**TEA STAAR Online Testing Needs Assessment - District-level Survey**

**Final Draft**

You may use this fillable version of the survey to collaborate with colleagues as needed prior to entering responses, as there can only be one submission per district. The document is locked to enable use of the fillable fields. An editable Word version may be downloaded [here](https://erc.cehd.tamu.edu/wp-content/uploads/sites/41/2020/05/TEA-STAAR-Online-Needs-Assessment_District-Questions_05.18.20_Final-Draft_Editable.docx). Thank you for your contribution to this important study.

**Getting Started:**

1. Who is providing information to complete the survey for this district? Select all that apply.

[ ]  Superintendent

[ ]  Central office representative

[ ]  District technology coordinator

[ ]  District testing coordinator

[ ]  Other (please specify):

1. Which of the following student groups in this district participated in online administrations of State of Texas Assessments of Academic Readiness (STAAR) during the 2018-19 school year? Select all that apply. *Do not include retests or STAAR Interim participation*.

[ ]  Students not requiring accommodations

[ ]  Students requiring accommodations

[ ]  None of this district’s students participated in STAAR online testing in 2018-19.

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**Network/Infrastructure:**

*(Information to help this district respond to the following questions may be available from a district technology coordinator.)*

\*\*\* We recognize that due to COVID-19 school closures, the most up-to-date information may not be available for some of the questions in this section. Please use a reference point of Network/Infrastructure conditions **prior to changes resulting from the COVID-19 situation** when responding to questions in **this section only.\*\*\***

1. What type of internet connection is used by this district? Select all that apply.

[ ]  Fiber optic connection

[ ]  Ethernet connection

[ ]  DSL connection

[ ]  Wireless connection

[ ]  Other (please specify):

1. What is the available bandwidth of this district’s main telecommunications/internet connection to classrooms, in Megabits/second (Mb/s)?

[ ]  0 to 150 Mb/s

[ ]  151 Mb/s to under 500 Mb/s

[ ]  500 Mb/s to under 1 Gb/s

[ ]  Greater than 1 Gb/s

[ ]  Bandwidth capacity at this district is not known.

1. Does this district monitor bandwidth at the campus level?

[ ]  Yes

[ ]  No

(Questions 6 and 7 will be asked only of districts that indicated in Question 5 that the district monitors bandwidth at the campus level.)

1. How many of this district’s campuses fall within each range of typical bandwidth usage on a regular school day?

**Please enter a value of "0" if there are no campuses that fall within a given range.**

|  |  |
| --- | --- |
| **Typical bandwidth usage** | **Number of campuses** |
| 0 to 24% |       |
| 25% to 49% |       |
| 50% to 74% |       |
| 75% to 100% |       |

1. Keeping in mind that a certain percentage of available bandwidth is (or must be) held in reserve for administrative and classroom purposes, how many of this district’s campuses fall within each range of bandwidth availability for online testing?

**Please enter a value of "0" if there are no campuses that fall within a given range.**

|  |  |
| --- | --- |
| **Bandwidth availability for testing** | **Number of campuses** |
| 0 to 24% |       |
| 25% to 49% |       |
| 50% to 74% |       |
| 75% to 99% |       |
| 100%, we do not cap our bandwidth |       |

8. Based on a recommended standard of at least 1Mb/s per student, how much *additional* bandwidth does this district need in order to be able to deliver all STAAR assessments online?

[ ]  This district's current bandwidth *presently meets* the recommended standard.

[ ]  This district would need *two times its current bandwidth* to meet the recommended standard.

[ ]  This district would need *three times its current bandwidth* to meet the recommended standard.

[ ]  This district's current physical connection *cannot meet* the recommended bandwidth standard.

9. Approximately how often in the last school year did this district experience internet outages lasting more than one hour?

[ ]  Daily

[ ]  Weekly

[ ]  Monthly

[ ]  This district did not experience internet outages lasting more than one hour in the last school year.

10. Overall, what are the causes of network congestion in this district? Select all that apply.

[ ]  Insufficient bandwidth

[ ]  Slow wireless access

[ ]  Interruptions to access

[ ]  Poor connection

[ ]  Too many users

[ ]  Outdated equipment

11. Does this district have redundant internet service provider paths?

[ ]  Yes

[ ]  No

12. Does this district use Quality of Service (QoS) technology to manage network congestion?

[ ]  Yes

[ ]  No

13. To what extent are this district’s campuses equipped with onsite file servers that could be used for proctor caching?

