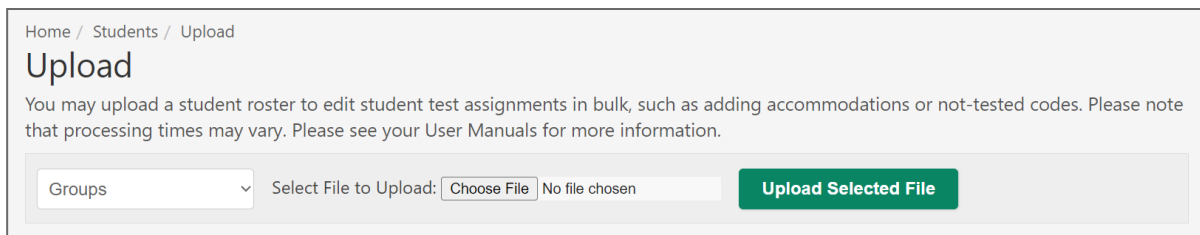
Note: The **Student Group Upload Format** document, also found in **Help Resources (?)**, describes the fields in the template.



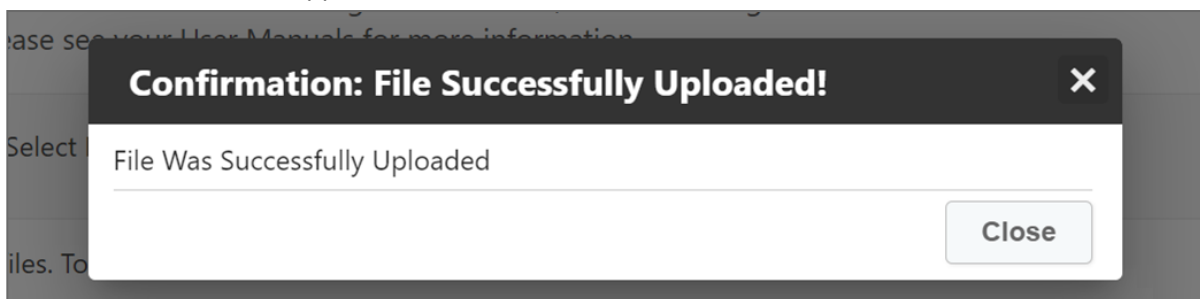
2. In the main menu, select **Students > Upload**.
3. Click **Select Upload Type**, select **Groups**, and select **Choose File**.
4. In the **File Upload** window, navigate to the saved CSV file, and select **Open**.



5. Select **Upload Selected File** to begin the import.



6. A confirmation window appears. Select **Close**.




7. Refresh the browser to update the status of the upload.

8. When the upload is complete, check the **Status** column to see if there are errors.

Uploaded files

There are currently 4 uploaded files. To view the error or conflict details, click on the number in the corresponding column. Refresh

Results: 4

#	Date Uploaded↓	Filename Type Filename	Status	Uploaded By	Upload Type - Select Ty ↓
1	Nov 21, 2023 11:38 AM MST	AK_STAR_Group_Upload_Error.csv	 Complete with errors	Sample User	Groups

9. If there are errors, select the text **Complete with errors** to see a list of the errors.

Errors ×

Results: 6

#	Row No	Error
1	2	The test administration code is not correct.
2	3	LAST NAME : is a required field.
3	5	The student is not currently enrolled at the school listed.
4	7	The student is not currently enrolled at the school listed.

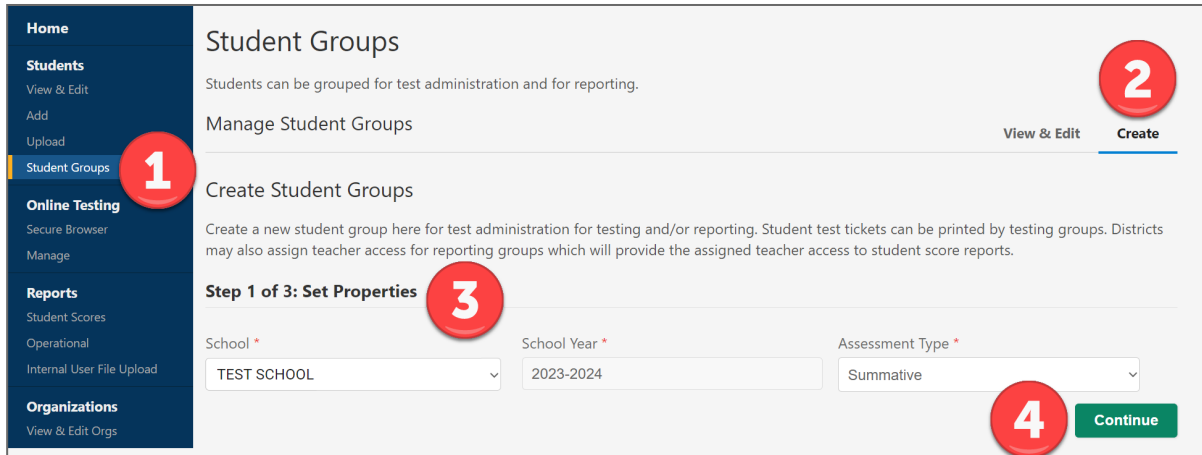
Above is an example of some errors you may see. Refer to [Appendix D—Registration & Group Upload Error Messages](#)

10. After you resolve the errors, re-upload the file. The **Status** column reads **Success** when the file is successfully imported without errors.

Create a Student Group Manually in the AK STAR Administration Portal

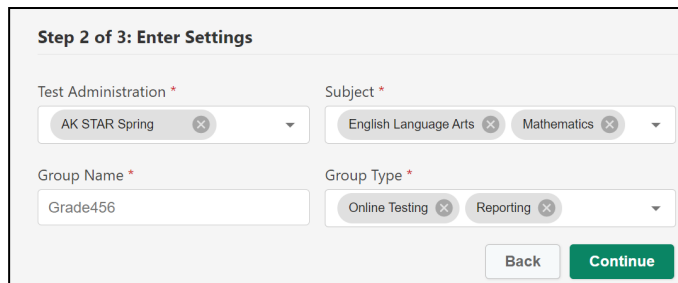
To create a new student group:

1. In the main menu, select **Students > Student Groups**.
2. Above the search criteria, select the **Create** tab on the right.
3. Select the **School, School Year (2023–2024)**, and **Assessment Type** from the drop-down lists.
4. Select **Continue**.



5. Select the appropriate settings for the group. If you choose a wrong setting, select the **X** next to that setting to remove it.

- **Test Administration:** Select all test administrations that apply.
- **Subject:** Select Mathematics, English Language Arts, or both. This option determines which test will appear in reports for this group. Note that this does not change any student registrations.
- **Group Name:** Create a name for the group.
- **Group Type:** Choose **Online Testing** or **Reporting** (or both).



6. Select **Continue**.
7. Enter search criteria to find students to add to the group. The **Grade** field is required; optionally enter last name, first name, or student ID. You may enter multiple grades.
8. Select **View** to see a list of students.
9. Select the check box next to the names of students you want to add to the group, then select the **Add To** button to add students to the list of selected students on the right.
10. To remove students from the list of selected students, select the check box next to the names of students you want to remove, then click the **Remove** button. The student names will move out of the list of selected students.

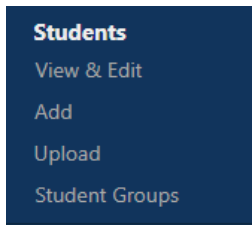
11. Select **Save Student Group** to create the group.

Search for and View Student Groups



Student groups define reporting groups and online test sessions.



To search for student groups:

1. In the main menu select **Students > Student Groups**.



2. On the **Student Groups** page, select search criteria using the **School, Year, and Test Administration** drop-down lists.
3. Select the **Find** button to view a list of groups matching the search criteria.

4. Click the **Edit** icon  in the **Actions** column to update the group, or the **Delete**  icon to delete the group. Refer to [Creating Student Groups](#) for information about the available group settings.

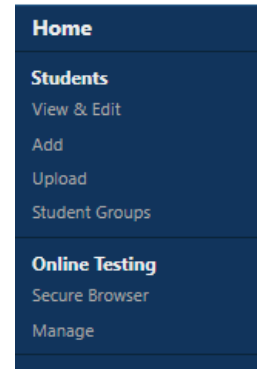
#	Group Name	Test Administration	Type	School	Subject	Group Types	Students	User Access	Year	Display	Actions
1	SAMPLE GROUP 1	AK STAR Spring 202...	Summative	TRAINING SCHOOL 2	Mathematics	Online Testing,...	2	--	2024	Yes	 

5. After editing is complete, select **Save Student Group** to save the changes.

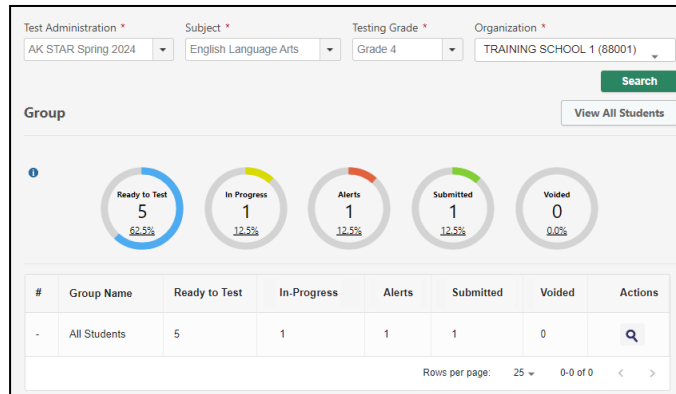
View Online Testing Groups

To view and manage a testing group, complete the following steps.

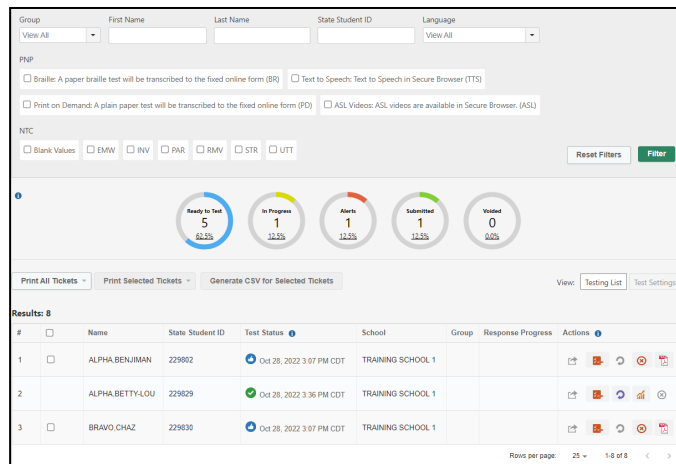
1. In the main menu, select **Online Testing > Manage**.
2. From the drop-down lists, select the **Test Administration, Subject, Testing Grade**, and **School**.
3. Select **Search**.



4. An overview of testing progress for the criteria you selected appears.
5. Below the test status icons, all students matching the search criteria are listed, or, if you've created groups, the available groups are listed with the number of students in each status. Refer to [Monitor Test Status](#) for a definition of each test status icon.



6. To view a student group, select the **Magnifying Glass** icon in the **Actions** column
7. To view all students, select the **Magnifying Glass** icon in the **Actions** column for the **All Students** entry at the top of the results list.
8. A list of students in the group appears below the search filters.
9. Select filters to view students meeting specific criteria, or select one of the test status icons, such as **Ready to Test**, to view all students in that status.



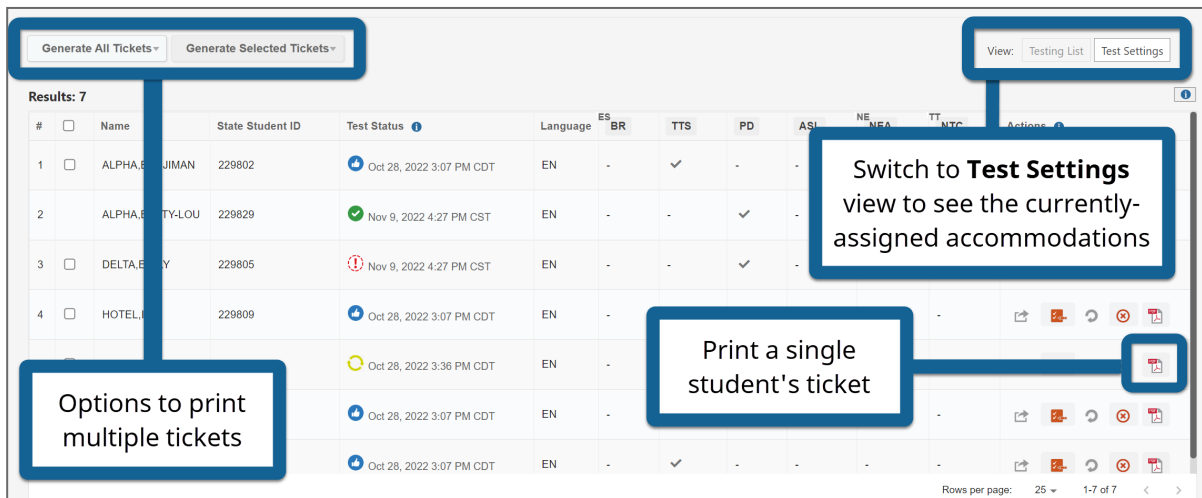
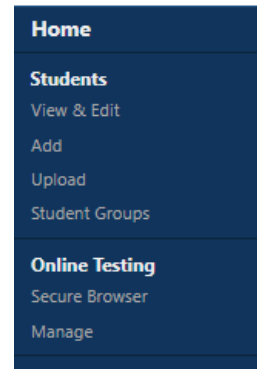
Download and Print Test Tickets

District and Building Test Coordinators can print Test Tickets. Consult your district’s policy to determine who is primarily responsible for printing Test Tickets prior to testing.

