

TELPAS ONLINE TESTING TETN #35319

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Topics

- Use of TELPAS electronic submission process
 - ▣ to enter/verify identification, program, and demographic information
 - ▣ to submit holistic ratings and rater information
 - ▣ to submit grades 2-12 reading tests
 - ▣ to verify data
- Final three-day verification window
- Interface assignments
- Student tutorials

Technology for Online Testing eMeasurement System

- Key guides
 - ▣ District and Campus Coordinator Manual
 - ▣ Technical User's Guide
 - ▣ TELPAS Manual for Raters and Test Administrators
- See page 207 of Coordinator Manual for comprehensive list of online testing resources



Electronic Submission Process

Electronic Data Submission Process

Used to submit all information through the secure eMeasurement system:

- ▣ student identification, demographic, and program information
- ▣ holistic ratings
- ▣ “do not score” information
- ▣ rater information
- ▣ testing accommodation categories

3 Key Screens

- ▶ 3 screens for entering/verifying student data:
 - Two screens where data will be entered/verified
 - Edit Student screen
 - Student Test Details screen
 - Third screen where key data for each student will be verified as complete
 - TELPAS Student Status screen

Edit Student Screen

Edit Student

Updated to reflect revised ethnicity/race field and clarified phrasing for Y in US schools.

The following student belongs to: TELPAS SAMPLE CLASS/TEXAS PROGRAM ELEM/TEXAS PROGRAM TEAM

[Back](#) [Refresh](#) [Apply](#) [Student Sessions](#) [Copy Student](#)

Last Name*:	First Name*:	MI:	Unique ID*:	Login ID:
<input type="text" value="LASTNAME"/>	<input type="text" value="FIRSTNAME"/>	<input type="text"/>	<input type="text" value="81791840"/>	<input type="text" value="81791840"/>
PEIMS ID*: <input type="text" value="111221111"/>			Gender*: <input type="text" value="Male"/>	
Date of Birth*: <input type="text" value="08/10/2001"/>			Grade*: <input type="text" value="02"/>	
Hispanic-Latino-Eth:	<input type="text" value="Select"/>	Race (I):	<input type="text" value="Select"/>	
Race (A):	<input type="text" value="Select"/>	Race (B):	<input type="text" value="Select"/>	
Race (P):	<input type="text" value="Select"/>	Race (W):	<input type="text" value="Select"/>	
Ethnicity:	<input type="text" value="Select"/>	Econ Disadvantage:	<input type="text" value="Select"/>	
Title I - Part A:	<input type="text" value="Select"/>	Migrant Student:	<input type="text" value="Select"/>	
Limited English Prof:	<input type="text" value="Select"/>	Bilingual:	<input type="text" value="Select"/>	
ESL:	<input type="text" value="Select"/>	Special Education:	<input type="text" value="Select"/>	
Gifted/Talented:	<input type="text" value="Select"/>	At Risk:	<input type="text" value="Select"/>	
Career and Tech Ed:	<input type="text" value="Select"/>	Local Student Id:	<input type="text"/>	
Parental Denial:	<input type="text" value="Select"/>	Years in US Schools:	<input type="text" value="Select"/>	
Local Use-Column 1:	<input type="text" value="Select"/>	Local Use-Column 2:	<input type="text" value="Select"/>	
Local Use-Column 3:	<input type="text" value="Select"/>	Local Use-Column 4:	<input type="text" value="Select"/>	
Agency Use Column A:	<input type="text" value="Select"/>	Agency Use Column B:	<input type="text" value="Select"/>	
Agency Use Column C:	<input type="text" value="Select"/>	Agency Use Column D:	<input type="text" value="Select"/>	
Agency Use Column E:	<input type="text" value="Select"/>			

Edit Student screen is where student identification, demographic, and program information is found.

Drop-down menus for identification and program information reflect the code values that are included in Appendix A of the 2010 District and Campus Coordinator Manual.

JJAEP/DAEP student data is no longer being collected in Agency Use field.

[Back](#) [Refresh](#) [Apply](#) [Student Sessions](#) [Copy Student](#)

Student Identification, Demographic, and Program Information

- ▶ At least 2 weeks before testing window, districts to receive electronic (PDF) precoded list of students loaded in eMeasurement system
- ▶ Data loaded reflects option districts selected in fall (October PEIMS vs. district-supplied file)
- ▶ Campus lists can be e-mailed to campus coordinators
- ▶ Lists to be verified against current information to update data if needed and add any new enrollees
- ▶ Changes and additions to be entered on Edit Student screen
- ▶ Instructions for adding students and updating data can be found in the Coordinator Manual

Edit Student Screen

- TELPAS Manual does not contain instructions for entering or verifying information on this screen
- Campuses to give raters and TAs separate instructions if they want them to assist in this process

Student Test Details Screen

Student Test Details screen is where holistic ratings, “do not score” designations, rater information, and accommodation categories are entered.