[ ]  All campuses have their own file servers that could be used for proctor caching.

[ ]  All campuses have file servers centrally located at the district location that could be used for proctor caching.

[ ]  Some campuses have their own file servers that could be used for proctor caching.

[ ]  Some campuses have file servers centrally located at the district location that could be used for proctor caching.

[ ]  None of the campuses have their own file servers that could be used for proctor caching.

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**Hardware:**

(*Information to help this district respond to the following questions may be available from a district testing coordinator and district technology coordinator*.)

14. Column A: What is the currenttotal number of devices meeting [minimum system requirements](https://txassessmentdocs.atlassian.net/wiki/spaces/TSOD/pages/364118121/Common%2BSpecifications%2Bfor%2Bthe%2BAdministration%2Bof%2BAll%2BOnline%2BTesting%2BSTAAR%2BSTAAR%2BAlternate%2B2%2BTELPAS%2BTELPAS%2BAlternate) available for STAAR online testing?

**Please enter a value of "0" if there this district does not currently have any devices meeting minimum system requirements that are available for STAAR online testing.**

 Column B: Assuming the current online testing windows for spring STAAR testing, what is the total number of eligible devices needed to administer the STAAR tests 100% online in this district? Utilize the [School Capacity Calculator](https://tx-bandwidth.caltesting.org/) to determine the number of devices needed.

|  |  |
| --- | --- |
| **A: Current total** | **B: Total number needed for 100% online testing**  |
|       |       |

15. How many *additional* devices meeting [minimum system requirements](https://txassessmentdocs.atlassian.net/wiki/spaces/TSOD/pages/364118121/Common%2BSpecifications%2Bfor%2Bthe%2BAdministration%2Bof%2BAll%2BOnline%2BTesting%2BSTAAR%2BSTAAR%2BAlternate%2B2%2BTELPAS%2BTELPAS%2BAlternate) does this district anticipate purchasing during the remainder of FY 2019-20, due to the COVID-19 situation?

**Please enter a value of "0" if this district does not anticipate purchasing any devices due to COVID during the remainder of FY 2019-20.**

16. What is the student-to-device ratio in this district of devices that meet the [minimum system requirements](https://txassessmentdocs.atlassian.net/wiki/spaces/TSOD/pages/364118121/Common%2BSpecifications%2Bfor%2Bthe%2BAdministration%2Bof%2BAll%2BOnline%2BTesting%2BSTAAR%2BSTAAR%2BAlternate%2B2%2BTELPAS%2BTELPAS%2BAlternate) and could be used for STAAR online testing?

[ ]  More than one testing device per student

[ ]  1 student per testing device

[ ]  2–3 students per testing device

[ ]  4–5 students per testing device

[ ]  6–7 students per testing device

[ ]  8–9 students per testing device

[ ]  10 or more students per testing device

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**Personnel/Staffing:**

(*Information to help this district respond to the following questions may be available from a district testing coordinator and district technology coordinator.)*

17. Column A: What is the total number of district- and campus-level technology personnel in each of the categories below currently working in this district?

Column B: Assuming the current online testing windows for spring STAAR testing, what is the total number of technology personnel needed in each category to administer the STAAR tests 100% online in this district?

**Please enter a value of "0" for any category in which this district does not currently employ (Column A), or intends to employ (Column B), technology personnel.**

|  |  |  |
| --- | --- | --- |
| **Personnel category** | **A: Current total** | **B: Total needed for 100% online testing**  |
| District technology directors |       |       |
| District technology managers |       |       |
| Network administration specialists |       |       |
| Database administration specialists |       |       |
| Instructional technology specialists |       |       |
| Classroom teachers who also serve in a district-level technology support role |       |       |
| Repair technicians |       |       |
| Other (please specify):       |       |       |

18. How many *additional* district- and campus-level technology personnel in each of the categories below does this district anticipate hiring during the remainder of FY 2019-20, due to the COVID-19 situation?

**Please enter a value of "0" for any category in which this district does not intend to employ additional technology personnel during the remainder of 2019-20 due to COVID-19.**

|  |  |
| --- | --- |
| **Personnel category** | **Additional personnel due to COVID** |
| District technology directors |       |
| District technology managers |       |
| Network administration specialists |       |
| Database administration specialists |       |
| Instructional technology specialists |       |
| Classroom teachers who also serve in a district-level technology support role |       |
| Repair technicians |       |
| Other (please specify):       |       |

19. Column A: What is the total number of district- and campus-level personnel who support STAAR testing in a non-technical role (e.g., preparation for testing, test administration or proctoring, building monitoring, etc.) currently working at the district or campus level?

