



# Test Coordinator Manual

AK STAR English Language Arts and Mathematics



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2026



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—Overview

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## 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 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 (DTCs) and Building Test Coordinators (BTCs) to assist in the implementation of the AK STAR assessments. A brief description of the responsibilities of each role is listed below.

DTCs 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.

BTCs serve as single points of contact at each site for the DTCs and are responsible for coordinating the testing activities in their schools. Responsibilities include, but are not limited to, securely handling test materials such as test tickets and coordinating Test Administrators. BTCs 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](#).

# Part 2—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.

## Acacia Management and Reporting System Requirements

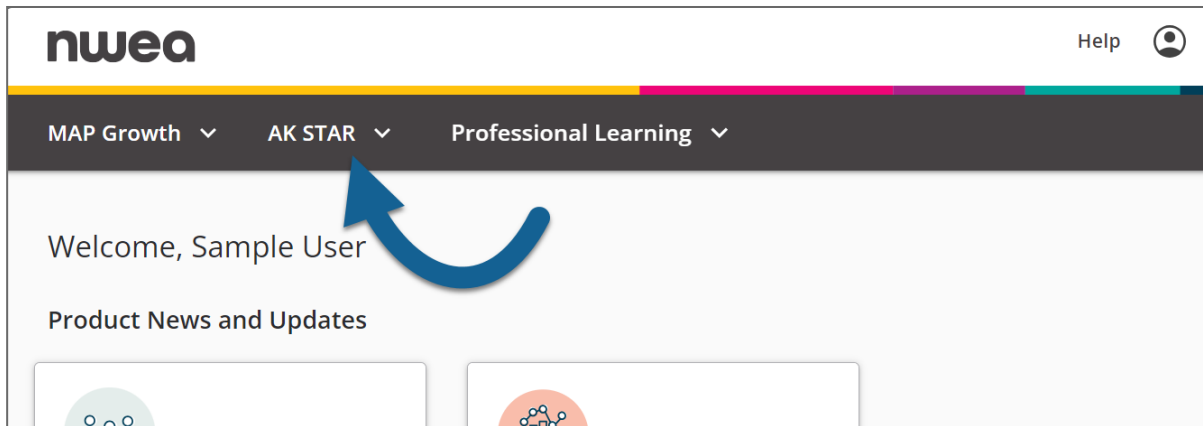
The AK STAR Administration Portal platform, known as Acacia Manage, is supported on the latest versions of the following browsers:

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

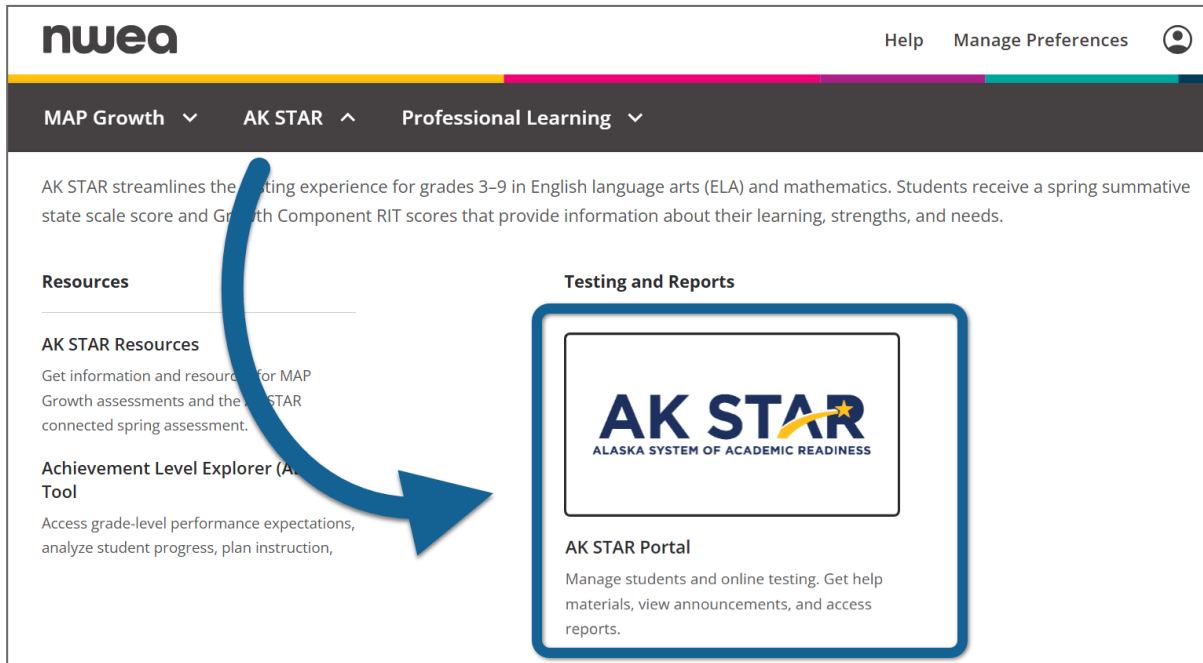
The website is optimally viewed using a 1280 x 1024-pixel screen resolution. System functionality and screens may operate or display differently in different browsers and operating systems.

## 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**.



**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:

- **Announcements:** The main section of the home page contains announcements from the state and district.
- **Shortcuts:** 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 Logout 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.
- **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 **Menu > Home** on the top left.

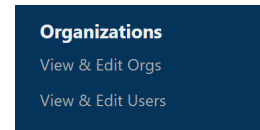


## View Organization Information

Each district and school is categorized as an organization and has information associated to it, such as the organization name, code, mailing address, and a list of users associated with the organization. Permission to view this information is based on your role. For example, DTCs can view information at both the district and school level, while BTCs 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, code, or city), then select **Search** to view the results.
3. Select the View & Edit icon  in the **Actions** column. A profile page for the organization appears.



Find Organization


Organization Type \* Organization Name Organization Code

School

City



Search

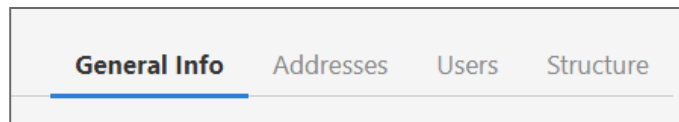
**Results: 1**

#	Organization Name ↑	Organization Code	Organization Type	# of Users	Active Status	Actions
1	SAMPLE SCHOOL	123456	School	4	Active	

Rows per page: 25 ▼ 1-1 of 1

4. At the top, 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 shipping address and mailing address.
- **Users:** View a list of users at the organization, including their email, role, and status. Select the View & Edit icon  in the **Actions** column to view more information about the user. User accounts can be edited in MAP Growth.
- **Structure:** View a list of child organizations (for example, a school is a “child organization” of a district). Select the View & 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, users can only be edited or created 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 1: User Roles and Permissions](#) on the next page 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 the AK STAR system, 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 1: User Roles and Permissions](#) below 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 1: 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; assign and edit test registrations		✓	✓					✓
Transfer students		✓	✓					✓
Set or change testing school for 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		✓	✓					✓
Operational Reports								
Materials Order report			✓					✓
Student Mobility report		✓	✓					✓

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

# Part 3—Roles and Responsibilities

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## District Roles and Responsibilities

As required by Alaska Regulation [4 AAC 06.761](#), each district must designate a DTC and, in districts with two or more schools, must also designate a BTC 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

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 BTCs 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 BTCs and Test Administrators during testing to address any issues that may occur.
- Manage and store testing documentation and forms.

***Special Circumstances***

- Communicate and coordinate a process for entering Special Circumstance codes for students who did not test.
- Support and be available for BTCs 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 BTCs.

**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 TD 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 System and Technology Guide.

## Building Test Coordinator

Under the direction of the DTC, the BTC oversees all aspects of the assessment at the building level and any other responsibilities as delegated by the DTC. The duties of a BTC vary greatly based on the size of each site and district.

The responsibilities of a BTC could include the following:

- Print and distribute test tickets to Test Administrators.
- Inventory, store, and track all secure test materials.
- Provide 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 the technology staff and implement building-wide procedures for handling technological challenges.
- Read and become familiar with the Test Administration Directions.
- Distribute the 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 BTC, Test Administrators administer the assessment to students and ensure standardization, documentation, and equity throughout the assessment process.