Confirm that students have the correct accommodations assigned before printing Test Tickets.


To download and print Test Tickets, follow these instructions:

1. In the main menu, go to **Online Testing > Manage** and find the group you want to print tickets for. Refer to [View Online Testing Groups](#) for detailed instructions.
2. To check student accommodations, select **Test Settings** and confirm accommodations for all students have been assigned as needed.
Note: If accommodations are not assigned as needed, update the student record before moving on to the next step.
3. To print tickets for all eligible students, select **Generate All Tickets** at the top of the student list. Select **PDF: One Ticket Per Page**, **PDF: Four Tickets per Page**, or **CSV**.
4. To print Test Tickets for a set of students, select the checkbox next to the students you want to print tickets for, then select **Generate All Tickets** at the top of the student list. Select **PDF: One Ticket Per Page**, **PDF: Four Tickets per Page**, or **CSV**.
Note: If Test Tickets are printed before accommodations are assigned, a new Test Ticket will be needed after necessary accommodations are assigned.
5. To print a ticket for a single student, select the PDF icon in the **Actions** column for that student.



6. A printable PDF document appears, which includes a roster and Test Tickets for the student or students selected.

Test Ticket - 1 per page



Student Test Ticket

Subject : English Language Arts
Test Grade : 03
First Name : STUDENT17
Middle Name : --
Last Name : SAMPLE17
AKSID : 444017
Group : --
Username : ethiebaut
Password : PASSWORD
Session ID : SESSION
Embedded Accommodation : TTS

Test Ticket - 4 per page

AK STAR		Student Test Tickets		Dec 05, 2023
English Language Arts Subject	444012 AKSID	-- Group		
STUDENT13 First Name	FalcoAndor Username	PASSWORD Password		
-- Middle Name	-- Last Name	SESSION Session ID	Embedded Accommodation	
English Language Arts Subject	444019 AKSID	-- Group		
STUDENT19 First Name	ataylor Username	PASSWORD Password		
-- Middle Name	-- Last Name	SESSION Session ID	BR Embedded Accommodation	
English Language Arts Subject	444003 AKSID	-- Group		
STUDENT3 First Name	gachauer Username	PASSWORD Password		
-- Middle Name	-- Last Name	SESSION Session ID	Embedded Accommodation	
English Language Arts Subject	444009 AKSID	-- Group		
STUDENT9 First Name	mliht Username	PASSWORD Password		
-- Middle Name	-- Last Name	SESSION Session ID	BR Embedded Accommodation	

School		Subject			Test Grade	
TRAINING SCHOOL 1		English Language Arts			Grade 4	
#	Accom.	Last Name	First Name	Middle Name	AKSID	Group
1	["TTS"]	MCCORD	JANE		229802	GRADE456
2	["TTS"]	MCCORD	JANE		229809	
3	["TTS"]	MCCORD	JANE		229816	
4	["TTS"]	MCCORD	JANE		229816	
5	["TTS"]	MCCORD	JEFF		229823	
6	["PD"]	MCCORD	JEFF		229805	

Student Transfers in the AK STAR Administration Portal

If a student enrolls during the established testing window, it is the new school’s responsibility to follow the appropriate transfer procedures to determine whether the student was tested at their previous school. Refer to [Appendix F—Transfer Scenarios](#) to see how to handle students transferring before, during, and after testing. If the new student has not yet taken, or partially completed, the AK STAR assessment for a required subject, it is the new school’s responsibility to administer the test in its entirety to the student before the last day of the testing window (April 26).

If the student was already administered the AK STAR assessment for a required subject in its entirety at their previous school but the new school has not completed its scheduled testing, it is appropriate to make other educational arrangements for the student while the rest of the student’s classmates are testing. It is the new school’s responsibility to complete the necessary research to avoid retesting a student who has already completed the test.


During the transfer process, completed tests and tests that have not yet been started are moved to the new district. If a test is in-progress at the previous district or school when the student transfers, contact DEED for guidance.

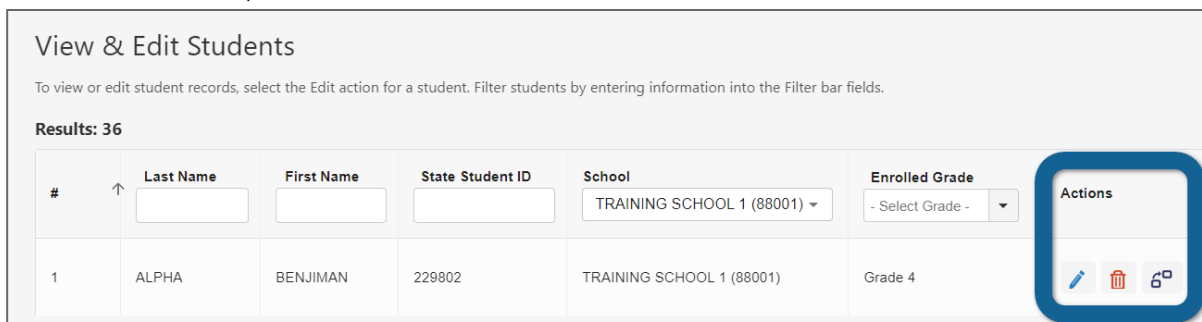
If a student completes a print-on-demand or braille assessment but transfers prior to the end of the established testing window, the testing district and school should transcribe the student’s responses into the NWEA State Solutions Secure Browser for scoring as intended. The school the student is leaving should securely destroy the paper materials after transcription is complete.

The *Student Mobility Report* lists each student who transferred into the district and includes information such as: the student’s previous district and school, current district and school, the date and time the student was transferred, the user who initiated the transfer, and the reason provided for the transfer. For instructions on how to download this, and other operational reports, refer to [Appendix H—Operational Reports](#).

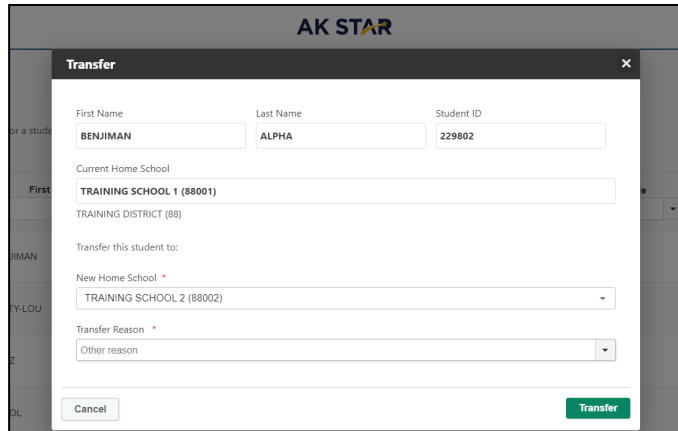
Transfer a Student Between Schools

To transfer a student manually:

1. Search for the student. Refer to [Search for a Student](#) for detailed instructions.
2. In the search results, select the **Transfer Student** icon  in the **Actions** column.



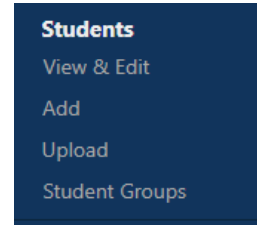
3. Select the new school from the **New Home School** drop-down list.
Tip: Type the school name into the New Home School field. As you type, the list of schools is automatically filtered.
4. Select a reason from the **Transfer Reason** drop-down list.
5. Select **Transfer** to complete the transfer.



Transfer a Student Between Districts

To transfer a student manually from another district to my district:

1. Go to **Students > Add**.



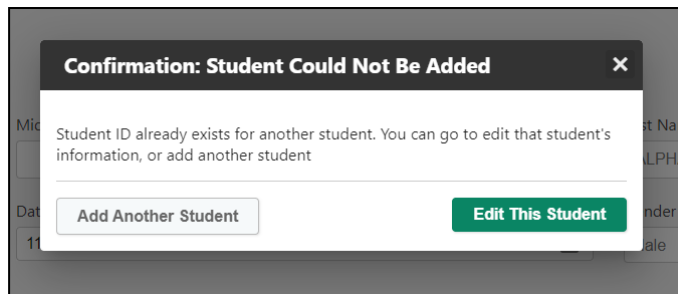
2. Enter the student information and select **Add Student**.

The 'Add Student' form contains the following sections and fields:

- Student Information:**
 - First Name * (text input)
 - Middle Initial (text input)
 - Last Name * (text input)
 - State Student ID * (text input)
 - Date of Birth (mm/dd/yyyy) * (calendar icon)
 - Gender * (dropdown menu: - Select Gender -)
- Enrollment Information:**
 - School * (dropdown menu: - Select or Type Organization -)
 - Enrolled Grade * (dropdown menu: - Select Grade -)
 - School Year * (text input: 2023-2024)

Buttons: Cancel, Add Student. A red asterisk indicates required fields.

3. If all of the required fields in the **Student Information** section match an existing student, a window will appear saying a student already exists with the given information. Select **Edit This Student**.



4. The **Transfer** window appears; edit the information as needed and save any updates.

The 'Student Profile' page for Benjamin Alpha includes the following sections and fields:

- Student Information:**
 - First Name * (BENJIMAN)
 - Middle Initial (B)
 - Last Name * (ALPHA)
 - State Student ID * (229802)
 - Date of Birth (mm/dd/yyyy) * (11/13/2013)
 - Gender * (Male)
- Enrollment Information:**
 - School * (TRAINING SCHOOL 1 (88001))
 - Enrolled Grade * (Grade 4)
 - School Year * (2023-2024)
- Demographics:**
 - 504 Plan * (Yes)
 - Economic Disadvantage * (Yes)
 - English Learner * (First year of monitoring)

Navigation: Home / Students / Student Profile, Back to Results, Profile (Manage student demographics), Accessibility Supports (Manage PNP accommodations), Tests (Manage test registrations).

Transfer via a File Upload

The student registration upload can be used transfer a student. Refer to [Uploading Student Registrations](#) for instructions on uploading a registration file.

Within-District School Transfers:

Transfers to another school within the same district can be done by a district user either manually in the AK STAR Administration Portal or by changing the school codes and names via upload.

District-to-District Transfers:

When uploading the student registration file, add a “T” in the Action column (column AO) to indicate a transfer. Enter new organization codes and names for the district the student is transferring to.

Hosting Correspondence School Students

In some circumstances, districts with correspondence school students may request that those students complete an assessment at a school site in a different district. Statewide correspondence schools have students living all across Alaska. Because of this, it is not feasible for correspondence schools to arrange to have a test center at every location where students live. Districts with correspondence school students may contact the District Test Coordinator of the district in which a student lives to request that the student join the assessment session at a local school. Hosting correspondence students is at the discretion of the District Test Coordinator in collaboration with other district and school staff and is not mandatory.

The requesting district’s responsibilities include the following:

- Relaying student accommodation information to the host site, if necessary, via phone or through secure email.
- Working with the host site to establish test-day logistics: where student should go, what time they need to be there, who they should talk to, etc.
- Notifying the student’s family of the place and time of testing.
- If the student does not test, documenting Special Circumstances as described in the [Documenting Special Circumstances](#) section of this manual.

Adding a Testing School for Correspondence School Students

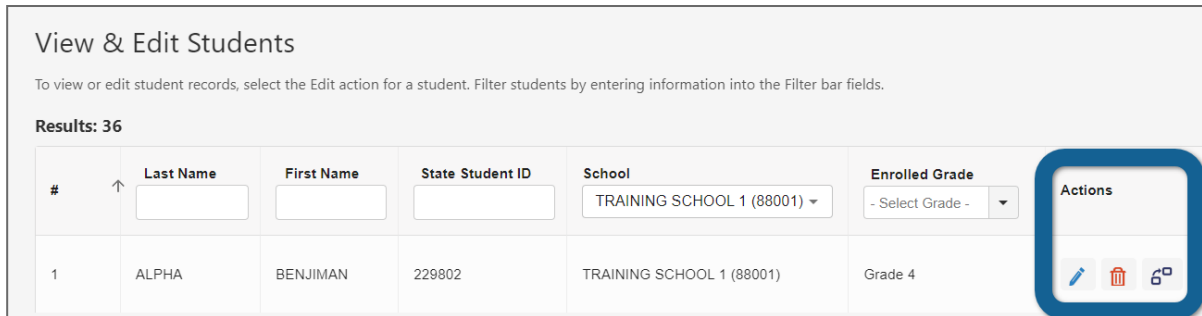
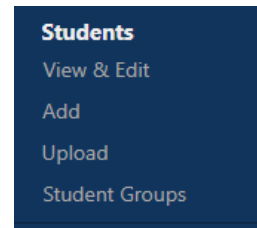
Users with this permission can see organizations in the drop-down for test registrations only. This includes setting the testing school in the AK STAR Administration Portal, seeing the tests in the Manage Online Testing page, and setting the testing school during an upload. Students will appear in Registration Reports only in the reports for their enrolled school and district. **This activity must be completed by the enrolled schools (requesting district).**

To add the testing school with a Student Registration File upload:

1. Follow the steps in [Uploading Student Registrations](#). In the upload file, add the testing school in the following columns:
 - a. District Code-Testing Location(column E)
 - b. District Name-Testing Location (column F)
 - c. School Code-Testing Location (column I)
 - d. School-Name-Testing Location (column J)

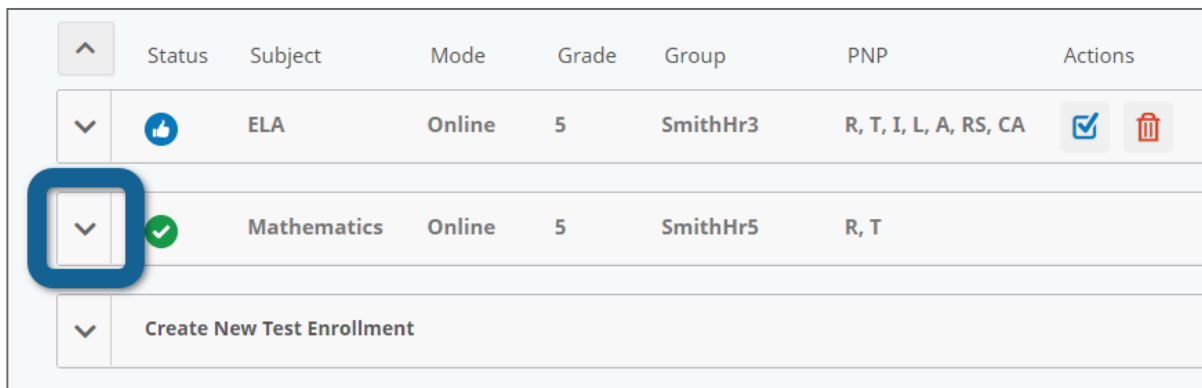
To add the testing school manually:

1. Open the **Menu**, then select **View & Edit** under **Students**.
2. After searching for the student, select the student you would like to set the testing school for by selecting the pencil icon (View & Edit) in the **Actions** column.