Column B: Assuming the current online testing windows for spring STAAR testing, what is the total number of non-technical personnel needed in each category to administer the STAAR tests 100% online in this district?

**Please enter a value of "0" for any category in which this district does not currently employ (Column A), or intends to employ (Column B), non-technology personnel.**

|  |  |  |
| --- | --- | --- |
| **Personnel type** | **A: Current total** | **B: Total needed for 100% online testing** |
| Assessment program staff (e.g., district and campus testing coordinators, campus administrators) |       |       |
| Test administrators (e.g., personnel serving as test proctors) |       |       |
| Temporary staff |       |       |
| Other staff (specify):      |       |       |

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**Training**

(*Information to help this district respond to the following questions may be available from a district testing coordinator.)*

(Question 20 will be asked only of districts that indicated in Question 2 that they participated in online testing in 2018-19.)

20. What was the approximate number of training hours spent in preparation for STAAR online testing per district-level staff member in 2018–19 for each of the following categories? (no campus equivalent)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 0-2 hours | 2-4 hours | 4-8 hours | >8 hours |
| District testing coordinators | [ ]  | [ ]  | [ ]  | [ ]  |
| District personnel who served as test administrators | [ ]  | [ ]  | [ ]  | [ ]  |
| District technology personnel | [ ]  | [ ]  | [ ]  | [ ]  |
| Other (please specify):       | [ ]  | [ ]  | [ ]  | [ ]  |

21. To move to successful 100% STAAR online testing administrations, what would be the approximate number of training hours needed to prepare for STAAR online testing, per staff member, for each of the following categories*?*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 0-2 hours | 2-4 hours | 4-8 hours | >8 hours |
| District testing coordinators | [ ]  | [ ]  | [ ]  | [ ]  |
| Campus testing coordinators | [ ]  | [ ]  | [ ]  | [ ]  |
| District technology personnel | [ ]  | [ ]  | [ ]  | [ ]  |
| Campus technology personnel | [ ]  | [ ]  | [ ]  | [ ]  |
| Test administrators  | [ ]  | [ ]  | [ ]  | [ ]  |
| Other (please specify):       | [ ]  | [ ]  | [ ]  | [ ]  |

(Questions 22-25 will be asked only of districts that indicated in Question 2 that they participated in online testing in 2018-19.)

22. Rate the effectiveness of each of the following sources of information or tools that this district used for STAAR online testing in prior administrations.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Not helpful | Somewhat helpful | Moderately helpful | Very helpful | Did not use |
| TEA communication/training | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| ESC communication/training | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| District testing coordinator communication/training | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Professional organization communication/training (e.g., TCEA, TASA, TSNAP, etc.) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Other (please specify):       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

23. From which of the following sources would this district like to see more information regarding STAAR online testing? Select all that apply.

[ ]  TEA communication/training

[ ]  ESC communication/training

[ ]  District testing coordinator communication/training

[ ]  Professional organization/training (e.g., TCEA, TASA, TSNAP, etc.)

[ ]  Other (please specify):

24. Rate the effectiveness of each of the following modes of deliveryof information or tools that this district used for STAAR online testing in prior administrations.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Not helpful | Somewhat helpful | Moderately helpful | Very helpful | Did not use |
| Webcasts/webinars  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| In-person trainings | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Online training modules | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Paper-based manuals and other written resources | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Other (please specify):      | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

25. From which of the following modes of delivery would this district like to see more information regarding STAAR online testing? Select all that apply.

[ ]  Webcasts/webinars

[ ]  In-person trainings

[ ]  Online training modules

[ ]  Paper-based manuals and other written resources

[ ]  Other (please specify):

26. In what areas do personnel in this district require more training in preparation for STAAR online administrations? Select all that apply.

[ ]  Analytic Portal

[ ]  Teacher Portal

[ ]  STAAR Management System

[ ]  Test administration policies and procedures

[ ]  Universal tools, designated supports, and accommodations

[ ]  Other (please specify):

27. Please share any additional feedback this district may have in regard to training, information, or resources for STAAR online testing. Please write the response in the space below.

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**Financial:**

(*Information to help this district respond to the following questions may be available from a district testing coordinator and/or district technology coordinator*.)