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

The responsibilities of a Test Administrator include the following:

- Read and understand the Test Administration Directions before administering the test to students.
- Distribute 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. Refer to [How to Document Irregularities](#) on page 45.

## Part 4—Planning for a Successful Test Administration

### AK STAR Administration Key Dates in 2026

**Table 2: 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 <a href="#">AK STAR Student Readiness webpage</a>
February 9	Begin registering students and assigning accommodations
March 16	Test tickets available for download
March 16	Print on demand securely posted to districts for registrations entered by March 13, 2026
March 23	Braille arrives in districts for registrations entered by February 23, 2026
March 30–May 1	AK STAR Spring 2026 testing window
April 17	Last day to register students for braille assessments
May 1	Last day to register students for print on demand assessments
May 1	Last day to transcribe student responses into the NWEA State Solutions Secure Browser for print on demand and braille
May 8	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](mailto:kari.quinto@alaska.gov)
  - 907.465.8436
- Rachel Schweissing, District Test Coordinator Liaison
  - [rachel.schweissing@alaska.gov](mailto:rachel.schweissing@alaska.gov)
  - 907.465.8433
- Karen Melin, Standards & Assessment Administrator
  - [karen.melin@alaska.gov](mailto:karen.melin@alaska.gov)
  - 907.465.8486

If you have any questions about technology setup and installation, please contact NWEA Alaska Partner Support:

- Phone: 866.384.5415
- Email: [AKSTAR@nwea.org](mailto:AKSTAR@nwea.org)
- Chat: [Chat with an Agent](#)



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.

During the test window, representatives are available from 6:00 a.m. to 5:00 p.m. AKST, Monday through Friday. Outside the test window, representatives are available from 6:00 a.m. to 4:00 p.m. AKST, Monday through Friday.

## **Scheduling**

All assessment sessions (including make-up sessions and administrations with accommodations) must be administered during the established assessment window of March 30–May 1, 2026.

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 or within a school, 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, ensure 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 3: 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, based on behavior history, have the potential to disrupt the assessment environment 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. DTCs may contact DEED for guidance.

Students in multiple grade levels can participate 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 May 1, 2026.

## Anticipating Challenges During Assessment

Despite every DTC's best efforts, it is inevitable that there will be some challenging situations in your district during testing. It is the responsibility of the DTC 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 DTC 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, DTCs should call NWEA Partner Support immediately. In the case of unresolvable technology failures, DTCs should also call DEED to determine the next steps.

## Part 5—Student Readiness

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The following resources, available on the AK STAR Student Readiness webpage, are designed to prepare students and schools for the AK STAR English language arts (ELA) and mathematics assessments taken in the spring. These resources are not intended to inform instruction or prepare students for the assessment's specific content. They are accessible to students, educators, and the community without the need to log in to an online testing platform.

Districts are strongly encouraged to use these resources and dedicate time for students to practice as part of test preparation.

### **AK STAR Practice Tests**

[AK STAR practice tests](#) are designed to provide students the opportunity to practice using the features of the online test system and answering sample items prior to the actual assessment. Each practice test includes 26–30 items. Practice items with ASL and text-to-speech accommodation tools are available. Separate practice tests containing a single constructed response item are available for each grade. The practice test answer keys are in the Educator Guide to Student Readiness. The practice tests are available on any supported web browser or via the NWEA State Solutions Secure Browser.

### **Student Tutorial**

The AK STAR tutorial is a web-based video that introduces students to the online test system, its features, and the available testing tools. The tutorial is narrated and captioned to make it easy for students to follow along, and is divided into sections so students can focus on specific topics and navigate between them. It can be viewed on any web browser.

Visit the [AK STAR Student Readiness webpage](#) to access the student tutorial.

### **Educator Guide to Student Readiness**

The Educator Guide to Student Readiness gives educators more details on helping students prepare with the student tutorial and AK STAR practice tests. It also includes a description of the available item types on the AK STAR assessments, and answer keys for the practice tests.

Visit the [AK STAR Student Readiness webpage](#) to download the Educator Guide to Student Readiness.

## Part 6—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. 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 DTCs, BTCs, 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.

#### *Embedded Universal Tools*

**Table 4: Embedded Universal Tools**

Tool	Description
Calculator	Student has access to a basic, scientific, or graphing calculator, depending on grade level and test. See <a href="#">Alaska Statewide Summative Assessment Calculator Policy</a> 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.
Formulas Table	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.
Magnification	Magnify up to 3x the text or images on student screen for better viewing.  Mac, Windows, and Chromebook users can 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.

Tool	Description
Pencil/Drawing Tool	Student 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.
Spell Check	Spell check is a software feature that identifies possible misspellings, and either auto-corrects or suggests possible corrections. This will only appear on Constructed Response questions. A red “squiggly” line indicates a potential spelling error. A student can click on the word underlined by a squiggly line and the spell check feature will display possible correct spelling options.

### *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 5: Non-Embedded Universal Tools**

Tool	Description
Headphones	If requested, student 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 6: Calculator Use by Grade Level for the AK STAR Mathematics Assessments](#) below. 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 6: 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

**Note:** For guidance on calculator usage, please reference the [Alaska Statewide Summative Assessment Calculator Policy](#).

***Guidance for Calculator Use When Providing Print-on-Demand (POD) or Handheld Calculator Accommodation***

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 and content area, refer to [Table 7: Handheld Calculator Use \(POD\) by Grade Level for the AK STAR Mathematics Assessments](#) below.

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 7: Handheld Calculator Use \(POD\) by Grade Level for the AK STAR Mathematics Assessments](#) below.

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 7: 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 [Alaska Statewide Summative Assessment 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 as documented in an Individualized Education Program (IEP) or Section 504 Plan, students with a transitory impairment plan, and English Learners (ELs) as documented in student files.

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.

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](#).

Refer to [Add Accommodations Manually to a Student's Profile](#) on page 25 for instructions on assigning accommodations.

**Table 8: 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.



# Part 7—Register and Manage Students

---

## Student Registration

Users with the appropriate permissions can register students for a test administration by uploading a student registration file or by registering students manually.

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
- Enables scores to sync to the MAP Growth platform

To create additional testing groups for test sessions, refer to [Create Student Groups](#) on page 35.

Students may be registered at any time through the end of the administration testing window. Refer to [Requesting Print on Demand and Braille Assessments](#) on page 48 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 C—Transfer Scenarios](#) on page 56 for details.
- Use the MAP Growth Roster Errors Operational Report to identify problems when AK STAR takes in the data from MAP. Refer to [Appendix E—Operational Reports](#) on page 62 for details on this report.

If, after testing, some student RIT scores are missing from MAP Growth, verify the above steps then refer to [RIT Score Missing from MAP Growth Reports](#) on page 47.

## Uploading Student Registrations

This section covers how to upload student registrations in bulk, and how to identify errors and conflicts. The last uploaded student data file overrides any existing registration information where differences exist.

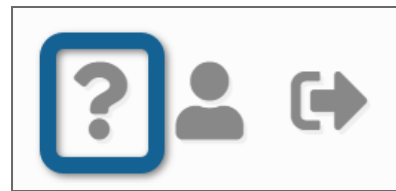
To register an individual student via the user interface, refer to [Add a New Student Manually](#) on page 23.

To upload students for the administration:

1. Download the Registration template and the Registration Upload Format documents from the **Help Resources** page. Complete the template with student registration information and save the file as a CSV.

**Note:** If you are editing existing registrations (for example, adding student groups or transferring students in bulk), download the Registration Report and make your changes in this file to ensure that all student data is current. Refer to [Appendix E—Operational Reports](#) on page 62 for more information.

2. In the main menu, select **Students > Upload**.
3. Select **Student/Registrations** as the upload type.
4. Select **Choose File** and navigate to the saved CSV file. Select **Open**.