Note: On the student **Profile** tab, in **Enrollment Information**, only the district schools will be viewable.

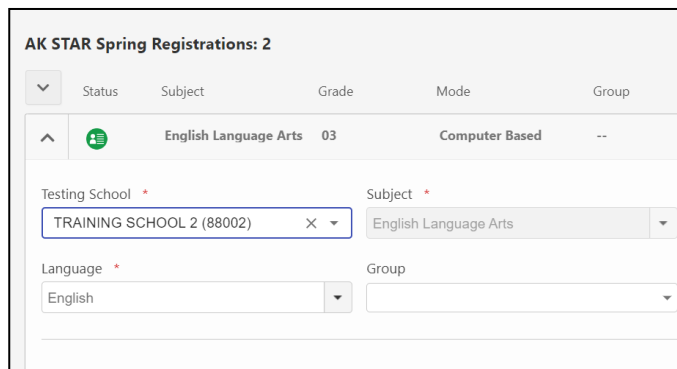
3. Select the **Tests** (Manage test registrations) tab for the selected student.
Select the test administration from the drop-down and select **View Registrations**.
4. Select the **English Language Arts** or **Mathematics** registration to open the details related to the test registration.



5. In the **Testing School** dropdown, select the school location where the student will need take the test. The options will show all schools in the state.

Note: Begin typing the name of the school in the Testing School menu to see results based on what you typed. This helps narrow down the list of schools to select from.

6. Select **Save Updates** to save any changes.



Note: The correspondence school student will be visible to the hosting school in **Manage Online Testing** but not anywhere else. The hosting school will also not be able to edit the student's profile.

Anticipating Challenges During Assessment

Despite every District Test Coordinator’s best efforts, it is inevitable that there will be some challenging situations in your district during testing. It is the responsibility of the District Test Coordinator to form contingency plans in the event of a situation that interrupts testing. It is impossible to provide a list of every possible challenge a district may encounter and it is also not possible to provide a generic plan that works for each district. However, the following are questions DTCs should consider when creating plans for challenges during the test window:

- Where will students go and what will they do if they are not able to continue testing?
- What will be the communication path for school and district staff?
- By what method should a Test Administrator ask for help if they are not allowed to leave the testing room?
- What test security procedures should a Test Administrator follow if the students must leave the room suddenly (e.g., fire alarm, lockdown)?
- How will situations be documented?

If the District Test Coordinator is ever unsure of how to handle a challenging situation, contact DEED for guidance.

Technology Challenges

Test Administrators should follow local procedures for reporting technology issues and receiving assistance.

As a general rule, students should sit no more than 10–15 minutes at a nonworking device. If the technology issue is affecting the entire group in the assessment session, the students should return to an instructional activity after 10–15 minutes, and the assessment session should be rescheduled. If the technology issue is affecting only one student, the student should be given an alternate device to complete the assessment. If there is no device available, the student should return to an instructional activity and will need to attend a make-up session.

When significant technology issues occur, such as a large number of students unable to log in, the test engine not responding, or other issues that cannot be resolved by site-based technology staff, District Test Coordinators should call NWEA Partner Support immediately. In the case of unresolvable technology failures, District Test Coordinators should also call DEED to determine the next steps.

Part 6—During Testing

Tracking Assessment Completion

Once the administration of the AK STAR assessments begins, the District Test Coordinator and Building Test Coordinators are required to continually track and monitor assessment completion. District Test Coordinators track assessment status and completion throughout the district using local, established procedures. Building Test Coordinators are responsible for tracking assessment completion status at the building level.

During the testing window, District and Building Test Coordinators can view testing status by group and by individual student. This information is accessed through the AK STAR Administration Portal. Status is indicated Ready to Test, In Progress, Alerts, and Submitted.

Authorized users can also view summary information about testing that is occurring within their district, school, or class in the AK STAR Administration Portal.

Assessment Session Interruption

Student Illness or Absence

In rare cases, assessment sessions are interrupted due to illness or student absence, and students are unable to resume testing within the same school day. The student should finish their assessment during the next scheduled assessment session for their class or during a make-up session.

Incorrect Accommodation Assigned

If a student was not assigned the correct accommodation and has completed items on the assessment, their test may need to be reset. Refer to [Appendix G—Text-to-Speech Scenarios](#) to learn how to proceed in your specific situation.

For questions or guidance on if a situation warrants a reset, District Test Coordinators should contact Kari Quinto, Assessment Coordinator (kari.quinto@alaska.gov or 907-465-8436).

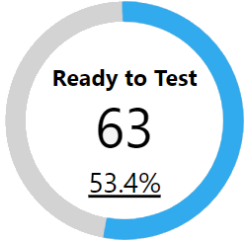
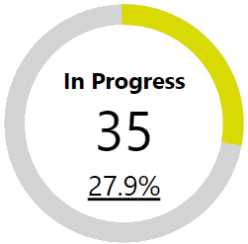
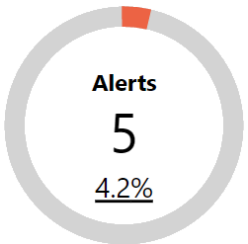
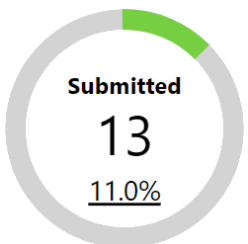
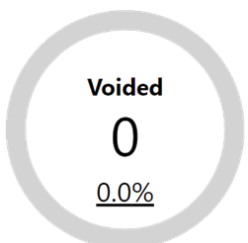
Monitor Test Status

Status Monitor Icons

When viewing a list of groups or an individual group in Manage Online Testing, the status monitor icons summarize the testing progress of students in that group or groups. The available statuses are listed in [Table 10: Status Monitor Icons](#).

Refer to [View Online Testing Groups](#) for details on how to access a particular test group.







Table 10: Status Monitor Icons

Icon	Test Status Icon Description
	<p>The Ready to Test icon displays the number and percentage of students who are enrolled and ready to take the test. It includes tests in the Registered, Enrolled, and Ready to Test statuses. All tests remaining in these statuses at the end of the testing window are changed to Expired.</p>
	<p>The In Progress icon displays the number and percentage of students actively testing. It includes tests in the In Progress status only.</p>
	<p>The Alerts icon displays the number and percentage of students who have logged out and have not completed a test or have an enrollment hold. These students need Test Ticket log in information to log back in and complete a test. This count includes tests in the Inactive and Enrollment Hold statuses.</p> <p>Note: If any test registrations are in the Enrollment Hold status during the week before testing starts, contact NWEA Partner Support to resolve the hold.</p>
	<p>The Submitted icon displays the number and percentage of students who completed and submitted tests. It includes tests in the Submitted status only.</p>
	<p>The Voided icon is not used and will always show 0%.</p>

Student Test Status

When viewing a list of students in a group or other set of search results under **Online Testing > Manage**, the status of each student's test is shown in the **Test Status** column. The available statuses are listed in [Table 11: Student Test Status](#).

Table 11: Student Test Status

Icon	Status	Description
	Registration Complete	The student is registered for a test, but the online test is not yet available.
	Enrollment hold	The student's enrollment is not yet processed. Please contact NWEA Partner Support.
	Ready to test	The student's test is available and the student has not yet logged in, or the student's submitted test has been reopened. The student can log in using the information on the Test Ticket.
	In Progress	The In Progress icon indicates that the student is logged in and actively testing or has paused the test.
	Inactive	The Inactive icon indicates that the student has logged out of the test or has been logged out due to inactivity. The student can log back into the test using the information on the Test Ticket.
	Finished	The Completed icon indicates that the student has submitted the test. The student will no longer be able to log in to the test.



Incomplete tests when the test window ends: Tests that have been started but not completed by the end of the testing window will be scored using only the questions to which students have responded.

Student Response Progress

You can monitor student progress by viewing the Response Progress column in the online testing group. This column shows how many items each student has answered in the content area. Refer to [View Online Testing Groups](#) for details on how to view test sessions or a list of all students.



Refer to [Table 8: Test Item Counts and Estimated Student Test Times—Online Adaptive Test](#) for the number of items in each content area.

The Testing Status operational report is designed to help District Test Coordinators and Building Test Coordinators monitor testing status. The report lists each student and their current testing status (column AJ) and when the status was last updated (column AK). The available testing status are Registration Initiated, Ready to Test, In Progress, Inactive, and Submitted. Refer to the Help Resources in the AK STAR Administration Portal for the full file format.

Manage Online Testing Actions

Depending on the status of the student’s test and your user role, the following actions are available in the **Actions** column when viewing a list of students in a group or other search in **Online Testing > Manage**.

Table 12: Manage Online Testing Actions

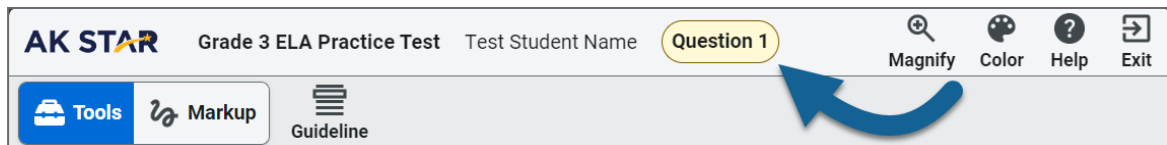
Icon	Action	Description
	PDF	Downloads a PDF of the Test Ticket for printing.
	Test Attributes	Opens a window that allows users to assign a Special Circumstance. Refer to Assigning Special Circumstances for details.

Problem Item Reporting

As a reminder, it is never permitted to take pictures or capture video of items or to communicate about items on the assessment.

There are stringent item-quality checks in the development process, but students may occasionally encounter items that they believe are problematic. When a student encounters a possible problem item, the Test Administrator should:

1. Collect the following information about the item:
 - Student’s state ID
 - Grade and subject
 - Item number (located on the student’s test screen)



2. Note the information above and provide to the Building Test Coordinator.
3. Building Test Coordinators should contact their DTC, who should send this information to NWEA Partner Support at AKSTAR@nwea.org.

Following this process ensures the quality of the assessments. Every problem item report is reviewed by NWEA and DEED.

Part 7—After Testing

Documenting Special Circumstances

For any students who are not tested, a Special Circumstance must be assigned to their registration. Special Circumstances can be assigned manually, either in the student’s profile or testing group, or via an import file. Special Circumstances must be applied before the end of the test administration window. If a student is enrolled in your district for the entire established test window but was not assessed in any or all content areas, a Special Circumstance must be documented. It is a District Test Coordinator’s responsibility to determine Special Circumstances for students not tested and ensure that the process is completed.

Documenting Special Circumstances is important for understanding statewide trends in testing participation and interpreting assessment results.

If a student’s assessment was determined invalid, either by the District Test Coordinator or by DEED, then a Special Circumstance of Invalidation must be applied. Marking the student’s assessment invalid ensures that the student’s assessment will not be scored and that the student will not receive a score report.

Table 13: Definitions of Special Circumstances

Special Circumstances	Special Circumstance Code	Definition
Absent	UTT	Student was absent during the scheduled testing days and during scheduled make-up days.
Invalidation	INV	A student’s assessment was determined invalid.
Medical Waiver	EMW	An unexpected and severe medical condition outlined in Alaska Regulation 4 AAC 06.820 prevented the student from taking the assessment. Documentation should be kept locally, and student privacy should be maintained at all times. Additional documentation on this Special Circumstance is located in the Alaska Assessment Policy and Test Security Handbook .
Parent Refusal	PAR	Parent refused to allow student to participate in an assessment. Local policy governs how parent refusal is handled.
Student Refusal	STR	Student refused to participate in an assessment.

A Special Circumstance does not need to be documented in the following instances:

- If a student is a recent arrival who does not take the ELA portion of the test.
- If a student struggles with regular attendance and is not tested on the few days they were in school during the test window.
- If a student begins the test but does not finish for any reason.