Questions 28–30 ask you to consider annual and one-time costs (non-COVID-19 related and COVID-19 related) for hardware, network infrastructure, and personnel/training for the previous fiscal year (2018-19) and the current fiscal year (2019-20), as well as plan the anticipated spending for the next four fiscal years, to support this district’s transition to, and maintenance of, **100% STAAR online testing.**

**Please enter a value of "0" for any cell in which your district does not have any past, present, or anticipated spending.**

28. Row 1: What annually recurring hardware costs did this district incur, or estimates it will

 incur, in each of the fiscal years below for hardware that could be used for online testing?

Row 2: What **one-time hardware costs NOT related to the COVID-19 situation** did this district incur, or estimates it will incur, in each of the fiscal years below for hardware that could be used for online testing?

Row 3: What **one-time hardware costs related to the COVID-19 situation** did this district incur, or estimates it will incur, in each of the fiscal years below for hardware that could be used for online testing?

**Examples of hardware costs include new end-user device purchases, replacement and maintenance of devices, assistive technology devices, etc.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | FY18-19 | FY19-20 | FY20-21 | FY21-22 | **FY22-23****\*Goal year for 100% online STAAR testing** | **FY23-24****\*Maintenance year 1 for 100% online STAAR testing** |
| Annually recurring hardware costs |       |       |       |       |       |       |
| One-time non-COVID-19 hardware costs  |       |       |       |       |       |       |
| One-time COVID-19 hardware costs  |       |       |       |       |       |       |

1. Row 1: What **annually recurring network infrastructure costs** did this district incur, or estimates it will incur, in each fiscal year below? Input costs pre-eRate.

Row 2: What **one-time network infrastructure costs NOT related to COVID-19** did this district incur, or estimates it will incur, in each of the fiscal years below? Input costs pre-eRate.

Row 3: What **one-time network infrastructure costs related to COVID-19** did this district incur, or estimates it will incur, in each of the fiscal years below? Input costs pre-eRate.

**Examples of network infrastructure costs include broadband and DSL service and network equipment and maintenance, as well as internal connections—including cabling, switches, routers, firewall, wireless access points, etc.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | FY18-19 | FY19-20 | FY20-21 | FY21-22 | **FY22-23****\*Goal year for 100% online STAAR testing** | **FY23-24****\*Maintenance year 1 for 100% online STAAR testing** |
| Annually recurring network infrastructure costs |       |       |       |       |       |       |
| One-time non-COVID-19 network infrastructure costs  |       |       |       |       |       |       |
| One-time COVID-19 network infrastructure costs |       |       |       |       |       |       |

1. Row 1: What **annually recurring personnel/training costs,** specifically related to STAAR testing, did this district incur, or estimates it will incur, in each fiscal year below?

Row 2: What **one-time personnel/training costs NOT related to COVID-19** did this district incur, or estimates it will incur, in each fiscal year below?

Row 3: What **one-time personnel/training costs related to COVID-19,** specifically related to STAAR testing, did this district incur, or estimates it will incur, in each fiscal year below?

**Exclude salary costs of full-time personnel, unless they are fully dedicated to testing or testing-related technology. Examples of personnel/training costs include the addition of technology or testing personnel to administer/coordinate online testing; training for test coordinators and administrators; and costs related to temporary personnel hired to prepare for, or support, online STAAR tests, etc.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | FY18-19 | FY19-20 | FY20-21 | FY21-22 | **FY22-23****\*Goal year for 100% online STAAR testing** | **FY23-24****\*Maintenance year 1 for 100% online STAAR testing** |
| Annually recurring personnel/training costs |       |       |       |       |       |       |
| One-time non-COVID-19 personnel/training costs  |       |       |       |       |       |       |
| One-time COVID-19 personnel/training costs |       |       |       |       |       |       |

1. Did this district allocate funding in the 2018-19 fiscal year to obtain technology that could be used for STAAR online testing?

[ ]  Yes

[ ]  No

(Question 32 will be asked only of districts that indicated in Question 2 that they participated in online testing in 2018-19.)

1. Approximately how much funding did this district obtain and allocate in the 2018-19 fiscal year from each of the following sources to support technology that could be used for online STAAR testing?

