


# STAAR/TAKS Precoding Extract

# Table of Contents

**STAAR/TAKS Precoding Extract** ..... 1

# STAAR/TAKS Precoding Extract

***Grade Reporting > Utilities > STAAR/TAKS Precoding Extract***

This utility extracts student data to create precoded answer sheets for various test administrations. The answer sheets can be sorted according to the needs of the campus. The file is submitted to National Computer Systems (NCS).

## Notes about students with a blank or invalid 9th grade entry date

Students with a blank or invalid 9th grade entry date are excluded from the extract. These students are listed on an error report if the following conditions exist:

- 9th grade entry date that is not applicable to test selected:
  - **Type of Test** = *TAKS* and 9th grade entry date on or after 07/01/2011.
  - **Type of Test** = *EOC* and 9th grade entry date prior to 07/01/2011 for current 10th, 11th, or 12th grade student.
- A qualifying course did not meet requirements for the selected semester. Either the student will not complete the course during the semester selected, or the course sequence code is not applicable to the semester selected.

For a current year 9th grade student with a blank or invalid 9th grade entry date, a warning is written to the report but these students are included in extract because a 9th grade student qualifies as EOC.

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## Determining students to extract for STAAR EOC and STAAR Alternate 2

Extracted course service IDs for STAAR-EOC:

- A1 = 03100500
- A2 = 03100600
- BI = 03010200, A3010200, I3010201, I3010202
- E1 = 03220100, 03200600, 03221800
- E2 = 03220200, 03200700, 03221810
- E3 = 03220300, A3220300, A3220100, 03221820, A3220200
- US = 03340100, A3340100

Extracted course service IDs for STAAR-Alternate 2:

- BI = 03010207
- US = 03340107
- E1 = 03220107,03200607
- E2 = 03220207,03200707
- A1 = 03100507

The service ID is indicated on Maintenance > Master Schedule > District Schedule.

For STAAR Alternate 2:

On Test Scores > Maintenance > Individual Maintenance > Precode:

- *T-STAAR Alt 2* must be selected for the appropriate subject area under **Precoding STAAR Status**.
- The **STAAR/TAKS** field under **Information** must be set to *STAAR*.
- The semester in which the student is taking the course does not matter.

To create STAAR Alternate 2 EOC records, you must run the STAAR/TAKS Precoding Extract utility with the **STAAR Alternate 2** option selected. These records are not created from Online STAAR/TAKS EOC Extract.

For STAAR 3-8 Alternate 2, the student does not need the service IDs listed above, but T-STAAR Alt 2 must be selected for the appropriate subject on the PRECODE page.

When saving the precode file, ensure that the **Save as type** field is set to *All Files*, not *Text*. Otherwise, the file will have extension '.csv.txt' which will not work.

The Algebra II and English III options are displayed on Grade Reporting > Utilities > Online STAAR/TAKS EOC Extract because these tests were scheduled to be administered on a volunteer basis May 10-11, 2016. The ETS editor does not accept these courses (A2 and E3), so do not select them for the precode file that will be submitted to ETS prior to school year 2017. These options are only used to create a report and file for identifying the students who qualified for these exams prior to school year 2016-2017.

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Required fields for STAAR/TAKS extracts (opens in separate page)

## Extract data:

❑ Select the test administration for which to create the precoding extract file.

> **NOTE:** For all tests, grade levels are determined using the **Low/High Grade Level** fields on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info.

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**TELPAS:**

All spring TELPAS students are extracted (i.e., students in grade level KG-12 and classified as EB).

**TELPAS Alternate:**

Students who meet all of the following criteria will be extracted:

• Grade level is 2-12

> **NOTE:** EB students in 2nd grade should only participate if their ARD committee has determined STAAR Alternate 2 eligibility for the 2018-2019 school year (i.e., 3rd grade).

• Classified as EB (i.e., **EB Cd** is 1 and **Exit Date** is blank on Registration > Maintenance > Student Enrollment > Bil/ESL at current campus of enrollment)

• Enrolled in special ed (i.e., **Primary Dis** is selected and **Exit Date** is blank on Registration > Maintenance > Student Enrollment > SpecEd at current campus of enrollment)

• Coded as taking STAAR Alternate 2 (i.e., all subject fields on Test Scores > Maintenance > Individual Maintenance > PRECODE are set to *T:STAAR Alternate 2*)

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**STAAR 3-8**:

If selected, additional fields are displayed allowing you to indicate if the student took the online or paper version of the assessment for a particular subject.

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**Cumulative**:

If selected, the contents of the cumulative table will extract to a file in a .csv format, which will be used to submit various precoding test information to the vendor.

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**STAAR Interim**:

This option creates precode files for students with selections under **Precoding STAAR Interim** on Test Scores > Maintenance > Individual Maintenance > PRECODE.