#### Students

View & Edit Students

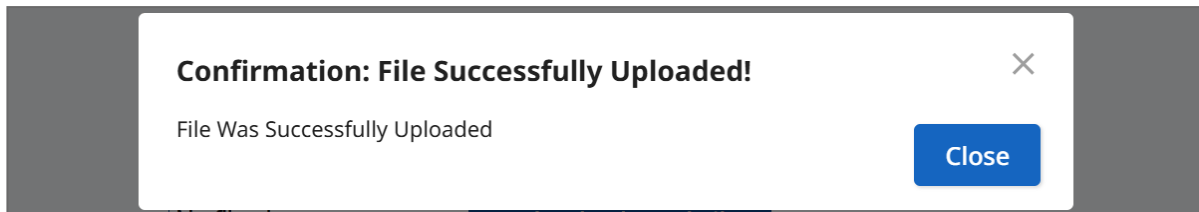
Add Student

Upload

Student Groups

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

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



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

Uploaded files					
There are currently 1 uploaded files. To view the error or conflict details, click on the number in the corresponding column.					
Results: 1					
#	Date Uploaded	Filename	Status	Uploaded By	Upload Type
1	Jan 1, 20XX 11:00 AM	Sample_Registration.csv	Processing	Sample User	Students and Registrations

8. 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.					
Results: 1					
#	Date Uploaded	Filename	Status	Uploaded By	Upload Type
1	Jan 1, 20XX 11:00 AM	Sample_Registration.csv	Complete with errors	Sample User	Students and Registrations

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





Errors			✕	
Results: 4				
#	Row No	Error		
1	2	ENROLLED GRADE : is a required field.		
2	3	TTS ASL : The supports selected cannot be combined together.		
3	7	FIRST NAME : is a required field.		
4	13	MIGRANT : is a required field.		
			Rows per page: 25 ▾ 1-4 of 4 < >	

Above is an example of some errors you may see. Refer to [Appendix B—Registration & Group Upload Error Messages](#) on page 54 for common errors and actions.

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.					
Results: 2					
#	Date Uploaded ▾	Filename Type Filename	Status	Uploaded By	Upload Type - Select Type ▾
1	Jan 1, 20XX 11:00 AM	Sample_Registration.csv	 Complete with errors	Sample User	Students and Registrations
2	Jan 1, 20XX 11:30 AM	Sample_Registration.csv	 Success	Sample User	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

To add an individual student:

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

### Students

View & Edit Students

Add Student

Upload

Student Groups

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 screenshot shows the 'Add Student' form. It has two main sections: 'Student Information' and 'Enrollment Information'. In the 'Student Information' section, there are fields for First Name, Middle Initial, Last Name, State Student ID, Date of Birth (with a calendar icon), and Gender. In the 'Enrollment Information' section, there are fields for School, Enrolled Grade, and School Year. A 'Cancel' button is at the bottom left and an 'Add Student' button is at the bottom right. A red asterisk indicates required fields.

- 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 screenshot shows the 'Demographics' and 'Ethnicity' sections of the form. The 'Demographics' section includes dropdown menus for Economic Disadvantage, 504 Plan, IEP, Primary Disability, Migrant, Parent/Guardian on Active Duty Military Status, English Learner, and District Student ID. The 'Ethnicity' section includes a dropdown menu for Student Ethnic Group. A 'Save Updates' button is at the bottom right. A red asterisk indicates required fields.

## View and Modify Students

### Search for a Student

To edit a student already registered for the Spring 2026 test administration:

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


#### Students

View & Edit Students

Add Student

Upload


Student Groups

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

### View & Edit Students

To view or edit student records, select the Edit action for a student. Filter students by entering information into the Filter bar fields.

**Results: 1**

#	Last Name	First Name	Student State ID	School	Enrolled Grade	Actions
1	SAMPLE	SAMPLE	203897	TEST SCHOOL (000000)	Grade 6	

Rows per page: 25 1-1 of 1 < >

4. The **Student Profile** page appears. At the top, 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](#) on the next page 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](#) on page 20.
5. To save your changes, select **Save Updates**.

PROFILE

ACCESSIBILITY SUPPORTS

TESTS

### 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](#) above for detailed instructions.
2. The **Profile** tab appears by default. If you are viewing a different tab, select **Profile** at the top.
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.

PROFILE

ACCESSIBILITY SUPPORTS

TESTS

**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 D—Text-to-Speech Scenarios](#) on page 61.

To add accommodations:

1. Search for and view the student profile. Refer to [Search for a Student](#) on the previous page 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.

PROFILE	<b>ACCESSIBILITY SUPPORTS</b>	TESTS
---------	-------------------------------	-------

**Student's Accessibility Supports**

Test Administration \*  
Spring 20XX

View Supports

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
American Sign Language (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.

To delete a student registration, contact NWEA Partner Support.

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](#) on page 24 for detailed instructions.
2. Select the **Tests** tab at the top.
3. Select the applicable test administration from the drop-down list; then select **View Registrations**.
4. A list of any existing registrations appears.

PROFILE ACCESSIBILITY SUPPORTS **TESTS**

Required fields are marked with an asterisk (\*)

### Manage Student's Test Registrations

Test Administration \*  
 Spring 20XX View Registrations

**Spring 20XX Registrations: 1** Add Test Registration

▼	Status	Subject	Grade	Mode	Group	Supports	Actions
▼	👍	Mathematics	Grade 3	Computer Based	--		☑

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 (\*).

▼ **Create New Test Enrollment**

Testing School \*  
 TRAINING SCHOOL

Subject \*  
 Mathematics

Testing Grade \*  
 Grade 3


Mode \*  
 Computer Based

Language \*  
 English

Group

Accessibility Supports

Cancel Save Test Registration

- b. To adjust accommodations for this specific registration:
- Select the View & Edit icon  at the end of the **Accessibility Supports** field.
  - Indicate accommodations and select **Update Selected Supports**.

**Edit Accessibility Supports for this Test Enrollment** ✕

**Spring 20XX Embedded Accommodations**

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

**Spring 20XX Nonembedded Accommodations**

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

**Spring 20XX Test Attributes**

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

Cancel Update Selected Supports

- c. Select **Save Test Registration**. A confirmation window appears and the list of registrations for this student is updated.

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.

▼	Status	Subject	Grade	Mode	Group	Supports	Actions
▼	👍	English Language Arts	Grade 8	Computer Based	SmithHR8	BR	☑
▼	👍	Mathematics	Grade 8	Computer Based	Williams8	BR	☑

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

Mathematics Grade 8 Computer Based SmithHR8 BR ☒

Testing School \*  Subject \*  Testing Grade \*  Mode \*

Language \*  Group  Accessibility Supports  

Save Updates




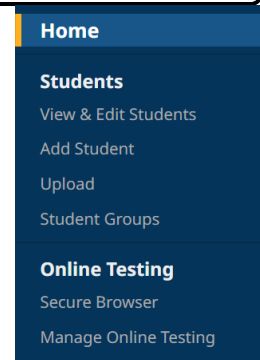
## Download and Print Test Tickets

DTCs and BTCs 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.** If test tickets are printed before accommodations are assigned, a new test ticket must be printed after accommodations are assigned.

To download and print student test tickets, follow these instructions:

1. In the main menu, go to **Online Testing > Manage Online Testing** and find the group you want to print tickets for. Refer to [View and Manage Online Testing Groups](#) on page 38 for detailed instructions.
2. To check student accommodations, select **Accessibility Supports** and confirm accommodations for all students have been assigned as needed. If accommodations are not assigned as needed, update the student record before moving on to the next step.
3. To print tickets for multiple students:
  - a. Use the **Select Test Ticket Format** menu to choose how many tickets should appear per page, or to choose the CSV format.
  - b. To print tickets for all eligible students, select **Generate All Tickets**.
  - c. To print tickets for a set of students, select the checkbox next to the students you want to print tickets for, then select **Generate Selected Tickets**.
4. To print a ticket for a single student, select the PDF icon  in the **Actions** column for that student.