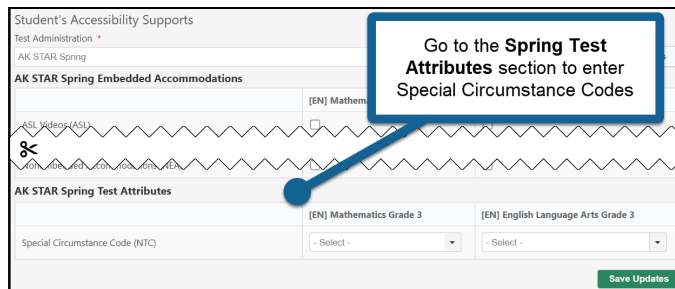
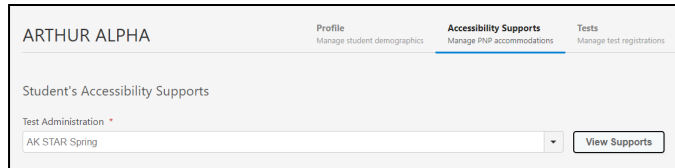
If any of the above situations apply to students in your district, keep documentation locally. No Special Circumstance needs to be reported. With the exception of a medical waiver, Special Circumstances do not exclude students from being calculated in a school’s assessment participation rate or school designation.

Assigning Special Circumstances


There are multiple ways to assign special circumstances for students in the AK STAR Administration Portal. Special circumstances can be added via the student profile, manage online testing, or using the student registration upload.

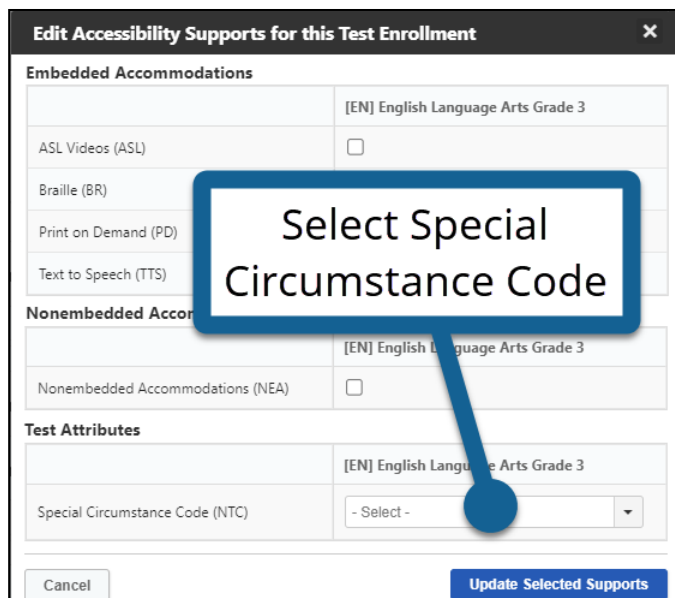
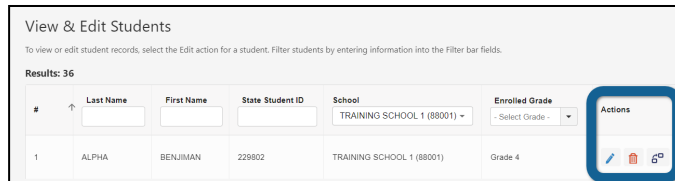
Assigning Special Circumstances via the Student Profile

1. Search for and view the student profile.
2. On the **Student Profile** page, select the **Accessibility Supports** tab in the upper right.
3. Select the applicable test administration from the drop-down list and then select **View Supports**.
4. Locate the **Test Administration Test Attributes** section at the bottom and select the Special Circumstance from the drop-down lists for the appropriate test.
5. Select **Save Updates**. A confirmation window appears showing the action was successful.



Assigning Special Circumstances via Manage Online Testing

1. In the main menu, go to **Online Testing > Manage** and use the filters to find the student or one of the student's groups.
2. Locate the student you want to assign a Special Circumstance and select the Test Attributes icon  in the **Actions** column. Students can be searched by school, name, state ID, and grade.
3. The **Edit Accessibility Supports for this Test Enrollment** window appears. Select the Special Circumstance from the drop-down list.
4. Select **Update Selected Supports** to apply the Special Circumstance and a confirmation window will appear.



Assigning Special Circumstances via a File Upload

The student registration upload can be used to assign special circumstances to multiple students.

Refer to [Uploading Student Registrations](#) for instructions. When uploading the student registration file, add the desired special circumstance to the **Reason Not Tested Code** field. Please note, any updated student and test registration data will overwrite existing data.

Part 8—Paper-Accommodated Materials— Print on Demand and Braille

District Test Coordinator Responsibilities

Requesting Print on Demand and Braille Assessments

For students who need a paper test as an accommodation, the student is assigned the accommodation for braille or print on demand in the **Accessibility Supports** section of the student’s profile. Refer to [Add Accommodations Manually to a Student’s Profile](#) or [Uploading Student Registrations](#) for instructions.

Registrations for print on demand and braille must have the accommodation assigned in time for NWEA to process the request. Braille test materials are shipped to districts by NWEA. Print on demand assessments must be printed by the district or school; NWEA will contact District Test Coordinators with information on how to securely download the test materials.

The table below provides important deadlines for registering students for print on demand and braille forms.

Table 14: Important Dates for Registering Print on Demand and Braille Assessments

Form Type	Date	Description
Print on demand	February 19	Registrations for print on demand entered by this date will be available for secure download by March 8.
	February 19– March 8	Registrations for print on demand forms entered in this window will be available for secure download no later than March 11.
	March 8	Registrations for print on demand forms entered after this date will be available for secure download within 2–3 days.
	April 25	Last day to register a student for print on demand.
Braille	February 19	Registrations for braille forms entered by this date will be delivered by March 8.
	February 19– April 12	Registrations for braille forms entered in this window will arrive in districts within 7–10 days.
	April 12	Last day to register a student for braille.

Print on Demand: Download, Print, and Distribute Test Materials

NWEA will contact the District Test Coordinators to provide secure download instructions and login credentials for paper-based assessment materials to be printed locally at the district or school. The secure download site is <https://download.nwea.org>.

Download the forms provided, print the test materials and electronic student label, and distribute them to schools. Use the Material Orders report to confirm how many students need paper-based accommodated materials and to which schools to send the materials. Refer to the [Materials Order Report](#).

Note: Student labels are provided electronically and must be printed locally. These labels are not machine-readable or scannable.

Materials Provided:

- Standard Size Test Book (Print on Demand)
- AK STAR Secure Destroy Instructions

Braille Assessments: Receive, Inventory, and Distribute Test Materials

All materials for braille AK STAR assessments will be shipped to districts from NWEA. Orders will be mailed to the District Test Coordinator at the district mailing address on file with DEED. Materials for each school will be packed separately and marked clearly.

Materials Provided:

- Braille Test Book
- Braille Reference Sheet
- Standard Size Test Book
- AK STAR Secure Destroy Instructions

Follow these steps to ensure that the district and schools have all the materials needed for testing:

1. Count all school and district packages immediately upon receipt.
2. Verify that all packages were received. Immediately report any missing packages or receipt of packages intended for other districts by calling NWEA Partner Support at 866.384.5415.
3. Open the packages and inventory the contents. If not inventoried at the district-level, distribute the school packages, and allow enough time for the Building Test Coordinator to inventory the materials.
4. Distribute materials to schools.
5. Immediately report any shortages or the incorrect receipt of test materials by calling NWEA Partner Support at 866.384.5415.

Transcribing Print on Demand and Braille Assessments

After testing, student responses for print on demand and braille must be transcribed by trained district employees into the NWEA State Solutions Secure Browser as soon as possible and before the testing window closes on April 26, 2024. Further information on transcribing paper-based accommodations is detailed in the "Transcribing Paper Accommodated Assessments" section of the Test Administration Directions.

Building Test Coordinator Responsibilities for Print on Demand and Braille assessments**Receive and Take Inventory of School Materials**

Materials should be checked immediately upon receipt to inventory the contents and ensure that all print on demand and braille materials are accounted for. Building Test Coordinators should verify the contents of their packages. The quantity of materials packed for each school will be based on data collected during the registration process.

Provide Test Booklets to Test Administrators

Building Test Coordinators will be responsible for providing secure test materials to Test Administrators. Do not distribute any test materials, except the AK STAR Test Administration Directions, until the day of testing.

On the day of the test, the Building Test Coordinator should distribute the correct test booklets/kits needed for that day's test to each Test Administrator.

Process Materials After Testing for Transcription

Any student provided with a print on demand or braille test form must have their responses transcribed into the NWEA State Solutions Secure Browser. Generally, this task is completed by an appointed school staff member who has signed all security agreements. Building Test Coordinators are responsible for providing transcribers with the student's test ticket and test booklet, and collecting these materials after the transcription is complete.

Return of Secure Materials to the District Test Coordinators

If directed by your District Test Coordinator, return all materials to the District Test Coordinator. Document the materials sent to the district office.

If directed by your District Test Coordinator, use locally established procedures to securely destroy all print on demand or braille or test materials at the school.

Test Timing—Print on Demand**Table 15: Estimated Student Test Times—Print on Demand**

Content	Grade	Part 1 Item Count	Part 1 Test Time	Part 2 Item Count	Part 2 Test Time	Total Estimated Time
ELA	3	1–27 (27)	90 minutes	28–51 (23)	90 minutes	180 minutes
ELA	4	1–30 (30)	90 minutes	31–60 (29)	90 minutes	180 minutes
ELA	5	1–32 (32)	90 minutes	33–63 (30)	90 minutes	180 minutes
ELA	6	1–32 (32)	90 minutes	33–66 (33)	90 minutes	180 minutes
ELA	7	1–38 (38)	90 minutes	39–66 (27)	90 minutes	180 minutes
ELA	8	1–34 (34)	90 minutes	35–66 (31)	90 minutes	180 minutes
ELA	9	1–35 (35)	90 minutes	36–69 (33)	90 minutes	180 minutes
Math	3	1–30 (30)	90 minutes	31–60 (29)	90 minutes	180 minutes
Math	4	1–30 (30)	90 minutes	31–60 (29)	90 minutes	180 minutes
Math	5	1–42 (42)	150 minutes	43–61 (18)	30 minutes	180 minutes
Math	6	1–17 (17)	30 minutes	18–61 (43)	150 minutes	180 minutes
Math	7	1–11 (11)	30 minutes	12–60 (48)	150 minutes	180 minutes
Math	8	1–13 (13)	30 minutes	14–66 (52)	150 minutes	180 minutes
Math	9	1–30 (30)	90 minutes	31–60 (29)	90 minutes	180 minutes

Table 16: Estimated Student Test Times—Braille

Content	Grade	Part 1 Item Count	Part 1 Test Time	Part 2 Item Count	Part 2 Test Time	Total Estimated Time
ELA	3	1–29 (29)	90 minutes	30–54 (24)	90 minutes	180 minutes
ELA	4	1–29 (29)	90 minutes	30–56 (26)	90 minutes	180 minutes
ELA	5	1–28 (28)	90 minutes	29–57 (28)	90 minutes	180 minutes
ELA	6	1–33 (33)	90 minutes	34–60 (26)	90 minutes	180 minutes

Content	Grade	Part 1 Item Count	Part 1 Test Time	Part 2 Item Count	Part 2 Test Time	Total Estimated Time
ELA	7	1–34 (34)	90 minutes	35–63 (28)	90 minutes	180 minutes
ELA	8	1–29 (29)	90 minutes	30–61 (31)	90 minutes	180 minutes
ELA	9	1–28 (28)	90 minutes	29–60 (31)	90 minutes	180 minutes
Math	3	1–22 (22)	90 minutes	23–44 (21)	90 minutes	180 minutes
Math	4	1–22 (22)	90 minutes	23–43 (20)	90 minutes	180 minutes
Math	5	1–22 (22)	90 minutes	23–44 (21)	90 minutes	180 minutes
Math	6	1–11 (11)	30 minutes	12–48 (36)	150 minutes	180 minutes
Math	7	1–7 (7)	30 minutes	8–47 (39)	150 minutes	180 minutes
Math	8	1–4 (4)	30 minutes	5–47 (41)	150 minutes	180 minutes
Math	9	1–27 (27)	90 minutes	28–53 (25)	90 minutes	180 minutes

Appendices:

[Appendix A—Assessment Documentation Requirements for Schools](#)

[Appendix B—Assessment Log & Irregularity Report](#)

[Appendix C—Quick Guide: How to Navigate Creating Student Groups as a BTC](#)

[Appendix D—Registration & Group Upload Error Messages](#)

[Appendix E—Quick Guide: Student Progress Monitoring](#)

[Appendix F—Transfer Scenarios](#)

[Appendix G—Text-to-Speech Scenarios](#)

[Appendix H—Operational Reports](#)

[Appendix I—Glossary of Terms](#)

[Appendix J—Frequently Asked Questions \(FAQs\)](#)

Appendix A—Assessment Documentation Requirements for Schools

Testing Documentation File

All completed assessment documentation must be kept and securely stored, at either the school or district office, for at least two years following each test administration. This documentation can be stored either physically or electronically. District Test Coordinators must ensure that all documentation used during any of the assessments are maintained in this manner. ***In addition, these documents must be available upon request by the district, DEED, or NWEA:*** (e.g., assessment monitoring, test security investigations).

- Test Security Agreements
- Documentation of attendance at training
- Assessment Log and Irregularity Report (This is also scanned and emailed to the District Test Coordinator at the end of testing administration.)
- If applicable: Student level accommodation documentation
- If applicable: Student level Special Circumstances documentation
- Documentation of test session groups
- Information for each session should indicate the names of the students, the location, the date, and the name of all Test Administrators

The list above details the key components to copy and save at the school. There may be additional items required, depending on variations in circumstance for each district or school.

Appendix B—Assessment Log & Irregularity Report

The Assessment Log & Irregularity Report form in this manual provides comprehensive documentation of the assessment administration at a school. Districts must use this form, or one similar, to complete assessment documentation.

