NOTES

District Coordinator Checklist for TELPAS Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the TELPAS section of the *Coordinator Manual*.

Training

- ❑ Prepare for Training
- ❑ Review TELPAS Administration Resources
- ❑ Attend Training
- ❑ Review and Sign Oath
- ❑ Designate Campus Coordinators
- ❑ Schedule Campus Coordinator and Principal Training Sessions
- ❑ Distribute Manuals to Campus Coordinators
- ❑ Prepare for and Conduct Campus Coordinator and Principal Training Sessions
- ❑ Designate Technology Staff
- ❑ Schedule and Conduct Technology Staff Training Sessions
- ❑ Direct Technology Staff to Review Materials for Online Activities
- ❑ Designate Supplemental Support Providers
- ❑ Ensure That Supplemental Support Providers Complete Training
- ❑ Receive Login Information for the Texas TrainingCenter
- ❑ Use TrainingCenter Resources to Monitor Holistic Rating Training
- ❑ Establish Supplemental Support Model and Monitor Training

NOTES

Prepare for the TELPAS Administration

- ❑ Establish Procedures
- ❑ Maintain Documentation of Procedures Followed
- ❑ Implement Rating Support Requirements for Individual Raters
- ❑ Receive Login Information for the Assessment Management System
- ❑ Create Role-Specific User Accounts for Testing Staff
- ❑ Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place
- ❑ Ensure That Technology Staff Have Downloaded and Installed Software and Tools for Online Administrations
- ❑ Coordinate and Conduct a Test of Online Testing Environment
- ❑ Become Familiar with the Assessment Management System Practice Center
- ❑ Become Familiar with the TELPAS Online Reading Test Student Tutorials
- ❑ Enter or Upload Student Data
- ❑ Upload Corrected Student Data Files
- ❑ Create Reading Test Sessions and Generate Student Authorizations
- ❑ Create Rating Entry Groups
- ❑ Sending Campus—Manage Students Who Withdraw BEFORE March 18
- ❑ Sending Campus—Manage Students Who Withdraw ON or AFTER March 18
- ❑ Receiving Campus—Manage Students Who Enroll BEFORE March 18
- ❑ Receiving Campus—Manage Students Who Enroll ON or AFTER March 18

NOTES

Monitor TELPAS Administration

- ❑ Ensure Proper Holistic Rating Procedures
- ❑ Ensure Proper Testing Procedures for Reading Tests
- ❑ Monitor Reading Tests
- ❑ Become Familiar with Reports that Assist in Monitoring Completion of TELPAS Administrations

Complete Administration Process

- ❑ Enter and Verify Holistic Ratings and Rater Information
- ❑ Verify Score Codes for Grades 2–12 Reading Test
- ❑ Verify Accommodation Categories
- ❑ Check the TELPAS Combined Status Report
- ❑ Order Optional Reports Through Assessment Management System

Campus Coordinator Checklist for TELPAS Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the TELPAS section of the *Coordinator Manual*.

Training

- ❑ Prepare for Training
- ❑ Review TELPAS Administration Resources
- ❑ Attend Training
- ❑ Review and Sign Oath
- ❑ Designate Technology Staff
- ❑ Schedule and Conduct Technology Staff Training Sessions
- ❑ Direct Technology Staff to Review Materials for Online Activities
- ❑ Designate Supplemental Support Providers
- ❑ Ensure That Supplemental Support Providers Complete Training
- ❑ Designate Raters and Verifiers
- ❑ Schedule Test Administration Procedures Training for Raters and Verifiers
- ❑ Distribute *TELPAS Manual* to Raters and Verifiers
- ❑ Conduct Administration Procedures Training for Raters and Verifiers
- ❑ Designate Reading Test Administrators
- ❑ Schedule Reading Test Administrator Training
- ❑ Distribute *TELPAS Manual*
- ❑ Conduct Test Administrator Training
- ❑ Designate Rating Entry Assistants
- ❑ Train Rating Entry Assistants

- ❑ Receive Login Information for the Texas TrainingCenter
- ❑ Use TrainingCenter Resources to Monitor Holistic Rating Training
- ❑ Establish Supplemental Support Model and Monitor Training