If selected, additional fields are displayed allowing you to indicate which group of tests to include for the STAAR Interim. You can select either or both fields.

• The **Opportunity 1 and 2** check box applies to grade levels 3-8 math, grade levels 3-5 Spanish math, Algebra I, English I, and English II.
• The **Opportunity 2** check box applies to grade levels 3-8 reading, grade levels 3-5 Spanish reading, grade level 5 science, grade level 5 Spanish science, grade level 8 science, grade level 8 social students, Biology, and US History.

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**Exit Level TAKS** is no longer used.

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**STAAR Alternate 2**:
The extracted test course code is based on the service ID.

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**STAAR 3-8 Early**:

If selected, additional fields are displayed allowing you to indicate if the student took the online or paper version of the assessment for a particular subject.

**NOTE:**

• Early April is for grade levels 4, 5, 7, and 8 only.

• Grade levels 4 and 7 are Writing.

• Grade levels 5 and 8 are Math and Reading.

• Grade levels 3 and 6 can be sent with an **Above Grade** indicator of 5 and 8, but only if testing above grade level for this administration. Because the **Above Grade** indicators allowed are 5 and 8, the precode only includes students in grade levels 3 or 6 for Early April if the student's **Above Grade** Reading or **Above Grade** Math indicator is set to 5 or 8. (Note that the indicators are set on Test Scores > Maintenance > Individual Maintenance > PRECODE, and Reading is set under **Eng Lang Arts**.)

• For students in grade levels 4, 5, 7, and 8, the **Above Grade** indicator is only included on the precode if it is 5 or 8.

• To extract all grade levels (3-8), select the **STAAR/STAAR A** option. Any above grade level indicator of 3-8 is valid if it is not the Early April precode for STAAR/STAAR A.

STAAR SOA is extracted as R, and STAAR A is extracted as A. This varies from the codes assigned in the Precoding STAAR status fields on Test Scores > Maintenance > Individual Maintenance > PRECODE and is for precoding purposes only.

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| **indicators** | Several indicators are listed. Select the data to include for each student, such as sex, special ed indicator, etc. |
| **Administration Date** | Type the date the test was administered in the MMYYYY format. |
| **Date student enter district** | Leave blank to extract all students.<br><br>To only extract students enrolled in the district on or after a particular date, type the date in the MMDDYYYY format. The date should be the first day of school or later, but before the date on which the extract file is due.<br><br>Student data is extracted for students enrolled in the school district on or after this date (i.e., per the **District Entry Date** field on Registration > Maintenance > Student Enrollment > Demo2). |
| **Extract District** | Select to extract data from all campuses in the district. Leave blank to extract data only for the campus to which you are logged on. |
| **Grade Level** | Select the grade level for which to extract data.<br><br>If the tests are only available to certain grade levels, only those grade levels appear.<br><br>Only grade levels for the campus to which you are logged on are displayed.<br><br>If you selected **Extract District**, all grade levels are available. |

## Groupings by Grade Level:

The fields are only displayed if **TELPAS**, **TELPAS Alternate**, **STAAR 3-8**, **STAAR Alternate 2**, or **STAAR 3-8 Early** is selected.

Grouping allows you to have the test sheets returned in a specific order to facilitate easier distribution to the students. Different grouping can occur for different grade levels. Only one grouping type can be selected per grade level.

❑ Specify the grouping for each grade level:

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| **Control Nbr** | Select the grade levels that will be grouped by control number. This option allows you to group students by their assigned control number for testing purposes.<br><br>For the selected grade levels, the groups will be sorted by campus ID, student's assigned control number, and first 14 characters of the instructor name. |

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| **Class Period** | Select the grade levels that will be grouped by period. This options allows you to group students by a specific period/instructor, such as the ADA period.<br><br>For the selected grade levels, the groups will be sorted by campus ID, period, course number, section number, and first nine characters of the instructor name.<br>**Per** Type the two-digit period in which the class meets.<br>**Sem** Type the semester in which the class meets. |
| **Nbr Students** | Select the grade levels that will be grouped by number of students.<br><br>This options allows you to create groups of students for testing purposes, where each group has a specific number of students. For example, if you want to organize students into groups of 30, type 30. Each grade level will be sorted into groups of 30 students alphabetically.<br><br>For the selected grade levels, the groups will be sorted by by campus, grade level, and then alpha (last name, first name, middle).<br><br>**Nbr** Type the number of students per group. |

❑ Click **Execute**.

When the process is complete, you are prompted to print the report. Click **Yes**.

If errors are encountered, the message “Errors were found” is displayed. Click **OK**.

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| **Print Error List** | Click to view the error list if errors were encountered.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click to go back one page.<br>Click to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click to save and print the report in PDF format.<br>Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br>Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |


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# Back Cover