This document is meant to be printed and filled in by hand because electronic devices are not allowed in testing rooms. This form is also available on the [AK STAR Test Administration webpage](#).

Procedures:

1. This form is completed by the Test Administrators in each testing room on a daily basis and provided to the Building Test Coordinator at the end of each assessment session.
2. The Building Test Coordinator finalizes all forms and submits them to the District Test Coordinator as soon as practical. The District Test Coordinator may provide specific guidelines for when and how to submit these forms.

Copies of these forms must be securely maintained at the district or school for two years after the administration as part of the assessment documentation requirements.

Test Administrators must provide the following information on each form:

- Any reason why a student did not test during that session. Examples include when a student is: suspended, home sick, at a dental appointment, refusing to take the test, or when the parent submitted a refusal, etc.
 - Any supporting notes and/or documentation must be provided to the Building Test Coordinator. This could include an email, letter, noted phone call, etc. Building Test Coordinators will need this information to schedule make-ups or potentially document the reason as a Special Circumstance.
- Any irregularity that occurred during testing. An irregularity is an event that may disrupt a student's testing session.
 - Include pertinent notes to ensure clear understanding of the irregularity. Examples of irregularities include: fire alarm, power outage, school announcement, a student becoming sick, etc.
 - List all parties involved and actions taken by all staff. Additional pages may be attached as needed.

Assessment Log & Irregularity Report

School	Test Administrator(s)

Date and Time	Name of Student	Grade	AKSID	Content Area	Part	Reason a student did not test, or irregularity

Notes

Date and Time	Name of Student	Grade	AKSID	Content Area	Part	Reason a student did not test, or irregularity

Notes

Date and Time	Name of Student	Grade	AKSID	Content Area	Part	Reason a student did not test, or irregularity

Notes

Date and Time	Name of Student	Grade	AKSID	Content Area	Part	Reason a student did not test, or irregularity

Notes

Appendix C—Quick Guide: How to Navigate Creating Student Groups as a BTC

Manage Student Groups and Sessions

Creating Student Groups

The group upload functionality allows you to assign students to groups in bulk.

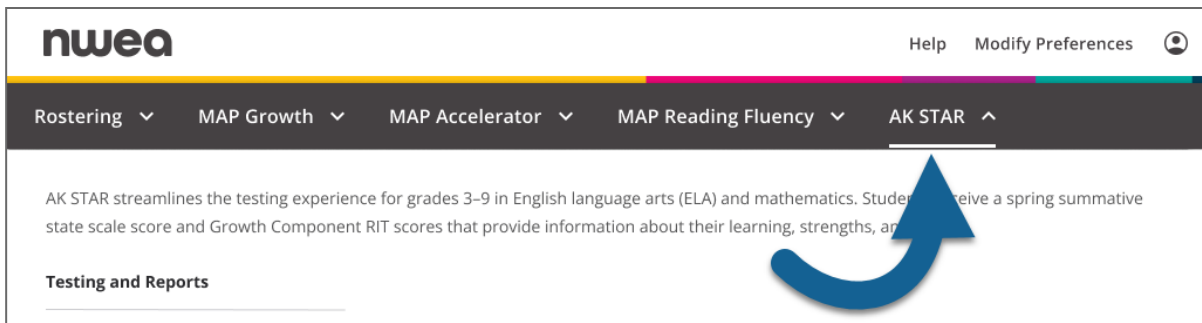
Student groups can be set up for online testing to group students together for a specific teacher or class (by name). Student groups can also be used for makeup sessions, which allows for students who still need to complete testing to test together. Student groups can be created for both online testing and reporting.

The batch file process takes a file of multiple student records and processes those records as a group. After the file is uploaded, there are tools for reviewing processing errors and conflicts. Refer to [Appendix D—Registration & Group Upload Error Messages](#) for a list of error codes. Testing and reporting groups can only be created at the school level and student group data cannot be transferred district-to-district in the AK STAR Administration Portal.

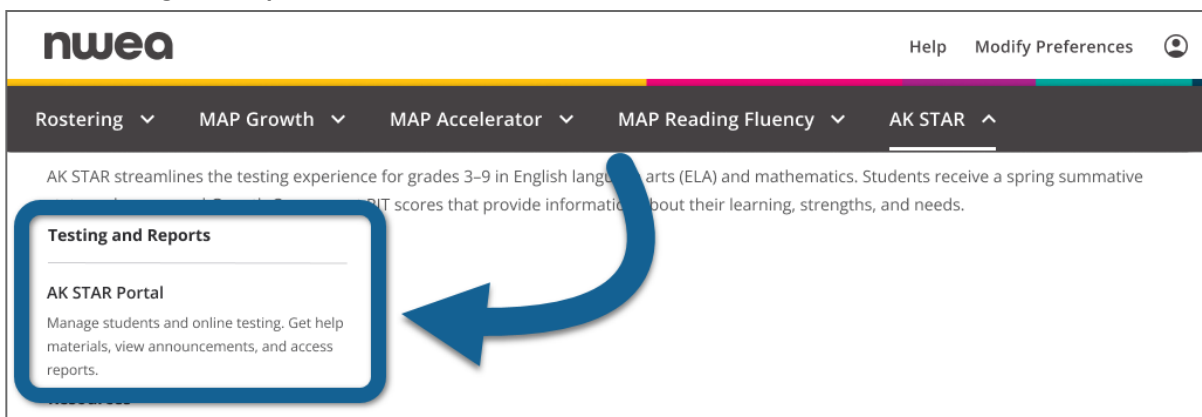
Logging into the AK STAR Administration Portal

To access the AK STAR Administration Portal:

1. Log into the AK STAR Administration Portal using your single sign-on from [MAP Growth](#).
2. Select the **AK STAR** menu at the top.



3. Under **Testing and Reports**, select **AK STAR Portal**.



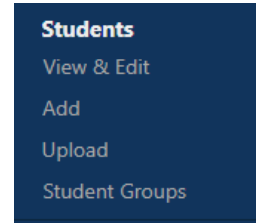
4. The AK STAR Administration Portal opens.

How to Upload Student Groups:

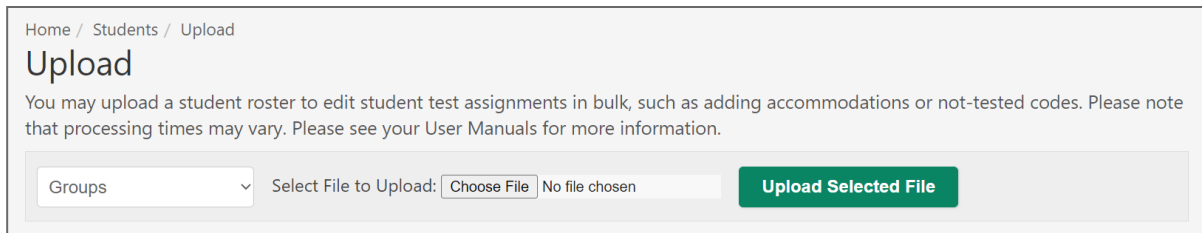
Download the spreadsheet template available in Help Resources (?). Complete the template with student group information and save the file as a CSV.

Note: The Student Group Upload Format document, also found in Help Resources (?), will provide an explanation of the fields within the upload spreadsheet.

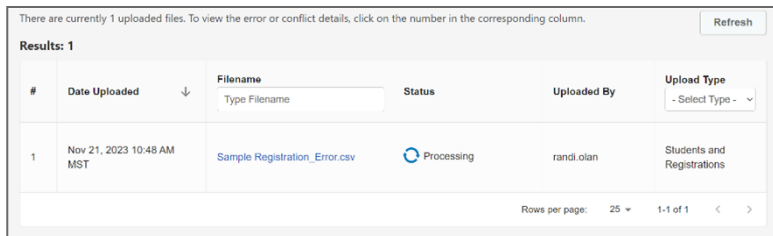
1. In the main menu, select **Students > Upload**.
2. Click **Select Upload Type**, select **Groups**, and select **Choose File**.
3. In the **File Upload** window, navigate to the saved CSV file, and select **Open**.



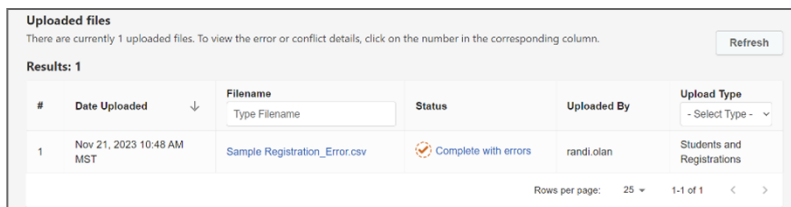
4. Select the **Upload Selected File** button to import the file into the system.



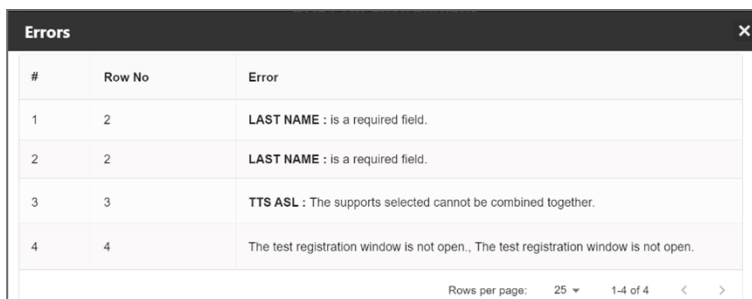
5. Refresh the browser to update the status of the upload.



6. When the upload is complete, check the **Status** column to see if there are errors.



7. If there are errors, select the text **Complete with errors** to see a list of the errors.



Above is an example of some errors you may see. Refer to [Appendix D—Registration & Group Upload Error Messages](#)

- After you resolve the errors, reupload the file. The **Status** column reads **Success** when the file is successfully imported without errors.

Uploaded files					
There are currently 2 uploaded files. To view the error or conflict details, click on the number in the corresponding column.					
Refresh					
Results: 2					
#	Date Uploaded	Filename	Status	Uploaded By	Upload Type
1	Nov 21, 2023 10:54 AM MST	Sample Registration.csv	Success	randi.olan	Students and Registrations
2	Nov 21, 2023 10:48 AM MST	Sample Registration_Error.csv	Complete with errors	randi.olan	Students and Registrations

How to Create a Student Group (manually) in the AK STAR Administration Portal:

To create a new student group:

- In the main menu, select **Students > Student Groups**.
- Above the search criteria, select the **Create** tab on the right.
- Select the **School, School Year (2023–2024), and Assessment Type** from the drop-down lists.
- Select **Continue**.

- Select the appropriate settings for the group. If you choose a wrong setting, select the **X** next to that setting to remove it.

- Test Administration:** Select all test administrations that apply.
- Subject:** Select Mathematics, English Language Arts, or both. This option determines which test will appear in reports for this group. Note that this does not change any student registrations.
- Group Name:** Create a name for the group.
- Group Type:** Choose **Online Testing** or **Reporting** (or both).

- Select **Continue**.
- Enter search criteria to find students to add to the group. The **Grade** field is required; optionally enter last name, first name, or student ID. You may enter multiple grades.
- Select **View** to see a list of students.

9. Select the check box next to the names of students you want to add to the group, then select the **Add To** button to add students to the list of selected students on the right.
10. To remove students from the list of selected students, select the check box next to the names of students you want to remove, then click the **Remove** button. The student names will move out of the list of selected students.
11. Select **Save Student Group** to create the group.

Last Name

First Name

Student ID

Grade *
Grade 4 Grade 5 Grade 6 View

Available Students: 1

	Last Name	First Name	Student Id	Grade
<input type="checkbox"/>	CHARLIE	CAROL	229503	05

ADD TO
→

REMOVE
←

Selected Students: 1

	Last Name	First Name	Student Id	Grade
<input type="checkbox"/>	ALPHA	BENJIMAN	229802	04

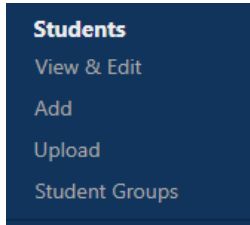
Save Student Group

Search for and View Student Groups

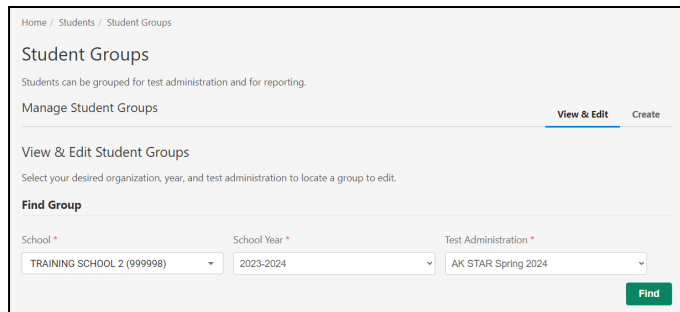
Student groups define reporting groups and online test sessions.



To search for student groups:



1. In the main menu select **Students > Student Groups**.



2. On the **Student Groups** page, select search criteria using the **School, Year, and Test Administration** drop-down lists.
3. Select the **Find** button to view a list of groups matching the search criteria.



4. Click the **Edit** icon  in the **Actions** column to update the group, or the **Delete** icon  to delete the group. Refer to [Appendix C—Quick Guide: How to Navigate Creating Student Groups as a BTC](#) for information about the available group settings.