Prepare for the TELPAS Administration

- ❑ Ensure That Proper Writing Collections Are Assembled and Verified
- ❑ Establish Procedures
- ❑ Maintain Documentation of Procedures Followed
- ❑ Implement Rating Support Requirements for Individual Raters
- ❑ Create Role-Specific User Accounts for Testing Staff
- ❑ Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place
- ❑ Ensure That Technology Staff Have Downloaded and Installed Software and Tools for Online Administrations
- ❑ Coordinate and Conduct a Test of Online Testing Environment
- ❑ Become Familiar with the Assessment Management System Practice Center
- ❑ Become Familiar with the TELPAS Online Reading Test Student Tutorials
- ❑ Download Files for Data Verification
- ❑ Verify Student Data Elements
- ❑ Update the File
- ❑ Verify Years in U.S. Schools Data Collection in Consultation with LPAC
- ❑ Create Reading Test Sessions and Generate Student Authorizations
- ❑ Create Rating Entry Groups
- ❑ Sending Campus—Manage Students Who Withdraw BEFORE March 18
- ❑ Sending Campus—Manage Students Who Withdraw ON or AFTER March 18

- ❑ Receiving Campus—Manage Students Who Enroll BEFORE March 18
- ❑ Receiving Campus—Manage Students Who Enroll ON or AFTER March 18

Monitor TELPAS Administration

- ❑ Ensure Proper Holistic Rating Procedures
- ❑ Ensure Proper Testing Procedures for Reading Tests
- ❑ Monitor Reading Tests
- ❑ Become Familiar with Reports that Assist in Monitoring Completion of TELPAS Administrations

Complete Administration Process

- ❑ Collect Rater Materials
- ❑ Collect Reading Test Administration Materials
- ❑ Enter and Verify Holistic Ratings and Rater Information
- ❑ Verify Score Codes for Grades 2–12 Reading Test
- ❑ Verify Accommodation Categories
- ❑ Check the TELPAS Combined Status Report
- ❑ Return Signed Security Oaths from Campus Coordinator and Principal to District Coordinator

NOTES

Principal Checklist

This checklist will help you keep track of the activities and steps involved in preparing for the administration, conducting the administration, and returning materials. Follow the dates on the Calendar of Events and other dates given to you by your campus coordinator. Check off the steps below as you complete them to make sure you have fulfilled your responsibilities as a principal. This page may be duplicated as needed.

Prepare for Administration

- ❑ Attend training session on administration procedures.
- ❑ Know your responsibilities in ensuring rating accuracy.
- ❑ Collaborate with your campus coordinator to designate writing collection verifiers and other testing personnel and implement effective assessment procedures.
- ❑ In cooperation with your campus coordinator, select a sufficient number of test administrators to meet your campus needs.
- ❑ In cooperation with your campus coordinator, implement procedures to help ensure the validity and reliability of the holistic rating process during the TELPAS administration.

Conduct Administration

- ❑ In cooperation with your campus coordinator, ensure that all eligible ELLs on the campus are assessed and that test security is maintained.
- ❑ Ensure proper testing procedures.

Complete Administration Process

- ❑ Sign the TELPAS Student Rating Rosters.

NOTES

Rater Checklist

This checklist will help you keep track of the activities and steps involved in preparing for the administration, conducting the administration, and returning materials. Follow the dates on the Calendar of Events and other dates given to you by your campus coordinator. Check off the steps below as you complete them to make sure you have fulfilled your responsibilities as a rater. Detailed instructions for completing each step are included in the following section of this manual. This page may be duplicated as needed.

Training

- ❏ Attend training session on administration procedures.
- ❏ Complete holistic rating training requirements.

Prepare for and Complete Assessments

- ❏ Assemble grades 2–12 student writing collections.
- ❏ Prepare to rate your students.
- ❏ Rate your students.
- ❏ Create and manage rating entry groups if so directed.
- ❏ Enter rating information online if so directed.

Return Materials

- ❏ Prepare materials for return.

NOTES

Test Administrator Checklist

This checklist will help you keep track of the activities and steps involved in preparing for the administration, conducting the administration, and returning materials. Follow the dates on the Calendar of Events and other dates given to you by your campus coordinator. Check off the steps below as you complete them to make sure you have fulfilled your responsibilities as a test administrator. Detailed instructions for completing each step are included in the following section of this manual. This page may be duplicated as needed.

Prepare for Administration

- ❑ Attend training session on administration procedures.
- ❑ Prepare students for online testing.
- ❑ Become familiar with the administration directions.
- ❑ Create test sessions if so directed.
- ❑ Gather materials for testing.

Conduct Administration

- ❑ Ensure proper testing procedures.
- ❑ Start and monitor test session.
- ❑ Enter “do not score” and accommodations information online for grades 2–12 reading test if so directed.

Complete Administration Process

- ❑ Prepare materials for return.