

January 18, 2023

Subject: Improved Process for Submitting TELPAS Holistic Ratings

To the Education Service Center and District Testing Coordinators Addressed:

The purpose of this communication is to inform you of a new and improved process for submitting holistic ratings for the Texas English Language Proficiency Assessment System (TELPAS). Based on requests from educators for a simpler process for submitting ratings, the Texas Education Agency (TEA) and Cambium Assessment, Inc. (CAI) have developed a new process for the 2023 TELPAS administration.

District and campus testing coordinators will be able to upload student ratings using a new template, the *Holistic Ratings Upload* template, in the Test Information Distribution Engine (TIDE). The *Holistic Ratings Upload* template will be accessible in TIDE in the *Administering Tests* section under the *Appeals/Score Codes* module. District personnel must use the new upload template to submit holistic ratings for all students in kindergarten and grade 1 and all students in grades 2–12 who participate in a special holistic administration of the online TELPAS assessments. As this new process of using the upload template replaces the current process, holistic ratings cannot be submitted in the Data Entry Interface (DEI). For the 2023 TELPAS administration, holistic rating information will only be accepted using the TIDE holistic ratings upload process.

The *Holistic Ratings Upload* template can be used to submit students' holistic ratings at any time during the testing window. District testing personnel may submit more than one upload file; for example, districts may want to upload each grade separately. The same file can also be submitted to add students or correct ratings for previously submitted students. However, district testing personnel should review and verify the student rating information prior to submission to reduce errors and incomplete records. Once holistic ratings are complete for a group of students, for example, all grade 1 students, and the upload template has been submitted, district testing personnel should review and verify the data to ensure all student data is included and is correct. All ratings must be uploaded by 11:59 p.m. (CT) on March 31. Holistic ratings that are not uploaded by March 31 will not be scored or reported, and ratings will not be accepted during the data correction window.

NOTE: District testing personnel must verify the TELPAS data submitted using the upload template since this information will not be available in the test completion reports in TIDE.

To assist districts with this new process, a training video on how to submit holistic ratings using the *Holistic Ratings Upload* template will be available in February. In addition, the *District and Campus Coordinator Resources*, as well as other documents, will be updated to reflect this new process.

If you have questions regarding TELPAS or holistic ratings in general, contact TEA using the Student Assessment [Help Desk](#). For questions or assistance regarding the *Holistic Ratings Upload* template, contact Texas Testing Support at 833-601-8821, [TexasTestingSupport@cambiumassessment.com](mailto:TexasTestingSupport@cambiumassessment.com), or [TexasAssessment.gov via live chat](#).

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