#	Group Name	Test Administration	Type	School	Subject	Group Types	Students	User Access	Year	Display	Actions
1	SAMPLE GROUP 1	AK STAR Spring 202...	Summative	TRAINING SCHOOL 2	Mathematics	Online Testing,...	2	--	2024	Yes	 

5. After editing is complete, select **Save Student Group** to save the changes.

Appendix D—Registration & Group Upload Error Messages

Registration Upload Error Messages

Error Message	Action
The school code listed (+ row_json['TEST_ORG_CODE'] +) must be an authorized school. Please check that the school code is correct.	Verify school code in the identified row.
There was an unknown error processing this row.	Cause of error unknown. Process the individual errored row(s) identified or add the student manually in the AK STAR Administration Portal.
There was an unknown error saving this row.	Cause of error unknown. Make sure all required information is included in the identified row or add the student manually in the AK STAR Administration Portal.
(+ any required field +) is a required field.	This is a required field and is needed to process this request.
(+ field with non- allowable value +) can contain only these allowed values.	Validate allowed values on the Registration File Format.
Warning: Because the test has been started, only changes to non-embedded supports and other test attributes are saved.	A student must Logout of a test in order to update and the change must be made manually within the student record.
The test registration window is not open.	Re-import the file when the registration window is open.
There was an unknown error saving this test registration.	Cause of error unknown. Check the AK STAR Administration Portal, it is possible the changes were applied. If changes are not applied, reload the file, or manually input changes. If the error persists, please contact Partner Support.
Error Message	Action
The supports selected cannot be combined together.	Some supports cannot be combined, such as Text to Speech and print on demand. Please validate student supports.
The school code listed (+ orgCode +) must be for an active school. Please check that the school code is correct.	Verify school code in the identified row.
The school code listed (+ orgCode +) must be for a school. Please check that the school code is correct.	Verify school code in the identified row.
This student record (+ studentUniquelExt +) is still being created. Please re-upload this record.	Verify AKSID and re-upload the record.
There was an unknown error uploading this file.	Cause of error unknown. Check the AK STAR Administration Portal, it is possible the changes were applied. If changes are not applied, reload the file, or manually input changes. If the error persists, please contact Partner Support.
There is an error in the header row. Please check Help documents for the correct header.	A Registration File needs to include the header row with the correct columns. The template can be found in the Help documents.
Upload file processing.	File is processing. Please wait.
The school code listed (+ orgCode +) must be an authorized school. Please check that the school code is correct.	Verify school code in the identified row.

Error Message	Action
The school code listed (+ orgCode +) must be a school. Please check that the school code is correct.	Verify school code in the identified row.
There is an error moving this student. Check that the Action flag is correct and that the student name, gender, and date of birth are correct.	Please validate the information for the student you are attempting to transfer and that you have included a "T" in the Action column of the Registration File template.

Group Upload Error Messages

Error Message	Action
There was an unknown error updating the student's group.	Cause of error unknown. Check the AK STAR Administration Portal, it is possible the changes were applied. If changes are not applied, reload the file, or manually input changes. If the error persists, please contact Partner Support.
The student is not currently enrolled at the school listed.	Add the student to the AK STAR Administration Portal.
The school code listed must be a school. Please check that the school code is correct.	Verify school code in the identified row.
The student is not enrolled. Please check the state student id.	Verify AKSID.
The test administration code is not correct.	The Test Administration code is AKS0323R00.
The school code listed (+ orgCode +) must be a school. Please check that the school code is correct.	Verify school code in the identified row.

Appendix E—Quick Guide: Student Progress Monitoring

Once the administration of the AK STAR assessments begins, District Test Coordinators (DTCs) and Building Test Coordinators (BTCs) are required to continually track and monitor assessment completion. District Test Coordinators track assessment status and completion throughout the district and Building Test Coordinators are responsible for tracking assessment completion status at the building level.

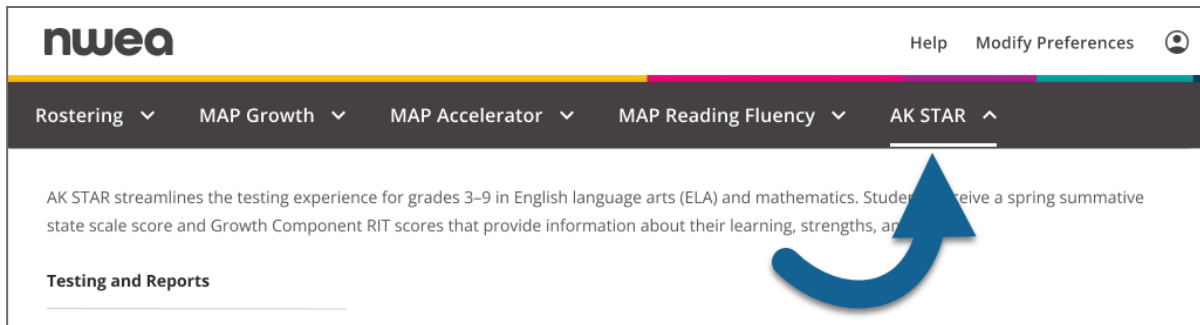
Tracking assessment completion is especially important because students must answer every question to receive a RIT score for the growth component of AK STAR. If a student does not complete their AK STAR assessment in each subject area, they will not receive a RIT score but might receive a scale score and achievement level.

DTCs and BTCs can view summary information about testing that is occurring within their district and school in the AK STAR Administration Portal.

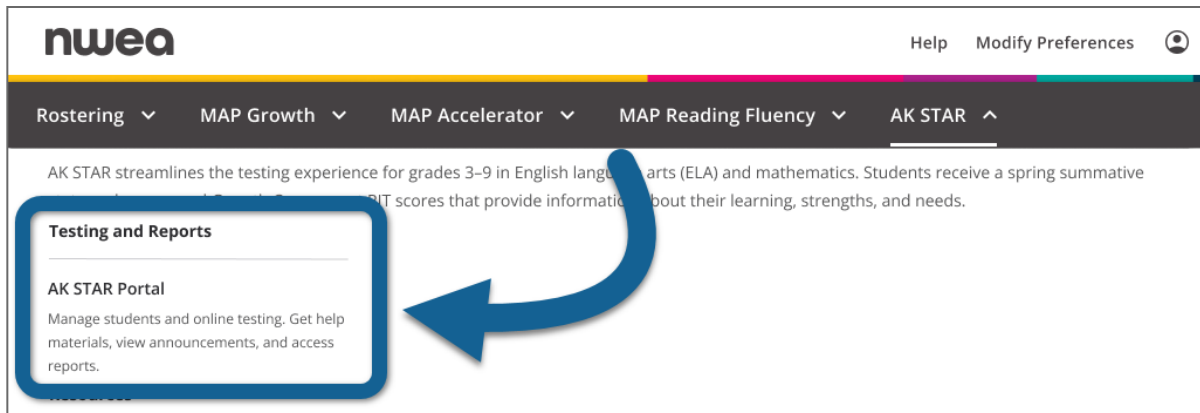
Logging into the AK STAR Administration Portal

To access the AK STAR Administration Portal:

1. Log into the AK STAR Administration Portal using your single sign-on from [MAP Growth](#).
2. Select the **AK STAR** menu at the top.



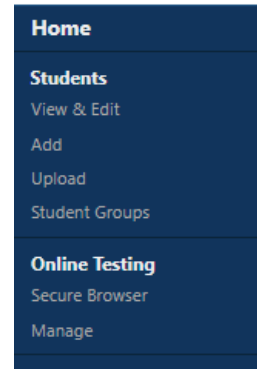
3. Under **Testing and Reports**, select **AK STAR Portal**.



4. The AK STAR Administration Portal opens.

To Access Manage Online Testing

Select **Menu** to expand the navigation menu, then select **Manage** under **Online Testing**.



In the AK STAR Administration portal, you will see:

Test Administration * Subject * Testing Grade * Organization *

AK STAR Spring 2024 English Language Arts Grade 4 TRAINING SCHOOL 1 (88001)

[Search](#)

Group [View All Students](#)

Ready to Test

5

62.5%

In Progress

1

12.5%

Alerts

1

12.5%

Submitted

1

12.5%

Voided

0

0.0%

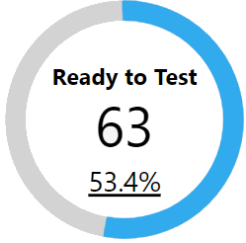
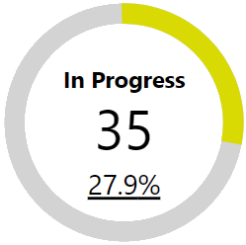
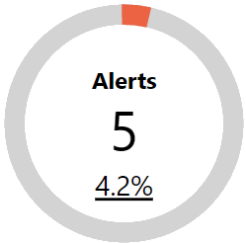
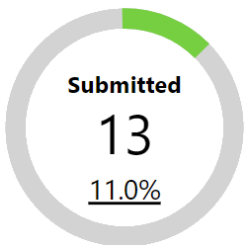
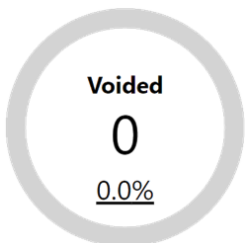
#	Group Name	Ready to Test	In-Progress	Alerts	Submitted	Voided	Actions
-	All Students	5	1	1	1	0	🔍

Rows per page: 25 0-0 of 0 < >

Monitor Test Status

Status Monitor Icons

When viewing a list of groups or an individual group in Manage Online Testing, the status monitor icons summarize the testing progress of students in that group or groups.

Icon	Test Status Icon Description
	<p>The Ready to Test icon displays the number and percentage of students who are enrolled and ready to take the test. It includes tests in the Registered, Enrolled, and Ready to Test statuses. All tests remaining in these statuses at the end of the testing window are changed to Expired.</p>
	<p>The In Progress icon displays the number and percentage of students actively testing. It includes tests in the In Progress status only.</p>
	<p>The Alerts icon displays the number and percentage of students who have logged out and have not completed a test or have an enrollment hold. These students need Test Ticket log in information to log back in and complete a test. This count includes tests in the Inactive and Enrollment Hold statuses.</p> <p>Note: If any test registrations are in the Enrollment Hold status during the week before testing starts, contact NWEA Partner Support to resolve the hold.</p>
	<p>The Submitted icon displays the number and percentage of students who completed and submitted tests. It includes tests in the Submitted status only.</p>
	<p>The Voided icon is not used and will always show 0%.</p>

Student Test Status

When viewing a list of students in a group or other set of search results under **Online Testing > Manage**, the status of each student’s test is shown in the **Test Status** column. The available statuses are listed below.

Icon	Status	Description
	Registration Complete	The student is registered for a test, but the online test is not yet available.
	Enrollment hold	The student’s enrollment is not yet processed. Please contact NWEA Partner Support.
	Ready to test	The student's test is available and the student has not yet logged in, or the student's submitted test has been reopened. The student can log in using the information on the Test Ticket.
	In Progress	The In Progress icon indicates that the student is logged in and actively testing or has paused the test.
	Inactive	The Inactive icon indicates that the student has logged out of the test or has been logged out due to inactivity. The student can log back into the test using the information on the Test Ticket.
	Finished	The Completed icon indicates that the student has submitted the test. The student will no longer be able to log in to the test.

Incomplete tests when the test window ends

Tests that have been started but not completed by the end of the testing window will be scored using only the questions to which students have responded.

Monitoring Response Item Count

A DTC or BTC will be able to monitor completion of a content area (ELA and Math) by viewing the **Response Progress** column in **Online Testing > Manage** after filtering by school, content, grade, and group (if applicable). This provides an accurate response progress for each student showing how many items they have answered in each content area.

In the AK STAR Administration Portal, you will see:

The screenshot displays a dashboard with five circular progress indicators: Ready to Test (5, 62.5%), In Progress (1, 12.5%), Alerts (1, 12.5%), Submitted (1, 12.5%), and Voided (0, 0.0%). Below these are buttons for 'Print All Tickets', 'Print Selected Tickets', and 'Generate CSV for Selected Tickets'. A table titled 'Results: 8' lists student information. The 'Response Progress' column for the first student is highlighted with a blue box, showing a value of 29.

#	<input type="checkbox"/>	Name	State Student ID	Test Status	School	Group	Response Progress	Actions
1	<input type="checkbox"/>	ALPHA,BENJIMAN	229802	Oct 28, 2022 3:07 PM CDT	TRAINING SCHOOL 1		29	
2	<input type="checkbox"/>	ALPHA,BETTY-LOU	229829	Oct 28, 2022 3:36 PM CDT	TRAINING SCHOOL 1			
3	<input type="checkbox"/>	OSCAR,PAUL	229816	Oct 28, 2022 3:07 PM CDT	TRAINING SCHOOL 1			

A response count for total number of items is provided below for each grade level and content area:

Grade	Total Estimated Time	ELA Total Items	Math Total Items
3	180 minutes	63	65
4	180 minutes	66	65
5	180 minutes	69	66
6	180 minutes	69	66
7	180 minutes	69	65
8	180 minutes	69	66
9	180 minutes	70	65

Testing Status Operational Report

The Testing Status Operational Report provides an output of students and the associated testing status (Column AJ) and when the status was last updated (Column AK). This report is designed to help DTCs and BTCs monitor testing status. This report does not include test results. Available testing statuses include Registration Initiated, Ready to Test, In Progress, Inactive, or Submitted. The file format of the Testing Status Operational Report is available in the Help Resources in the AK STAR Administration Portal.

