

STAAR Time Limits Policies and Procedures

Students will be provided four hours in which to complete STAAR, STAAR Modified, or STAAR L tests. Students must complete the test within the same school day. Campuses should use a clock or a timer to monitor test time. STAAR time limit policies and procedures are described below.

▪ Start and stop times

- The four-hour time period will start when the test administrator has read directions and tells students to begin working on their tests.
- Start time for the test session must be recorded on the seating chart.
- Students must record all responses on their answer documents before the end of the four-hour time period.
- Once the four-hour time period has ended, test administrators will instruct any students still testing to put their pencils down and close their test booklets.
- Stop time must be recorded on the seating chart.

▪ Test administrator “SAY” directions

- Distribution of materials and the test administrator “SAY” directions are not included in the four-hour time limit.

▪ Breaks

- Breaks are allowed. Some are included in the time limit; others allow the test administrator to stop the testing time for the group or for an individual student. Breaks are classified in two ways:

a) **Breaks included in the four-hour time limit** *(not allowed to stop the time clock)*

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

b) **Breaks NOT included in the four-hour time limit** *(required to stop and restart the time clock)*

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

Campuses should be aware that the time clock will stop for students who go to the nurse for medical reasons. The test administrator must document the time the student stops and restarts the test and must make the student aware of his or her adjusted testing time.

- **Lunches**

- Students may stop testing to take a supervised lunch.
- The testing time must be stopped for a lunch break and will restart when students resume taking the test.
- Students must place their answer documents inside their test booklets so that all secure materials can be collected and placed in locked storage.
- Students must be monitored by trained testing personnel and not allowed to discuss any test content during lunch.

- **Announcement of time left to test**

- Communicate (orally or in writing) the amount of time left to test in one-hour intervals and, if desired, in shorter intervals during the last hour.

- **Late-arriving students**

- Districts will need to determine if a late-arriving student will have time to test during that school day or if the student needs to test on a make-up day.
- Each student must be allowed four hours in which to take the test. Students who begin testing after others have started will have a later stop time.
- Late-arriving students must be kept aware of the time they have left to test.

- **Multiple test sessions**

- Campuses may offer multiple test sessions per day as long as the four-hour time limit is maintained for each session.
- Sessions can start before the regularly scheduled school day and can extend beyond the regularly scheduled school day.

- **Extended time accommodations**

- Extended time accommodations fall into two categories: extra time and extra day. Details about eligibility and decision-making procedures for these accommodations are on TEA's Accommodation Resources webpage.
- The **extra time** accommodation is for eligible students with disabilities and ELLs.
 - Students should start at the beginning of the school day and be allowed to test up to the end of the regularly scheduled school day if needed.
- The **extra day** accommodation (rare) is for eligible students with disabilities who have a TEA approved Accommodation Request Form. Special procedures and guidelines for testing over multiple days will be provided with approved requests.
 - Students will be permitted to test over two full regularly scheduled consecutive school days.
 - Students taking a two-day test (grades 4 and 7 writing and English I, English II, and English III) will be permitted to test over three full regularly scheduled consecutive school days.