**Select Test Ticket Format**

One Ticket Per Page

**Generate All Tickets** **Generate Selected Tickets**

Results: 7

#	<input type="checkbox"/>	Name	State Student ID	Test Status	Language	ES	BR	TTS	PD	ASL	NE	NEA	TT	NTC	Actions
1	<input type="checkbox"/>	ALPHA ENJIMAN	229802	Jan 1, 20XX 12:00 PM	EN	-	-	✓							
2	<input type="checkbox"/>	ALPHA TTY-LOU	229829	Jan 1, 20XX 12:00 PM	EN	-	-								
3	<input type="checkbox"/>	DELTA ILY	229805	Jan 1, 20XX 12:00 PM	EN	-	-								
	<input type="checkbox"/>			Jan 1, 20XX 12:00 PM	EN										
	<input type="checkbox"/>			Jan 1, 20XX 12:00 PM	EN										
6	<input type="checkbox"/>	OSCAR, PAUL	229816	Jan 1, 20XX 12:00 PM	EN										

Table View: ☐ Overview ☒ Accessibility Supports ☐ Embedded Supports (ES) Key

Options to print multiple tickets

Print a single student's ticket

Switch to **Accessibility Supports** to see currently-assigned accommodations

5. A printable PDF document appears, which includes a roster and test tickets for the student or students selected.

## Test Ticket - 1 per page

**AK STAR**

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		Jan 1, 2020
English Language Arts Subject	444013 AKSID	03 Test Grade	-- Group	
STUDENT13 First Name	alexander Username			
-- Middle Name	PASSWORD Password			
SAMPLE13 Last Name	SESSION Session ID			
	Embedded Accommodation			
English Language Arts Subject	444019 AKSID	03 Test Grade	-- Group	
STUDENT19 First Name	ataylor Username			
-- Middle Name	PASSWORD Password			
SAMPLE19 Last Name	SESSION Session ID			
	BR Embedded Accommodation			
English Language Arts Subject	444003 AKSID	03 Test Grade	-- Group	
STUDENT3 First Name	gschuster Username			
-- Middle Name	PASSWORD Password			
SAMPLE3 Last Name	SESSION Session ID			
	Embedded Accommodation			
English Language Arts Subject	444009 AKSID	03 Test Grade	-- Group	
STUDENT9 First Name	mlight Username			
-- Middle Name	PASSWORD Password			
SAMPLE9 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	

## About Transferring Students

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 C—Transfer Scenarios](#) on page 56 to see how to handle students transferring before, during, and after testing. If the new student has not yet completed the AK STAR assessment for a required subject, or has only partially completed it, the new school is responsible for administering the test in its entirety to the student before the last day of the testing window (May 1).

If the student has already completed an 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. The new school is responsible for completing 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.

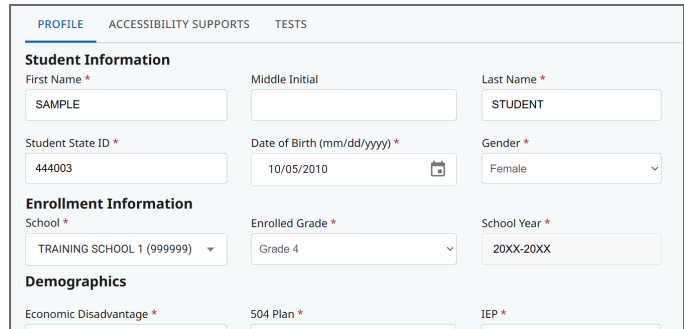
If a student completes a print-on-demand or braille assessment but transfers prior to the end of the established testing window, the testing district and school should transcribe the student's responses into the NWEA State Solutions Secure Browser for scoring as intended. The school the student is leaving 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 E—Operational Reports](#) on page 62.

**Transfer a Student Between Schools Manually**

To transfer a student manually from one school to another school in the same district:

1. Go to **Students > View & Edit Students**.
2. Use the filters to locate the student.
3. Select the View & Edit icon .
4. In the Enrollment Information section, set the **School** menu to the new school.
5. Select **Save Updates**.
6. Return to the student's profile and select the **Tests** tab.
7. In the Test Administration menu, choose the current test administration and select **View Registrations**.
8. Select the arrow to expand each registration.
9. Update the **Testing School** field to the new school for each registration.
10. Select **Save Updates**.



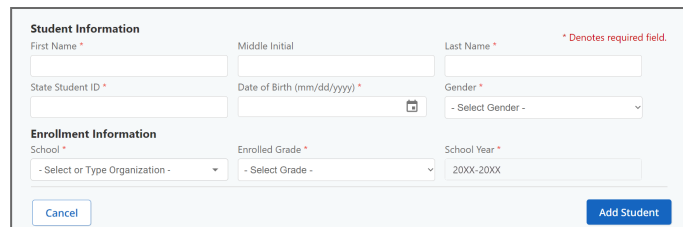
The screenshot shows the 'PROFILE' tab of a student's record. The 'Student Information' section includes fields for First Name (SAMPLE), Middle Initial, Last Name (STUDENT), Student State ID (444003), Date of Birth (10/05/2010), and Gender (Female). The 'Enrollment Information' section shows School (TRAINING SCHOOL 1 (999999)), Enrolled Grade (Grade 4), and School Year (20XX-20XX). The 'Demographics' section includes Economic Disadvantage, 504 Plan, and IEP fields.

▼	Status	Subject	Grade	Mode	Group	Supports	Actions
▼	👍	English Language Arts	Grade 8	Computer Based	SmithHR8	BR	☑
▼	👍	Mathematics	Grade 8	Computer Based	Williams8	BR	☑

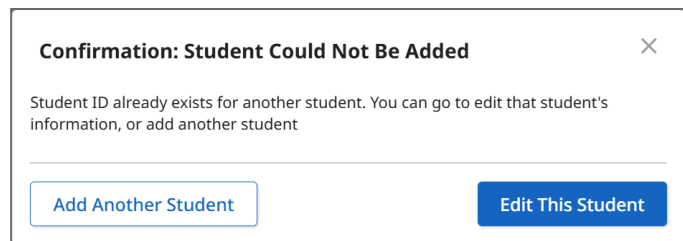
**Transfer a Student Between Districts Manually**

To transfer a student manually from one district to another:

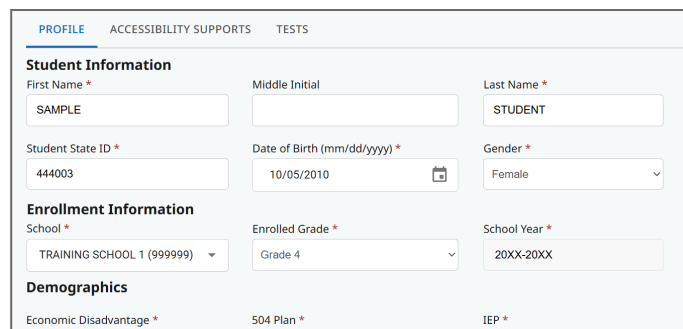
1. Go to **Students > Add Student**.
2. Enter the student information and select **Add Student**.
3. If all of the required fields in the Student Information section match an existing student, a window will appear saying a student already exists with the given information. Select **Edit This Student**.
4. The Student Profile window appears; edit the new school and any other information as needed and save any updates.



The screenshot shows the 'Add Student' form. It includes fields for Student Information (First Name, Middle Initial, Last Name, State Student ID, Date of Birth, Gender) and Enrollment Information (School, Enrolled Grade, School Year). A red asterisk indicates required fields. A 'Cancel' button is at the bottom left, and an 'Add Student' button is at the bottom right.



The screenshot shows a confirmation dialog box titled 'Confirmation: Student Could Not Be Added'. The message states: 'Student ID already exists for another student. You can go to edit that student's information, or add another student'. There are two buttons: 'Add Another Student' and 'Edit This Student'.



This screenshot is identical to the one in the first section, showing the 'PROFILE' tab of a student's record with the same data: First Name (SAMPLE), Middle Initial, Last Name (STUDENT), Student State ID (444003), Date of Birth (10/05/2010), Gender (Female), School (TRAINING SCHOOL 1 (999999)), Enrolled Grade (Grade 4), School Year (20XX-20XX), and Demographics fields.

