



Department of  
**Curriculum and Instruction**

## Elementary Local Unit Assessment Administration Guidelines

**2<sup>nd</sup> grade**     **Guided Administration** through the **first semester** only. Second semester students take **all assessments independently**. Teachers may provide assistance with unfamiliar words on any **math** assessment throughout the year as this is an allowable accommodation for all students taking a **STAAR Math** exam in 3<sup>rd</sup> grade.

**3<sup>rd</sup> grade**     **Guided Administration** for the **first six weeks** only. After the first six weeks students take **all assessments independently**. Teachers may provide assistance with unfamiliar words on any **math** assessment throughout the year as this is an allowable accommodation for all students taking a **STAAR Math** exam in 3<sup>rd</sup> grade.

**4<sup>th</sup> grade**     **Guided Administration** for the **first six weeks** only. After the first six weeks students take **all assessments independently** with **no teacher assistance** provided in any format.

- Guided Administration is defined as teachers providing assistance by reading the questions and modeling the problem solving strategies utilized to arrive at a correct response.
- Even during a guided administration, teachers may not have students respond aloud with the answer they are choosing. They must make that choice independently and mark their answer documents accordingly.
- Teachers **may not** read the reading passages on the ELAR assessments as part of guided administrations.
- Teachers **may not** pre-test or preview the test with students before the assessment is administered.

In Social Studies, all teachers are required to administer the first unit assessment in each six week grading period. The other unit assessments in a grading period may be administered but are not required.