AI	AJ	AK
Online Group	Testing Status	Status Last Updated
	REGISTRATION_INITIATED	10/28/2022 11:46:21 AKT
SMITH3RDELA	REGISTRATION_INITIATED	10/28/2022 11:46:31 AKT
	REGISTRATION_INITIATED	10/28/2022 11:46:25 AKT
	REGISTRATION_INITIATED	10/28/2022 11:46:31 AKT
	REGISTRATION_INITIATED	10/28/2022 11:46:21 AKT
	REGISTRATION_INITIATED	10/28/2022 11:46:25 AKT
SMITH3RDELA	READY_TO_TEST	02/21/2023 13:50:54 AKT
	REGISTRATION_INITIATED	11/02/2022 16:51:16 AKT
	REGISTRATION_INITIATED	12/08/2022 06:55:37 AKT
	REGISTRATION_INITIATED	12/02/2022 07:37:22 AKT
	REGISTRATION_INITIATED	12/08/2022 06:55:40 AKT
	REGISTRATION_INITIATED	12/08/2022 06:55:34 AKT
SMITH3RDELA	REGISTRATION_INITIATED	12/08/2022 06:55:46 AKT
	REGISTRATION_INITIATED	12/08/2022 06:55:41 AKT
	REGISTRATION_INITIATED	12/08/2022 06:56:07 AKT
	REGISTRATION_INITIATED	12/08/2022 06:55:35 AKT
	REGISTRATION_INITIATED	12/08/2022 06:55:47 AKT
	REGISTRATION_INITIATED	12/08/2022 06:55:42 AKT
	SUBMITTED	11/09/2022 13:27:42 AKT

Appendix F—Transfer Scenarios

If you need assistance with student transfers for AK STAR, or if you get an error or data is missing after a transfer, please contact NWEA Alaska Partner Support:

- AKSTAR@nwea.org
- 866.384.5415

Note: Whenever uploading a Student Registration File after an initial file, it is recommended to first download the Student Registration Operational Report to make your changes so that all changes made manually in the system are included in the file.

Before the Test Window

Scenario #1—School-to-School in the Same District

Before the test window opened, Natalie transferred from Mendenhall River Community School to Harborview Elementary within the Juneau School District.

The Juneau DTC should use the following procedure to transfer Natalie.

1. To complete the transfer via upload:
 - a. Download a copy of the Registrations operational report.
 - b. Update the **School Name - Testing Location** and **School Name - Enrolled Location** for Natalie to Harborview Elementary. Update the **School Code - Testing Location** and **School Code - Enrolled Location** fields accordingly.
 - c. Upload the updated Registration report under **Students > Upload**.
2. To complete the transfer manually:
 - a. Find Natalie's profile under **Students > View & Edit**.
 - b. Update the **School** field under the **Profile** tab, and update the **Testing School** field under the **Tests** tab.
3. To add Natalie to the appropriate testing group, follow the steps in [Add or Update a Student Registration Manually](#).
4. To ensure data syncs correctly to MAP Growth:
 - If the district rosters MAP Growth manually, update Natalie's profile in MAP Growth to assign her to the correct school.
 - If the district uses Clever with MAP Growth, update Natalie's school in the Juneau student information system (SIS).

Scenario #2—District-to-District

Before the test window opened and after being uploaded to the AK STAR Administration Portal by Hoonah City Schools, Alyssa transferred to Juneau School District.

The Juneau DTC and the Hoonah DTC should use the following procedure to transfer Alyssa.

1. The DTC at Juneau (Alyssa's new district) should do the following:
 - a. To complete the transfer via upload:
 - i. Download a copy of the Registrations operational report.
 - ii. Add Alyssa to the file, entering a "T" in the **Action** column to indicate Alyssa is being transferred into Juneau from another district.
 - iii. Upload the updated Registration report under **Students > Upload**.

- b. To complete the transfer manually:
 - i. Go to **Students > Add** and add Alyssa.
 - ii. The system should automatically find Alyssa's existing enrollment based on her state student ID, first name, last name, date of birth, and gender. Select **Edit This Student**.
 - iii. Update the **School** field under the **Profile** tab, and update the **Testing School** field under the **Tests** tab.
- c. To add Alyssa to the appropriate testing group, the Juneau DTC or the BTC at Alyssa's new school should follow the steps in [Add or Update a Student Registration Manually](#).
- d. To ensure Alyssa's data syncs correctly in MAP Growth:
 - If the district rosters MAP Growth manually, check Alyssa's profile to see if the spring term has been added. If not, add the spring term to enroll Alyssa in MAP Growth.
 - If the district rosters using Clever, add Alyssa to the Juneau student information system (SIS) to enroll Alyssa in MAP.
2. The DTC at Hoonah (Alyssa's old district) should do the following to ensure Alyssa's MAP Growth data no longer syncs to Hoonah:
 - If the district rosters MAP Growth manually, check Alyssa's profile to see if the spring term has been added. If so, remove the spring term to unenroll Alyssa from MAP Growth.
 - If the district rosters MAP Growth using Clever, remove Alyssa from the student information system (SIS) to prevent Alyssa from re-syncing.
3. **Optional:** To transfer the student's historical MAP data to Juneau, the **Juneau or Hoonah DTC** should complete a [District to District Student Transfer Request](#).

During the Test Window

Scenario #3—School-to-School in the Same District, Some Testing Completed

During the test window, Sally transferred from Auke Bay Elementary to Juneau Community Charter School within the Juneau School District.

The Juneau DTC should use the following procedure to transfer Sally.

1. To complete the transfer via upload:
 - a. Download a copy of the Registrations operational report.
 - b. Update the **School Name - Testing Location** and **School Name - Enrolled Location** for Sally to Juneau Community Charter School. Update the **School Code - Testing Location** and **School Code - Enrolled Location** fields accordingly.
 - c. Upload the updated Registration report under **Students > Upload**.
2. To complete the transfer manually:
 - a. Find Sally's profile under **Students > View & Edit**.
 - b. Update the **School** field under the **Profile** tab, and update the **Testing School** field under the **Tests** tab.
3. All Sally's tests transfer automatically to Juneau Community Charter School with Sally.
4. In **Manage Online Testing** or in Sally's student profile, check which tests Sally still needs to complete. In this scenario, the DTC can see that her ELA test has been submitted but her math test has not been started.
 - **Note:** If Sally had any tests that have been started and not completed, contact DEED or NWEA Partner Support.
5. Follow the steps in [Add or Update a Student Registration Manually](#) to update the testing location and testing group for the test she hasn't completed yet (math).

6. To ensure data syncs correctly to MAP:
 - If the district rosters MAP Growth manually, update Sally's profile in MAP Growth to assign her to the correct school.
 - If the district uses Clever with MAP Growth, update Sally's school in the Juneau student information system (SIS).

Scenario #4—District-to-District, Some Testing Completed

During the test window, Jill transferred from the Skagway School District to the Anchorage School District.

The Anchorage DTC and the Skagway DTC should use the following procedure to transfer Jill.

1. The DTC at Anchorage (Jill's new district) should do the following:
 - a. To complete the transfer via upload:
 - i. Download a copy of the Registrations operational report.
 - ii. Add Jill to the file, entering a "T" in the **Action** column to indicate Jill is being transferred into Anchorage from another district.
 - iii. Upload the updated Registration report under **Students > Upload**.
 - b. To complete the transfer manually:
 - i. Go to **Students > Add** and add Jill.
 - ii. The system should automatically find Jill's existing enrollment based on her state student ID, first name, last name, date of birth, and gender. Select **Edit This Student**.
 - iii. Update the **School** field under the **Profile** tab, and update the **Testing School** field under the **Tests** tab.
 - c. All Jill's tests transfer automatically to the new school in the Anchorage School District with Jill.
 - d. In **Manage Online Testing** or in Jill's student profile, check which tests Jill still needs to complete. In this scenario, the DTC can see that her math test has been submitted but her ELA test has not been started.
 - **Note:** If Jill had any tests that have been started and completed, contact DEED or NWEA Partner Support.
 - e. Follow the steps in [Add or Update a Student Registration Manually](#) to update Jill's testing location and assign Jill to a testing group for the test she hasn't completed yet (ELA).
 - f. To ensure Jill's data syncs correctly in MAP Growth:
 - i. If the district rosters manually, check Jill's profile to see if the spring term has been added. If not, add the spring term to enroll Jill in MAP.
 - ii. If the district rosters using Clever, add Jill to the Anchorage student information system (SIS) to enroll Jill in MAP.
2. The DTC at Skagway (Jill's old district) should do the following to ensure Jill's MAP Growth data no longer syncs to Skagway:
 - If the district rosters manually, check Jill's profile to see if the spring term has been added. If so, remove the spring term to unenroll Jill from MAP.
 - If the district rosters using Clever, remove Jill from the student information system (SIS) to prevent Jill from re-syncing.
3. **Optional:** To transfer the student's historical MAP data to Anchorage, the Skagway or Anchorage DTC should complete a [District to District Student Transfer Request](#).

Scenario #5—District-to-District, All Testing Completed

During the test window, John transferred from the Nome School District to the Fairbanks School District. John completed all assessments while still in the Nome City School District.

The procedure used to transfer John is described below.

1. The DTC at Fairbanks (John's new district) should do the following:
 - a. To complete the transfer via upload:
 - i. Download a copy of the Registrations operational report.
 - ii. Add John to the file, entering a "T" in the **Action** column to indicate John is being transferred into Fairbanks from another district.
 - iii. Upload the updated Registration report under **Students > Upload**.
 - b. To complete the transfer manually:
 - i. Go to **Students > Add** and add John.
 - ii. The system should automatically find John's existing enrollment based on his state student ID, first name, last name, date of birth, and gender. Select **Edit This Student**.
 - iii. Update the **School** field under the **Profile** tab.
 - c. All John's tests transfer automatically to the new school in the Fairbanks School District with John.
 - d. In **Manage Online Testing** or in John's student profile, check which tests John still needs to complete. In this scenario, the DTC can see that John has submitted both his ELA and math tests.
 - **Note:** If John had any tests that have been started or not completed, contact DEED or NWEA Partner Support.
 - e. To ensure John's data syncs correctly in MAP Growth:
 - If the district rosters manually, check John's profile to see if the spring term has been added. If not, add the spring term to enroll John in MAP.
 - If the district rosters using Clever, add John to the Fairbanks student information system (SIS) to enroll John in MAP.
2. The DTC at Nome (John's old district) should do the following to ensure John's MAP Growth data no longer syncs to Nome:
 - If the district rosters MAP Growth manually, check John's profile to see if the spring term has been added. If so, remove the spring term to unenroll John from MAP Growth.
 - If the district rosters MAP Growth using Clever, remove John from the student information system (SIS) to prevent John from re-syncing.
3. **Optional:** To transfer the student's historical MAP data to Fairbanks, the Nome or Fairbanks DTC should complete a [District to District Student Transfer Request](#).

Appendix G—Text-to-Speech Scenarios

General Guidelines

- Student accommodations should be uploaded to the AK STAR Administration Portal via the Student Registration Upload file or entered manually *prior* to testing.
- The Student Registration Report or Student Roster should be reviewed prior to testing to ensure all students have been correctly assigned accommodations, if applicable.

Before the Test Window

Scenario #1: Student Test Tickets Have Been Printed and Student Has Not Started Testing

It is the week before testing and the Juneau District Test Coordinator (DTC) has just been notified two students need the embedded text-to-speech accommodation. The DTC has already completed the Student Registration Upload and has printed student test tickets.

To add Text-to-Speech in this scenario:

1. The Juneau DTC should add TTS for each student manually or by uploading a Student Registration file. **The student's ticket does not need to be reprinted** because they have not started testing.
2. The DTC or BTC should review the students' accommodations in the AK STAR Administration Portal to ensure TTS has been applied before the student continues testing.

During the Test Window

Scenario #2: Student Has Started Testing

Natalie has TTS for ELA as a documented accommodation in her IEP. She didn't notice she wasn't provided TTS until after she logged into the test. She raises her hand to notify the Test Administrator (TA).

To add Text-to-Speech in this scenario:

1. Natalie should stop testing and log out. The TA should notify the BTC who will alert the DTC. **The following steps are optional and should only be followed if the district and school determine it is in the best interest of the student to restart their test.**
2. Schedule Natalie to test the next day or during a makeup session.
3. Complete the [Reset Request Form](#). **Resets occur overnight if submitted by 4 PM AKST.**
4. After the reset is complete, assign Natalie the TTS accommodation in the AK STAR Administration Portal.
5. **Reprint** Natalie's test ticket.

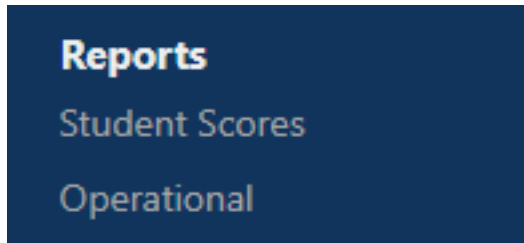
Appendix H—Operational Reports

About Operational Reports

These reports are designed to help District Test Coordinators and Building Test Coordinators monitor testing status and the status of materials orders. They do not include test results.

To access Operational reports:

1. In the main menu, select **Reports > Operational**.



2. Select the **Organization** and **Report Type** from the drop-down lists. You can select multiple reports at once.
 - **Note:** Begin typing the organization name in the Organization menu to filter the menu options.

 A 'Find Report' form with two dropdown menus. The 'Organization' dropdown has 'training school' entered, with a list of suggestions: 'TRAINING SCHOOL 1 (9999999)' and 'TRAINING SCHOOL 2 (9999998)'. The 'Report Type' dropdown has 'Material Order Report' and 'Organization Report' selected. A green 'Find' button is to the right.

3. Select **Find**.
4. Information about the report appears below. Select the icon in the **Download** column to download the report.

 The 'Operational Report' page header includes a breadcrumb 'Home / Reports / Operational Report' and a title 'Operational Report'. Below the title is a note: 'Reports can be regenerated once every four hours. Select "Find" and then "Refresh" to be able to download the report. Most reports will be ready within an hour.' There is a red asterisk icon and the text '* Denotes required field.' The 'Find Report' section shows 'Sample District' in the Organization dropdown and 'Registrations Report' in the Report Type dropdown. A green 'Find' button is present. Below this is a 'Results' section with a 'Refresh' button and a table.