*Transfer Students in Bulk via a File Upload*

Use the student registration file upload to transfer students in bulk. Refer to [Uploading Student Registrations](#) on page 20 for more details.

1. Download the Registration report from the operational reports page. Refer to [Appendix E—Operational Reports](#) on page 62.
2. Add the students to be transferred to the file.
3. In the Action column, enter T (for "transfer") for each student to be transferred.
4. Complete the district and school code and name fields as appropriate for each student to be transferred.
5. Follow the instructions in [Uploading Student Registrations](#) on page 20 to upload the file and complete the transfer.

## 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 DTC 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 DTC 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 [About Special Circumstances](#) on page 43.

### *Adding a Testing School for Correspondence School Students*

The district with correspondence school students (the requesting district) must update the student's registration and add a testing school after determining a testing location with the DTC at the host district.

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

1. Follow the steps in [Uploading Student Registrations](#) on page 20. 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. In the menu, go to **Students > View & Edit Students**.
2. Select the View & Edit icon  in the **Actions** column for the student.



#### Students

View & Edit Students

Add Student

Upload

Student Groups

Results: 1						
#	Last Name 	First Name	Student State ID	School	Enrolled Grade	Actions
1	LAST	SAMPLE	444004	TRAINING SCHOOL	- Select Grade -	

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

3. Select the **Tests** tab.

4. Select the test administration from the drop-down and select **View Registrations**.
5. Select the **English Language Arts** or **Mathematics** registration to open the details related to the test registration.

▼	Status	Subject	Grade	Mode	Group	Supports	Actions
▼	👍	English Language Arts	Grade 8	Computer Based	SmithHR8	BR	☑
▼	👍	Mathematics	Grade 8	Computer Based	Williams8	BR	☑

6. In the **Testing School** drop-down menu, select the school location where the student will 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.

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

^	👍	English Language Arts	Grade 8	Computer Based	S
Testing School *	Subject *	Testing Gr			
TEST SCHOOL ▼	English Language Arts ▼	Grade 8			
Language *	Group	Accessibil			
English ▼	▼	BR			

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

# Part 8—Create and Manage Student Groups

## About Student Groups

This feature groups students together for online testing or reporting (or both) for a specific teacher or class. Student groups can also be used for make-up sessions, allowing students who still need to complete testing to test together.

Testing and reporting groups can only be created at the school level and student groups cannot be transferred between districts.

## Create Student Groups

There are two ways to create student groups. You can upload student groups in bulk using the AK STAR Group Upload template, or you can create student groups manually in the AK STAR Administration Portal.

### Upload Student Groups in Bulk

To upload student groups in bulk:

1. Select the **Help Resources** icon in the upper right to download the AK STAR Group Upload template. Complete the template with student group information and save the file as a CSV.  
**Note:** The AK STAR 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**.



### Students

View & Edit Students

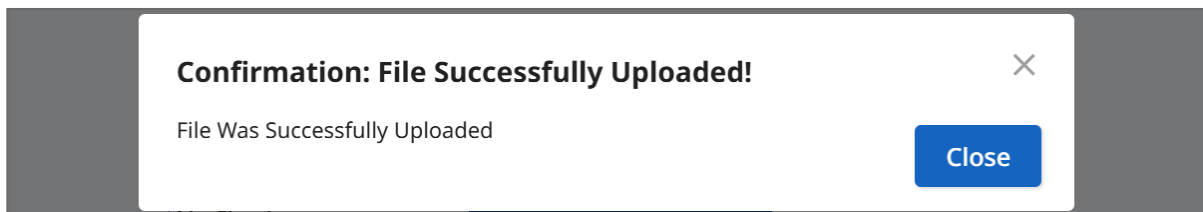
Add Student

Upload

Student Groups


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 1 uploaded files. To view the error or conflict details, click on the number in the corresponding column.					
Results: 1					
#	Date Uploaded	Filename	Status	Uploaded By	Upload Type
		<input type="text" value="Type Filename"/>			- Select Type -
1	Jan 1, 20XX 10:30 AM	<a href="#">Testing Groups.csv</a>	 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: 4				
#	Row No	Error		
1	2	The test administration code is not correct.		
2	3	<b>LAST NAME</b> : is a required field.		
3	7	The student is not currently enrolled at the school listed.		
4	13	The student is not currently enrolled at the school listed.		
			Rows per page:	25 ▾ 1-4 of 4 < >

Above is an example of some errors you may see. Refer to [Appendix B—Registration & Group Upload Error Messages](#) on page 54 for common errors and actions.

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

To create a new student group manually:

1. In the main menu, select **Students > Student Groups**.
2. Above the search criteria, select the **Create** tab.
3. Select the **School**, **School Year** (2025–2026), and **Assessment Type** from the drop-down lists.
4. Select **Continue**.

**Home**

**Students**

- View & Edit Students
- Add Student
- Upload
- Student Groups** 1

**Online Testing**

- Secure Browser
- Manage Online Testing

**Reports**

- Student Scores
- Operational

**Organizations**

- View & Edit Orgs
- View & Edit Users

**Student Groups**

Students can be grouped for test administration and for reporting.

**Manage Student Groups** View & Edit **Create** 2

**Create Student Groups**

Create a new student group here for test administration for testing and/or reporting. Student test tickets can be printed by testing groups. Districts may also assign teacher access for reporting groups which will provide the assigned teacher access to student score reports.

**Step 1 of 3: Set Properties** 3

School \* TRAINING SCHOOL 1 (999999) School Year \* 2025-2026 Assessment Type \* Summative

4 **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 the current test administration.
- **Subject:** Select Mathematics, English Language Arts, or both. 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).
- **User Access to this Group:** Assign instructors to the group.

**Step 2 of 3: Enter Settings**

Test Administration \* Spring 20XX Subject \* Mathematics

Group Name \* TEST GROUP 1 Group Type \* Online Testing Reporting

User Access to this Group

**Back** **Continue**

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 select the **Remove** button. The student names will move out of the list of selected students.

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

Available Students: 1

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

Selected Students: 1

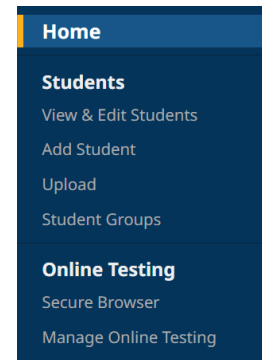
	Last Name	First Name	Student Id	Grade
<input type="checkbox"/>	ALPHA	BENJIMAN	229802	04

**Save Student Group**

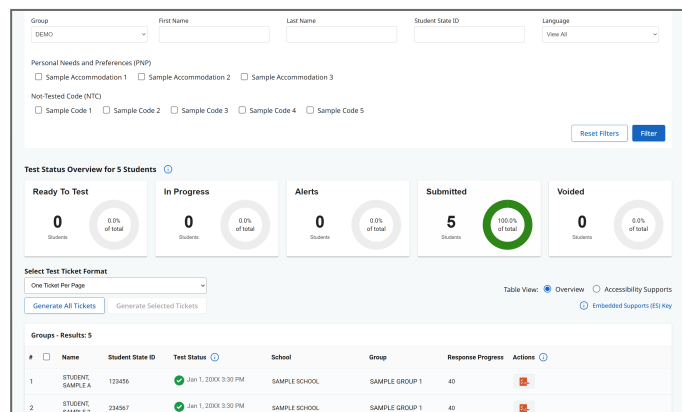
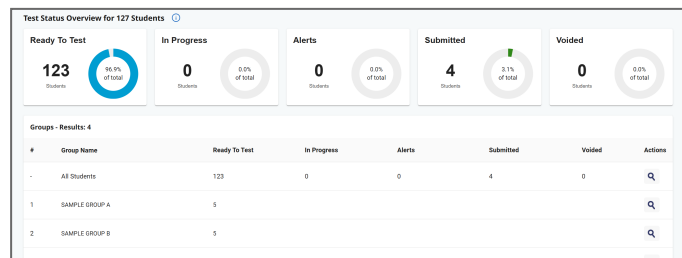
## View and Manage Online Testing Groups

To view and manage a testing group:

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



4. An overview of testing progress for the criteria you selected appears.
5. Below the test status charts, 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](#) on page 39 for a definition of each test status icon.
6. To view a student group, select the View Students icon in the **Actions** column.
7. To view all students, select the View Students 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 charts, such as **Ready to Test**, to view all students in that status.