**Please enter a value of "0" for any source from which your district did not obtain funding in the 2018-19 fiscal year for this purpose.**

      Bonds

      eRate

      Internal district funds

      State funds

      Texas Instructional Materials Allotment (TIMA)

      State grants

      Federal grants

      Private/foundational grants

      Campus-based organizations (e.g., PTA/PTO)

      Other (please specify):

1. What is this district’s typical device refresh/replacement cycle?

[ ]  Less than 3 years

[ ]  Every 3 years

[ ]  Every 4 years

[ ]  Every 5 years

[ ]  Every 6 years

[ ]  More than every 6 years

[ ]  None; this district doesn’t have a typical device refresh/replacement cycle.

1. For how many years does the current technology or fiscal plan for technology acquisition and replacement extend for this district?

[ ]  Less than 1 year

[ ]  1 year to under 2 years

[ ]  2 years to under 3 years

[ ]  3 or more years

1. Does this district have a disaster recovery plan that covers technology infrastructure?

[ ]  Yes

[ ]  No

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**Experiences with and Perceptions of Online Testing:**

(*Information to help this district respond to the following questions may be available from a district testing coordinator and/or district technology coordinator.)*

(Questions 36–37 will only be given to districts that answered “Yes” to Question 2.)

1. What processes did this district use for troubleshooting STAAR online testing (e.g., content or technical challenges that could deter test administration)? Select all that apply.

[ ]  Provided troubleshooting training for sites

[ ]  Developed a troubleshooting communication plan for sites

[ ]  Assigned support staff at sites for the start of testing

[ ]  Assigned support staff at sites for the duration of testing

[ ]  Hired outside help for troubleshooting

[ ]  Received in-person technical support from TEA or state test vendor

[ ]  Received phone/e-mail technical support from TEA or state test vendor

[ ]  Other (please specify):

1. Which resources were useful to this district in finding solutions to STAAR online test administration challenges? Select all that apply.

[ ]  TEA-provided materials (e.g., DCCR, FAQs, webinars)

[ ]  Test vendor-provided materials/websites

[ ]  Online testing manuals

[ ]  In-person trainings

[ ]  TEA website

[ ]  TEA staff

[ ]  District-provided materials/websites

[ ]  Professional organization materials/websites (e.g., TSNAP, etc.)

[ ]  Other (please specify):

38. To what extent do you agree that each item below is an advantage of STAAR online testing for this district?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Strongly disagree | Disagree | Agree | Strongly agree |
| Potential for faster results | [ ]  | [ ]  | [ ]  | [ ]  |
| Flexible scheduling | [ ]  | [ ]  | [ ]  | [ ]  |
| Accommodation support for students | [ ]  | [ ]  | [ ]  | [ ]  |
| Increased test security | [ ]  | [ ]  | [ ]  | [ ]  |
| Improved test administration logistics | [ ]  | [ ]  | [ ]  | [ ]  |
| Decreased logistical concerns with testing materials | [ ]  | [ ]  | [ ]  | [ ]  |
| Promotion of future innovations in assessment | [ ]  | [ ]  | [ ]  | [ ]  |
| Alignment between online testing and realities of today’s learning environment | [ ]  | [ ]  | [ ]  | [ ]  |
| Decreased environmental impact | [ ]  | [ ]  | [ ]  | [ ]  |

39. To what extent do you agree that each item below is a challenge related to STAAR online testing for this district?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Strongly disagree | Disagree | Agree | Strongly agree |
| Student difficulty with the online testing environment | [ ]  | [ ]  | [ ]  | [ ]  |
| Lack of resources to prepare students for online testing  | [ ]  | [ ]  | [ ]  | [ ]  |
| Loss of instructional technology for non-testing students, during test administration | [ ]  | [ ]  | [ ]  | [ ]  |
| Increased technology burden on the district and campuses | [ ]  | [ ]  | [ ]  | [ ]  |
| Not enough computing devices | [ ]  | [ ]  | [ ]  | [ ]  |
| Not enough bandwidth | [ ]  | [ ]  | [ ]  | [ ]  |
| Potential cost increases for campuses | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall increase in staffing needs for training and administration  | [ ]  | [ ]  | [ ]  | [ ]  |
| Provisions for backups/alternatives in the event of system failure  | [ ]  | [ ]  | [ ]  | [ ]  |
| Coordination of testing and technical support personnel | [ ]  | [ ]  | [ ]  | [ ]  |

40. Overall, do the advantages of STAAR online testing outweigh the challenges of STAAR online testing, for this district?

[ ]  Yes

[ ]  No

41. What comments or suggestions would this district like to share in regard to moving the state to a 100% online STAAR testing program? Please write the response in the space below.