

Texas Student Assessment Program

Guidelines and Procedures for Requesting Changes to the State Testing Schedule

Districts requesting changes to the state testing schedule or permission to test students off-site are required to contact the Texas Education Agency Student Assessment Division for prior approval.

Issues to Consider

1. Off-site testing requires that certified/trained professionals administer the tests.
2. All testing should take place between Monday through Saturday of the scheduled testing week.
3. Availability of make-up sessions may be impacted by schedule changes.
4. Requests to change the scheduled day of the writing/ELA tests are generally **not** approved due to security issues related to the writing prompt.

General Guidelines for Approval

- Requested changes to the test schedule **are usually allowed** for the following reasons:
 - school not in session during scheduled testing (e.g., school holiday, spring break, bad weather day, etc.)
 - events such as UIL competitions, livestock shows, or other extracurricular activities not scheduled by or under the control of the school district conflict with testing.
- Requests for alternate test *times* **are allowed** if the school is an evening school campus with students who are not regularly in attendance during the day.
- Requested changes to test dates **are usually not allowed** for the following reasons:
 - school holiday/break precedes testing;
 - local testing conflicts with state testing;
 - scheduled test dates too close to the end of the school year; or
 - change requested because the district lacks a sufficient number of test administrators, calculators, etc.

Procedures for Submitting and Processing Requests

What districts must do:

1. Print and complete the change request form by providing the information requested and include a copy of the district or campus calendar if requesting an alternate test date.
2. Make sure that the superintendent or district test coordinator signs the request.
3. Fax the request form to the Student Assessment Division at (512) 463-9302.
4. Comply with any deadlines noted on the form.
5. Ensure that exit level, out-of-school, or out-of-district students are notified if changes to the testing schedule are approved.

TEA Response

TEA will approve or deny the request and fax a signed copy of the form back to the sender within 10 working days of receipt. A copy of the approved request will be forwarded to the Austin Operations Center to arrange for appropriate distribution of materials. TEA will retain a record of the request.

Request for Alternate Dates, Modified Scheduling, and Off-site Testing

<p>Please return this form <u>2 weeks prior to state-scheduled test date(s)</u> to</p> <p>Attention: Calendar Task Force Phone: 512-463-9536 TEA Student Assessment Division Fax: 512-463-9302 1701 North Congress Avenue Austin, Texas 78701-1494</p>	<p>Date submitted: ____/____/____</p> <p>CDC#: _____ - _____ - _____ (county) (district) (campus)</p>
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School District: _____ Campus: _____

Address: _____

Contact Person: _____ Title: _____

Phone#: () _____ Fax#: () _____

Request: Check one: Alternate Date* Modified Schedule Off-site Testing

Explain Reason
for Request:

***NOTE: District/campus calendar must be included with this request.**

Signed: _____ Date: ____/____/____

Comments:	APPROVED: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____

BY:	_____	_____
	(TEA Student Assessment Division)	(Date)