## Part 9—Monitor Testing Progress

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### Tracking Assessment Completion

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

During the testing window, DTCs and BTCs can view testing status by group and by individual student. This information is accessed through the AK STAR Administration Portal. The available statuses are 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 D—Text-to-Speech Scenarios](#) on page 61 to learn how to proceed in your specific situation.

For questions or guidance on if a situation warrants a reset, DTCs should contact Kari Quinto, AK STAR Assessment Coordinator ([kari.quinto@alaska.gov](mailto:kari.quinto@alaska.gov) or 907-465-8436).

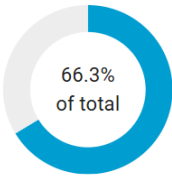
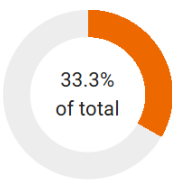
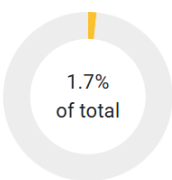
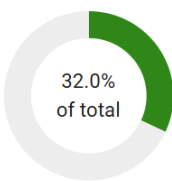
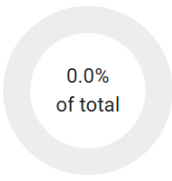
### Monitor Test Status

#### *Status Monitor Charts*

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

Refer to [View and Manage Online Testing Groups](#) on page 38 for details on how to access a particular test group.






Table 10: Status Monitor Charts

Chart	Test Status Chart Description
<p><b>Ready To Test</b></p> <p><b>201</b> Students</p> 	<p>The <b>Ready to Test</b> chart displays the number and percentage of students who are enrolled and ready to take the test. It includes tests in the <b>Registered</b>, <b>Enrolled</b>, and <b>Ready to Test</b> statuses. All tests remaining in these statuses at the end of the testing window are changed to <b>Expired</b>.</p>
<p><b>In Progress</b></p> <p><b>45</b> Students</p> 	<p>The <b>In Progress</b> chart displays the number and percentage of students actively testing. It includes tests in the <b>In Progress</b> status only.</p>
<p><b>Alerts</b></p> <p><b>5</b> Students</p> 	<p>The <b>Alerts</b> chart 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 <b>Inactive</b> and <b>Enrollment Hold</b> statuses.</p> <p><b>Note:</b> If any test registrations are in the <b>Enrollment Hold</b> status during the week before testing starts, contact NWEA Partner Support to resolve the hold.</p>
<p><b>Submitted</b></p> <p><b>97</b> Students</p> 	<p>The <b>Submitted</b> chart displays the number and percentage of students who completed and submitted tests. It includes tests in the <b>Submitted</b> status only.</p>
<p><b>Voided</b></p> <p><b>0</b> Students</p> 	<p>The <b>Voided</b> chart 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](#) below.

**Table 11: Student Test Status**

Icon	Status	Description
	Registration Initiated	The student is registered for a test, but the online test is not yet available.
	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 Finished icon indicates that the student has submitted the test. The student will no longer be able to log in to the test.



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 and Manage Online Testing Groups](#) on page 38 for details on how to view test sessions or a list of all students.



Refer to [Table 3: Test Item Counts and Estimated Student Test Times—Online Adaptive Test](#) on page 13 for the number of items in each content area.

Additionally, the Testing Status operational report is designed to help DTCs and BTCs 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**

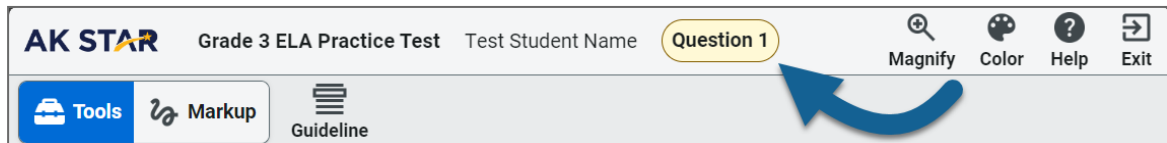
Icon	Action	Description
	PDF	Downloads a PDF of the test ticket for printing.
	Test Attributes	Opens a window that allows users to assign a Special Circumstance. Refer to <a href="#">Assigning Special Circumstances</a> on page 44 for details.

## Problem Item Reporting

As a reminder, it is never permitted to take pictures or videos of items.

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
  - Question number (located on the student's test screen)



2. Note the information above and provide it to the BTC.
3. BTCs should contact their DTC, who should send this information to NWEA Partner Support at [AKSTAR@nwea.org](mailto:AKSTAR@nwea.org).

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

# Part 10—Special Circumstances and Test Irregularities

## About Special Circumstances

Special Circumstances are important for understanding statewide trends in testing participation and interpreting assessment results. They ensure that invalid assessments do not receive a score report.

Students must have a Special Circumstance assigned to their registration in the following circumstances:

- The student was enrolled for the entire test window but was not assessed in a content area.
- The student's assessment was deemed invalid by the DTC or DEED.

Refer to [Table 13: Definitions of Special Circumstances](#) below for a list of available Special Circumstances.

It is the DTC's responsibility to assign Special Circumstances to student registrations. Special Circumstances must be assigned before the end of the test administration window.

**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 <a href="#">4 AAC 06.820</a> 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 <a href="#">Alaska Assessment Policy and Test Security Handbook</a> .
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.
3. Select the applicable test administration from the drop-down list and then select **View Supports**.

PROFILE **ACCESSIBILITY SUPPORTS** TESTS

**Student's Accessibility Supports**

Test Administration \*

- Select Test Administration -

[View Supports](#)

4. Locate the **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.

Student's Accessibility Supports

Test Administration \*

AK STAR Spring

AK STAR Spring Embedded Accommodations

ASL Videos (ASL) ☐ [EN] Mathematics

AK STAR Spring Test Attributes


[EN] Mathematics Grade 3 [EN] English Language Arts Grade 3


Special Circumstance Code (NTC) - Select -

[Save Updates](#)

Go to the Spring Test Attributes section to enter Special Circumstance Codes

### Assigning Special Circumstances via Manage Online Testing

1. In the main menu, go to **Online Testing** > **Manage Online Testing** 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.

#	<input type="checkbox"/>	Name	Student State ID	Test Status	School	Group	Response Progress	Actions
1	<input type="checkbox"/>	ALVAREZ,KINSLEY	878404	Mar 5, 20XX 1:56 PM	Sample School			

**Edit Accessibility Supports for this Test Enrollment**

**Embedded Accommodations**

American Sign Language (ASL) ☐ [EN] Mathematics Grade 6

Braille (BR) ☐

Print on Demand (PD)

Text to Speech (TTS)

**Nonembedded Accommodations**

Nonembedded Accommodations (NEA) ☐

**Test Attributes**

[EN] Mathematics Grade 6

Special Circumstance Code (NTC) - Select -

[Cancel](#) [Update Selected Supports](#)

Select Special Circumstance Code

### *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](#) on page 20 for instructions. When uploading the student registration file, add the correct Special Circumstance code to the ELA - Special Circumstance Code field or the MA - Special Circumstance Code field as appropriate. Please note, any updated student and test registration data will overwrite existing data.