#	Organization	Type	File Name	Status	Date	Download
1	Sample District	Registrations Report	Registrations_Report_96_20230710-1838.csv	GENERATED	Jul 10, 2023 2:38 PM	

List of Available Reports

Materials Order Report

This report lists each school that needs print on demand assessments, braille assessments, and how many of each kind of form were requested for each grade. It also includes the shipping contact and shipping address for each district.

Use this report to determine how many braille tests were ordered and how many print on demand forms to print. Keep track of how many braille tests you should receive from NWEA.

Student Mobility Report

This report lists each student who transferred between organizations during testing, including information, such as the student's previous district and school, current district and school, the date and time the student was transferred, the user who initiated the transfer, and the reason provided for the transfer.

Example scenario: A DTC is in District 1 and has students who transferred in from District 2, then the report will show the student’s previous district (District 2), student’s current district & school (in District 1), date and time the student was transferred, who initiated the transfer and a reason provided.

A DTC in District 1 has students who transferred out to District 2 will not see the students that have transferred out. Since they are no longer in District 1, it is a breach of PII for a DTC in District 1 to see students who are no longer registered in that district.

Special Circumstance Report

This report shows each test registration to which a Special Circumstance was applied. It shows information about the student, the test registration, including content area, and any assigned accommodations, the district and school of attendance and accountability, the online testing group name, and the Special Circumstance assigned.

Organization Report

This report shows each organization to which you have access, including the name, type (such as school or district), code, shipping information, phone number, and the code for the organization’s parent organization.

Registration Report

The Registration report lists students and the tests that students are registered for, including any accommodations, assigned Special Circumstances, and group names. This report shows one line for content area. This report is in the same format as the roster file used for student registration, so users can generate this report, make changes to student registration, and upload the file. This can be useful to assign Special Circumstances or groups in bulk.

Summary Testing Status Report

This report shows how many students are in each testing status (such as Registration Initiated, Ready to Test, In Progress, Inactive, or Submitted) at each school, grade, language, and content area combination. Voided will not be available to users.

Testing Status Report

The Testing Status operational report is designed to help District Test Coordinators and Building Test Coordinators monitor testing status. The report lists each student and their current testing status (column AJ) and when the status was last updated (column AK). The available testing status are Registration Initiated, Ready to Test, In Progress, Inactive, and Submitted.

AI	AJ	AK
Online Group ▾	Testing Status ▾	Status Last Updated ▾
	REGISTRATION_INITIATED	10/28/2022 11:46:21 AKT
SMITH3RDELA	REGISTRATION_INITIATED	10/28/2022 11:46:31 AKT
	REGISTRATION_INITIATED	10/28/2022 11:46:25 AKT
	REGISTRATION_INITIATED	10/28/2022 11:46:31 AKT
	REGISTRATION_INITIATED	10/28/2022 11:46:21 AKT
	REGISTRATION_INITIATED	10/28/2022 11:46:25 AKT
SMITH3RDELA	READY_TO_TEST	02/21/2023 13:50:54 AKT
	REGISTRATION_INITIATED	11/02/2022 16:51:16 AKT
	REGISTRATION_INITIATED	12/08/2022 06:55:37 AKT
	REGISTRATION_INITIATED	12/02/2022 07:37:22 AKT
	REGISTRATION_INITIATED	12/08/2022 06:55:40 AKT
	REGISTRATION_INITIATED	12/08/2022 06:55:34 AKT
SMITH3RDELA	REGISTRATION_INITIATED	12/08/2022 06:55:46 AKT
	REGISTRATION_INITIATED	12/08/2022 06:55:41 AKT
	REGISTRATION_INITIATED	12/08/2022 06:56:07 AKT
	REGISTRATION_INITIATED	12/08/2022 06:55:35 AKT
	REGISTRATION_INITIATED	12/08/2022 06:55:47 AKT
	REGISTRATION_INITIATED	12/08/2022 06:55:42 AKT
	SUBMITTED	11/09/2022 13:27:42 AKT

Appendix I—Glossary of Terms

Accommodations: Tools and procedures in the areas of presentation, response, setting, timing, and scheduling that provide equitable access during instruction and assessment for all students. Accommodations do not reduce learning expectations; they provide access. Accommodations do not change the construct of what is being assessed.

Active monitoring: Active monitoring includes walking around the room to ensure standardized assessment procedures are occurring and that the security of the assessment is maintained.

AK STAR Administration Portal: A permissions-based, secure, central gateway for managing testing programs. It includes the applications necessary to administer an assessment.

Alternate assessment: The state assessment for students who have significant cognitive disabilities. A student's IEP team determines whether or not a student will take the alternate assessment.

Assessment session: An uninterrupted time or period set aside for assessment. AK STAR may be administered in multiple sessions.

Assessment window: The time period, from the beginning date to the end date, when assessments may be administered. Also called the test window.

BTC: Building Test Coordinators oversee all assessments at the site level. A BTC's duties are delegated by the DTC.

DEED: Alaska Department of Education & Early Development.

DLM: Dynamic Learning Maps™; see alternate assessment.

DTC: The District Test Coordinator oversees all assessments in a district.

EL: An English Learner, previously referred to as a Limited English Proficient (LEP) student or English Language Learner (ELL), is an individual whose first language is not English or is an American Indian, Alaska Native, or native resident who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency [\[4 AAC 34.090\(a\)\(2\)\]](#).[\[4 AAC 34.090\(a\)\(2\)\]](#).[\[4 AAC 34.090\(a\)\(2\)\]](#). NOTE: For the purposes of this manual, the term English Learner (EL) refers to currently identified ELs, not former ELs.

Embedded accommodations: Embedded accommodations are those that are within the test engine. They are selected for an individual student via the student registration or within the AK STAR Administration Portal.

IEP: The Individualized Education Program is a legally binding document that spells out exactly what special education services a child receives and why.

Invalidated assessment: An assessment for which a student's performance is not an accurate reflection of the student's ability or is the result of certain assessment mis-administrations. The student does not receive a score and is counted as not participating on the assessment.

Manipulatives: Physical objects used as aids in understanding abstract concepts.

Nonembedded accommodations: Nonembedded accommodations are those that are outside of the technology, for example, preferential seating.

NWEA State Solutions Secure Browser: Software that is automatically downloaded to testing devices after the application is launched. The testing software provides the user interface to display test items as well as appropriate tools and accommodations. This software also manages the process of sending test responses to the NWEA server for secure storage.

Print on Demand (POD): The Print on Demand assessment is a version of the assessment that can be printed locally and given to students who need a paper-based assessment as indicated in their IEPs or Section 504 Plans.

Recently Arrived English Learners (RAEL): Recently Arrived English Learners. RAELs are students who have been identified as English Learners and who have been enrolled in a school in one of the 50 states in the United States or the District of Columbia for less than 12 months.

Registration Report: Document that can be printed to include with Test Tickets. Includes a list of students in the specified test session and any accommodations entered in the AK STAR Administration Portal.

Section 504 Plan: Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based on disability. The Section 504 Plan is a plan developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment. However, these students do not require specialized instruction.

Scribe: The person who writes down student responses dictated by an assistive communication device, pointing, interpretation, or transliteration (e.g., American Sign Language, signed English, cued speech), or speech. Also, the process of writing down the student's dictation.

Special Circumstances: Documented reasons that students were not assessed, or reasons student assessments should not be scored.

Student Supports: Any tool that assists a student in taking the assessment. Student supports include accommodations and universal tools.

TCM: Test Coordinator Manual.

Test Administrator (TA): Test Administrator. A district staff member who administers the test to students.

Test Administration Directions (TAD): The Test Administration Directions manual. The TAD contains instructions and information for TAs as well as the scripts for TAs to read on the test day.

Test registration: Records submitted via file upload or individually in the AK STAR Administration Portal that detail assessment information for students.

Test sessions and groups: Assigned to students via file upload or individually in the AK STAR Administration Portal that detail assessment information for students.

Test Ticket: Brief summary of information containing the student's username and password for each test subject. Students will use the information on their printed Test Ticket to access the computer-based assessments.

Text-to-Speech (TTS): The text-to-speech system presents students with computer synthesized audio of the text associated with the content on the screen.

Transcribe: The process of moving the student's assessment response to another medium, such as from a POD form to the NWEA State Solutions Secure Browser.

Transitory impairment: Students with a transitory impairment are not regarded as individuals with disabilities if the impairment is transitory and minor. A transitory impairment is an impairment with an actual or expected duration of six months or less (e.g., broken arm, concussion). On a case-by-case basis, where appropriate documentation exists, students identified with a transitory impairment may receive assessment accommodations.

Universal tools: Supports or preferences that are available to all students taking the assessment.

Appendix J—Frequently Asked Questions (FAQs)

Q: Can a student WITHOUT an IEP, 504 Plan, EL Plan, or Transitory Impairment Plan be allowed to take the assessment in a separate location due to behavioral considerations?

A: Yes. This is permissible if it is determined by the Building Test Coordinator in conjunction with other building administrators that it is in the best interest of the student and his/her peers to test in a separate location.

Q: May students have their mobile phones during the test?

A: Students are NOT allowed to have mobile phones or similar electronic devices in their possession during assessment sessions. Electronic devices create the potential for added distractions due to noise and for cheating. Examples of cheating include students entering assessment information into their mobile phones, sending assessment information to others via text messaging, or taking pictures of the assessment from a concealed phone or other electronic device.

Q: Can I use results from AK STAR in determining student course placement or student grades?

A: AK STAR is an end-of-year assessment that provides an overall picture of an individual student's performance on the grade level standards. Results provide relative information about how an individual student performed on groups of skills and abilities. DEED does not recommend using results from this summative assessment to determine course placement or student grades.

Q: Does a Test Administrator have to be a certified teacher in order to administer AK STAR?

A: No. A Test Administrator must be an employee of the district, have a signed Test Security Agreement (TSA), and have completed all applicable training before administering the test to students. A teaching certificate is not required.

Q: Can a substitute teacher administer the assessment?

A: Yes. The substitute teacher must sign a Test Security Agreement (TSA) and be trained in test administration policies and procedures.

Q: Can a student teacher or intern administer the assessment?

A: No. Student teachers or interns are not paid employees of the school district; therefore, they cannot administer any assessment.

Q: Who can be in or enter a room while students are testing?

A: Only school personnel who have completed the test administration training and who have signed a Test Security Agreement may be in the room while students are testing. This includes staff who are completing an assessment observation.

Q: A student did not complete the entire assessment before the end of the school day. Can they pick up where they left off and complete the remaining items another day?

A: Yes. Because the item-level adaptive design is specifically tailored to that particular student, test security is maintained and allows for this flexibility.

Q: A student became ill in the middle of testing and went home. Can they resume testing the next day?

A: If a student is not feeling well, it is strongly recommended that you delay the start of testing until another day. If a student becomes ill in the middle of testing and went home for remainder of the day, the student can complete the same assessment at a later time once able to participate.

Q: Can students in different grades test in the same room?

A: Yes, students in different grades can test in the same room. However, the test directions differ by grade level and must be read verbatim. School staff must read the TADs carefully to see the differences in directions. Whenever feasible, it is best to group students together where the scripts are the same.

Q: Are schools required to test part-time students?

A: Students who are enrolled part time for more than 0.25 FTE must be assessed. Students who are enrolled for only 0.25 FTE are only required to take the applicable AK STAR assessment if they are enrolled in mathematics or English language arts instruction.

Q: What do I do if a parent requests to exclude their student from testing?

A: Each district should develop a policy and a procedure to follow if parents wish to exclude their student from testing. Parents should be made aware that when students do not test due to parent action, the school's participation rate is negatively affected. The procedure should also include sharing with parents the benefit of summative assessment results.

If a parent chooses to refuse testing for their student, this information should be documented and recorded as a Special Circumstance.

Refer to [Documenting Special Circumstances](#) for more information.

Q: How is it determined which accommodations a student should be provided during AK STAR?

A: Deciding which accommodations a student should be provided is a decision for the student's instructional team. All accommodations must be documented in a student's plan (i.e., IEP, EL, 504, or Transitory Impairment plan) in order to be provided on the assessment.

Q: Can parents who are teachers or employees of the school district administer the test to their own children?

A: This is not prohibited, but DEED does not recommend this as best practice. Whenever possible, parents should not administer the test to students who are their children.

Q: What must be done in order to provide the flexible scheduling accommodation?

A: Flexible scheduling (testing over multiple days) is available if the student has an IEP and the test plan has been drafted and approved prior to testing. It requires specific monitoring if the student is testing online.

Flexible scheduling means allowing the student to complete a test part over multiple days. As with all accommodations, the flexible scheduling accommodation should be documented in a student's plan (IEP, 504, EL, or Transitory Impairment).

School and district staff should work together to form a plan that includes standardized test administration procedures, close monitoring to ensure that the student does not return to a previously completed portion of the test, and communication with the District Test Coordinator.

In order for a student to complete a test part over multiple days, the student must log into the assessment each day using the same Test Ticket.

Q: Can a student with text-to-speech (TTS) as an accommodation test in the same room as students without this accommodation?

A: Yes, this is allowed but it is up to the district and school to decide. Headphones must be used by students with TTS as an accommodation so as to not disturb other students while testing.

Q: Our school has employees of an outside agency working in the building as supports for specific students. Can they be in the testing room during the administration of AK STAR?

A: Under certain circumstances, this situation could be allowable. The District Test Coordinator should contact DEED for guidance.



Test Coordinator Manual

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