### **How to Document Irregularities**

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 BTC at the end of each assessment session.
2. The BTC finalizes all forms and submits them to the DTC as soon as practical. The DTC may provide specific guidelines for when and how to submit these forms.
3. Copies of these forms must be securely maintained at the district or school for at least 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 BTC. This could include an email, letter, noted phone call, etc. BTCs 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

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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

## RIT Score Missing from MAP Growth Reports

If a student has tested in AK STAR but a corresponding RIT score does not appear in MAP Growth reports, follow these steps to help identify any other affected students at the district or school and report the issue to NWEA:

1. Confirm that students are registered correctly in both AK STAR and MAP Growth. Refer to [RIT Score Sync into MAP Growth Reports](#) on page 20. If any registration or rostering errors are discovered, correct the errors and allow at least 24 hours for the score data to sync.
2. In the AK STAR Administration Portal, generate the Testing Status Report. Refer to [Appendix E—Operational Reports](#) on page 62.
3. In MAP Growth, generate the Combined Data File. Refer to [How to export data](#) in the MAP Help Center.
4. Filter the Testing Status Report by the Submitted Tests column (column AJ) and cross-reference this with the Combined Data File to find students who have scores in AK STAR but are missing RIT scores in MAP Growth.
5. Compile a list of AKSIDs for the affected students.
6. Contact NWEA Partner Support, who will investigate the missing scores. If contacting NWEA Partner Support by email, include the list of affected AKSIDs. Do not include student names.  
You can contact NWEA Partner support by phone at 866.384.5415, by email at [AKSTAR@nwea.org](mailto:AKSTAR@nwea.org), or online: [Chat with an Agent](#).

# Part 11—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](#) on page 25 or [Uploading Student Registrations](#) on page 20 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 DTCs 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	March 13	Registrations for print on demand forms entered after this date will be available for secure download within 2–3 days.
	March 16	Print on demand securely posted to districts for registrations entered by March 13.
	May 1	Last day to register a student for print on demand.
Braille	February 23	Registrations for braille forms entered by this date will be delivered by March 23.
	February 24–April 17	Registrations for braille forms entered in this window will arrive in districts within 7–10 days.
	April 17	Last day to register a student for braille.

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

NWEA will contact the DTCs 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 templates, 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](#) on page 62.

**Note:** Student label templates 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 DTC 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/Teacher Edition 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 BTC 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 May 1, 2026. 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. BTCs 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**

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

On the day of the test, the BTC 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. BTCs 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 DTC, return all materials to the DTC. Document the materials sent to the district office.

If directed by your DTC, use locally established procedures to securely destroy all test materials, including print on demand or braille booklets.

**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 (24)	90 minutes	180 minutes
ELA	4	1–30 (30)	90 minutes	31–60 (30)	90 minutes	180 minutes
ELA	5	1–32 (32)	90 minutes	33–63 (31)	90 minutes	180 minutes
ELA	6	1–32 (32)	90 minutes	33–66 (34)	90 minutes	180 minutes
ELA	7	1–38 (38)	90 minutes	39–66 (28)	90 minutes	180 minutes
ELA	8	1–34 (34)	90 minutes	35–66 (32)	90 minutes	180 minutes
ELA	9	1–35 (35)	90 minutes	36–69 (34)	90 minutes	180 minutes
Math	3	1–30 (30)	90 minutes	31–60 (30)	90 minutes	180 minutes
Math	4	1–30 (30)	90 minutes	31–60 (30)	90 minutes	180 minutes
Math	5	1–42 (42)	150 minutes	43–61 (19)	30 minutes	180 minutes
Math	6	1–17 (17)	30 minutes	18–61 (44)	150 minutes	180 minutes
Math	7	1–11 (11)	30 minutes	12–60 (49)	150 minutes	180 minutes
Math	8	1–13 (13)	30 minutes	14–66 (53)	150 minutes	180 minutes
Math	9	1–30 (30)	90 minutes	31–60 (30)	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 (25)	90 minutes	180 minutes
ELA	4	1–29 (29)	90 minutes	30–56 (27)	90 minutes	180 minutes
ELA	5	1–28 (28)	90 minutes	29–57 (29)	90 minutes	180 minutes
ELA	6	1–33 (33)	90 minutes	34–60 (27)	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 (29)	90 minutes	180 minutes
ELA	8	1–29 (29)	90 minutes	30–61 (32)	90 minutes	180 minutes
ELA	9	1–28 (28)	90 minutes	29–60 (32)	90 minutes	180 minutes
Math	3	1–22 (22)	90 minutes	23–44 (22)	90 minutes	180 minutes
Math	4	1–22 (22)	90 minutes	23–43 (21)	90 minutes	180 minutes
Math	5	1–22 (22)	90 minutes	23–44 (22)	90 minutes	180 minutes
Math	6	1–11 (11)	30 minutes	12–48 (37)	150 minutes	180 minutes
Math	7	1–7 (7)	30 minutes	8–47 (40)	150 minutes	180 minutes
Math	8	1–4 (4)	30 minutes	5–47 (43)	150 minutes	180 minutes
Math	9	1–27 (27)	90 minutes	28–53 (26)	90 minutes	180 minutes



# Appendices

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

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

[Appendix C—Transfer Scenarios](#)

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

[Appendix E—Operational Reports](#)

[Appendix F—Glossary of Terms](#)

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

# Appendix A—Requirements for Storing Assessment Documentation

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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
- Documentation of test session groups
- Information for each session, including the names of the students, the location, the date, and the name of all Test Administrators
- If applicable: Daily check-in and check-out sheets
- If applicable: Student-level accommodation documentation
- If applicable: Student level-Special Circumstances documentation

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—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.
Min length is 6	AKSID must be 6 characters in length. 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. If the registration window is open, check that the Test Administration Code field is correct. The code for 2026 is AKS0326R00.
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.
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 (+ studentUniqueldExt +) 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.
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 for 2026 is AKS0326R00.
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 C—Transfer Scenarios

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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:

- Email: [AKSTAR@nwea.org](mailto:AKSTAR@nwea.org)
- Phone: 866.384.5415
- Online: [Chat with an Agent](#)

**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. Transfer the student either manually or via upload.
  - a. To transfer the student manually:
    - i. Go to **Students > View & Edit Students** and locate Natalie.
    - ii. In the **Profile** tab > Enrollment Information section, set the **School** menu to the new school.
    - iii. In the **Tests** tab, expand each registration, update the **Testing School** field, and assign Natalie to a testing group.
  - b. To transfer the student via upload:
    - i. Download the Registrations report from the operational reports page and locate the line for Natalie.
    - ii. In the Action column, enter T (for "transfer") to indicate Natalie will be transferred.
    - iii. Update the school code and name fields to Harborview Elementary.
    - iv. Upload the updated Registration report under **Students > Upload**.
    - v. Go to **Students > View & Edit Students**, and locate Natalie.
    - vi. On the **Tests** tab, expand each registration, update the **Testing School** field as needed, and add Natalie to a testing group.
2. 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 transfer the student either manually or via upload:
  - a. To transfer the student manually:
    - i. Go to **Students > Add Student** and enter Alyssa's information.
    - ii. Since all of the required fields in the Student Information section should match Alyssa's existing record at Hoonah City Schools, a window will appear saying a student already exists with the given information. Select **Edit This Student**.
    - iii. The Student Profile window appears; edit the new school and any other information as needed and save any updates.
    - iv. On the **Tests** tab, expand each registration, update the **Testing School** field as needed, and add Alyssa to a testing group.
  - b. To transfer the student via upload:
    - i. Download the Registrations report from the operational reports page and add a line for Alyssa.
    - ii. In the Action column, enter T (for "transfer") to indicate Alyssa is being transferred into Juneau from another district.
    - iii. Set the district and school code and name fields to Juneau School District and the correct school.
    - iv. Upload the updated Registration report under **Students > Upload**.
    - v. Go to **Students > View & Edit Students**, and locate Alyssa.
    - vi. On the **Tests** tab, expand each registration, update the **Testing School** field as needed, and add Alyssa to a testing group.
2. To ensure Alyssa's data syncs correctly in MAP Growth:
  - If Juneau (Alyssa's new district) rosters MAP Growth manually, the Juneau DTC should 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 Juneau rosters using Clever, add Alyssa to the Juneau student information system (SIS) to enroll Alyssa in MAP.
3. 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.
4. **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. Sally has completed her ELA test at Auke Bay Elementary, but she has not started her math test.

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

1. Transfer the student either via manually or via upload.
  - a. To transfer the student manually:
    - i. Go to **Students > View & Edit Students** and locate Sally.
    - ii. In the **Profile** tab > Enrollment Information section, set the **School** menu to Juneau Community Charter School.
  - b. To transfer the student via upload:
    - i. Download the Registrations report from the operational reports page and locate the line for Sally.
    - ii. In the Action column, enter T (for "transfer") to indicate Sally will be transferred.
    - iii. Update the school code and name fields to Juneau Community Charter School.
    - iv. Upload the updated Registration report under **Students > Upload**.
2. All Sally's tests transfer automatically to Juneau Community Charter School with Sally.
3. In the **Tests** tab 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.
4. Expand the registration for the test she hasn't completed yet, update the **Testing School** field, and add Sally to a testing group.
5. 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. Jill completed her math test at Skagway School District, but her ELA test has not been started.

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. Transfer the student either manually or via upload.
    - i. To transfer the student manually:
      - i. Go to **Students > Add Student** and enter Jill's information.
      - ii. Since all of the required fields in the Student Information section should match Jill's existing record at Skagway School District, a window will appear saying a student already exists with the given information. Select **Edit This Student**.
      - iii. The Student Profile window appears; edit the new school and any other information as needed and save any updates.
    - ii. To transfer the student via upload:
      - i. Download the Registrations report from the operational reports page and add a line for Jill.
      - ii. In the Action column, enter T (for "transfer") to indicate Alyssa is being transferred into Anchorage from another district.
      - iii. Set the district and school code and name fields to Anchorage School District and the correct school.
      - iv. Upload the updated Registration report under **Students > Upload**.
  - b. All Jill's tests transfer automatically to the new school in the Anchorage School District with Jill.
  - c. In the **Tests** tab 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 not completed, contact DEED or NWEA Partner Support.
  - d. Expand the registration for the test she hasn't completed yet, update the **Testing School** field, and add Jill to a testing group.
  - e. 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. Transfer the student either manually or via upload.
    - i. To transfer the student manually:
      - i. Go to **Students > Add Student** and enter John's information.
      - ii. Since all of the required fields in the Student Information section should match John's existing record at Nome School District, a window will appear saying a student already exists with the given information. Select **Edit This Student**.
      - iii. The Student Profile window appears; edit the new school and any other information as needed and save any updates.
    - ii. To transfer the student via upload:
      - i. Download the Registrations report from the operational reports page and add a line for John.
      - ii. In the Action column, enter T (for "transfer") to indicate John is being transferred into Fairbanks from another district.
      - iii. Set the district and school code and name fields to Fairbanks School District and the correct school.
      - iv. Upload the updated Registration report under **Students > Upload**.
  - b. All John's tests transfer automatically to the new school in the Fairbanks School District with John.
  - c. 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 and not completed, contact DEED or NWEA Partner Support.
  - d. 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 D—Text-to-Speech Scenarios

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## *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.
2. The DTC or BTC should review the students' accommodations in the AK STAR Administration Portal to ensure TTS has been applied.
3. Optionally, the DTC or BTC can reprint the student's test ticket to show TTS on the ticket.

## *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.

To add Text-to-Speech in this scenario:

1. Natalie should stop testing and log out. The Test Administrator 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 at a different time, either later that day, the next day, or during a makeup session.
3. Complete the [Reset Request Form](#).
4. Once you receive an email from Partner Support that the reset is complete, check that Natalie was assigned the TTS accommodation in the AK STAR Administration Portal.
5. Reprint Natalie's test ticket.


# Appendix E—Operational Reports

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## *About Operational Reports*

These reports are designed to help District Test Coordinators (DTCs) and Building Test Coordinators (BTCs) monitor testing status and the status of material orders.

To access operational reports:

1. In the main menu, select **Reports > Operational**.
2. Select the **Organization** and **Report Type** from the drop-down lists.
3. Select **Find**.
4. Information about the report appears below. Select the Download icon  to download the report. If you do not see the Download icon, use the **Refresh** button.

## *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 transferred between organizations during the assessment window, 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 and the test registration, including content area, 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

This 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 each 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 is not available to users.

### Testing Status Report

This report helps DTCs and BTCs 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	01/23/20XX 08:51:08 AKT
SMITH3RDELA	REGISTRATION_INITIATED	01/23/20XX 10:45:57 AKT
	REGISTRATION_INITIATED	01/12/20XX 11:32:21 AKT
	REGISTRATION_INITIATED	01/12/20XX 08:35:32 AKT
	REGISTRATION_INITIATED	01/24/20XX 11:35:55 AKT
	REGISTRATION_INITIATED	01/23/20XX 13:14:41 AKT
SMITH3RDELA	READY_TO_TEST	01/25/20XX 11:59:25 AKT
	REGISTRATION_INITIATED	01/01/20XX 11:41:37 AKT
	REGISTRATION_INITIATED	01/25/20XX 13:42:22 AKT
	REGISTRATION_INITIATED	01/19/20XX 13:29:32 AKT
	REGISTRATION_INITIATED	01/19/20XX 14:22:29 AKT
	REGISTRATION_INITIATED	01/12/20XX 08:10:27 AKT
SMITH3RDELA	REGISTRATION_INITIATED	01/06/20XX 08:22:16 AKT
	REGISTRATION_INITIATED	01/01/20XX 10:37:05 AKT
	REGISTRATION_INITIATED	01/30/20XX 13:11:37 AKT
	REGISTRATION_INITIATED	01/05/20XX 11:34:59 AKT
	REGISTRATION_INITIATED	01/18/20XX 12:09:33 AKT
	REGISTRATION_INITIATED	01/20/20XX 10:28:43 AKT
	SUBMITTED	01/15/20XX 08:35:24 AKT

### MAP Growth Roster Errors Report

This report lists the problems identified when AK STAR takes in the data from MAP. It will identify errors for an invalid student transfer, duplicate students, invalid school code, student home school not matching from MAP Growth, and punctuation related field errors. Refer to [Table 17: MAP Growth Roster Errors Report Error Details](#) on the next page.

**Table 17: MAP Growth Roster Errors Report Error Details**

Error	Detail
This student is an invalid transfer - student data cannot change on a transfer	<p>To ensure that student data is not updated in error, student-identifying information and the home district cannot change in the same upload. For example, Student 123 Suzy Doe in District A cannot turn into Student 123 Susan Doe in District B.</p> <p>Sometimes there is a collision between an incorrect AKSID and a correct one and data corruption was prevented. Sometimes either the AK STAR record or the MAP Growth record has a significant error. Sometimes, like the example with Suzy and Susan, the discrepancies are minor.</p>
This student is duplicated in the upload file	<p>The same AKSID is in two different districts within MAP Growth. The student stops being updated in AK STAR until the conflict is resolved. The student can be transferred within AK STAR, but the student and district identifiers will not update until one school has unenrolled the student so this is not recommended.</p> <p>If you have a student identified as a duplicate, reach out to DEED for further information and next steps.</p>
There is an unknown error saving this row	This is most often caused by commas in the name columns. MAP Growth allows commas within fields, however, commas are not permitted in AK STAR. Some names, such as "Smith, Jr" may contain commas, or there may be a typo. These are not exported from MAP Growth to AK STAR and are identified as an error.
Invalid school code	The school code provided is not in the AK STAR organization hierarchy as a state-recognized school site.
This student cannot be updated at this time - student home school must match from MAP G	The students' school does not match from AK STAR to MAP Growth.
The school code listed (17-XXXX-YYY) must be an authorized school. Please check that the school code is correct.	This is caused by either an incorrect school code or a school code that is currently inactive in AK STAR.

## Appendix F—Glossary of Terms

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**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 G—Frequently Asked Questions (FAQs)

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**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:** May students have their mobile phones during the test for health reasons (e.g. glucose monitoring)?

**A:** Student safety always comes first. If a student uses their phone for health reasons, they may have access to their phone during the test. The Test Administrator must be aware of the situation and the phone must be placed in an open location close to the student and completely visible to the Test Administrator. If a student needs to access their phone during testing, they must alert the Test Administrator and pause their test.

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

**A:** Only school personnel who have completed the test administration training or assessment observer training and who have signed a Test Security Agreement may be in the room while students are 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.

**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 [About Special Circumstances](#) on page 43 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:** 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.



# Test Coordinator Manual

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