Student Test Details

Back

Refresh

Apply

Mark Test Complete

Test Status	Student Name	Grade	Unique ID	Login ID
Not Started	LASTNAME, FIRSTNAME A	02	411111111	411111111
Test to be Administered	Test Started	Test Ended	Test Code	
TELPAS Reading Grade 2 Sp 09			7NF42C	
Termination Reason	Form Taken	Assigned Form Group Type		
		Main		
Report Exclusion Reason	Report	Report Group		
	Yes	TELPAS SP 09 GR 2 GRP 01		

Test Administration Data

Listening:	Select	Response:	Select
Speaking:	Select	Setting:	Select
Writing:	Select	Timing Scheduling:	Select
Reading:	Select	Rater Info A:	Select
Presentation:	Select	Rater Info B:	Select
*Indicates required fields			

Back

Refresh

Apply

Mark Test Complete

For K-1 screen: The accommodation areas have been removed.
Accommodations not collected for holistically rated domains.

Student Test Details Screen

Listening drop-down menu shown here. For grades 2-12, the listening, speaking, and writing selections will be the same. For grades K-1, all four language domains will have the same selections.

Test Administration Data			
Listening:	Select ▼	Response:	Select ▼
Speaking:	Select	Setting:	Select Yes
Writing:	1 - Beginning 2 - Intermediate 3 - Advanced 4 - Advanced High	Timing Scheduling:	Select ▼
Reading:	E - Extenuating Circumstances X - ARD Decision	Rater Info A:	Select
Presentation:	Select ▼	Rater Info B:	Select ▼
*Indicates required fields			
<div>Back Refresh Apply Mark Test Complete</div>			

Only use the accommodations area if a student was allowed an accommodation on the reading test. If the student does not receive accommodations, fields should be left in "Select" position.

After any selections are made, user must click Apply.

Student Test Details Screen

The rater info fields gather information about TELPAS raters and whether they collaborated with others in determining each student's TELPAS ratings.

Test Administration Data			
Listening:	Select ▼	Response:	Select ▼
Speaking:	Select ▼	Setting:	Select ▼
Writing:	Select ▼	Timing Scheduling:	Select ▼
Reading:	Select ▼	Rater Info A:	Select ▼
Presentation:	Select ▼	Rater Info B:	Select ▼
*Indicates required fields			

Back Refresh Apply

Select

Select

1 - Bilingual Education Teacher

2 - ESL Teacher

3 - Elementary General Education Teacher

4 - MS or HS General Ed Teacher of Core Subjects

5 - Special Education Teacher

6 - Gifted and Talented Teacher

7 - Teacher of Enrichment Subjects

8 - No Domains Rated

“No Domains Rated” must be selected if a student is marked Extenuating Circumstances or ARD Decision in every domain

Rater Info B:	Select ▼
	Select
	1 - Yes
	2 - No
	3 - No Domains Rated

Mark Test Complete Button on Student Test Details Screen

- ▶ Individuals entering ratings and rater information must not click Mark Test Complete button
- ▶ It is to be used only for grades 2–12 reading test if student's test should not be scored (absent, ARD decision, etc.) or if a student didn't submit a completed test
- ▶ If button is selected, student cannot take reading test and Pearson will need to be contacted
- ▶ Testing coordinator can restrict access users have to this button so it will not appear on *Student Test Details* screen

Explorer User Prompt

Script Prompt:

The student has not ended the test. To mark the test complete input a reason and click OK, or click Cancel to return to the student detail screen.

OK

Cancel

Back

Refresh

Apply

Mark Test Complete

Test Status	Student Name	Grade	Unique ID	Login ID
Not Started	LASTNAME, FIRSTNAME A	02	411111111	411111111
Test to be Administered	Test Started	Test Ended	Test Code	
TELPAS Reading Grade 2 Sp 09			7NF42C	
Termination Reason	Form Taken	Assigned Form Group Type		
		Main		
Report Exclusion Reason	Report	Report Group		
	Yes	TELPAS SP 09 GR 2 GRP 01		

Test Administration Data

Listening:	Select	Response:	Select
Speaking:	Select	Setting:	Select
Writing:	Select	Timing Scheduling:	Select
Reading:	Select	Rater Info A:	Select
Presentation:	Select	Rater Info B:	Select
*Indicates required fields			

Back

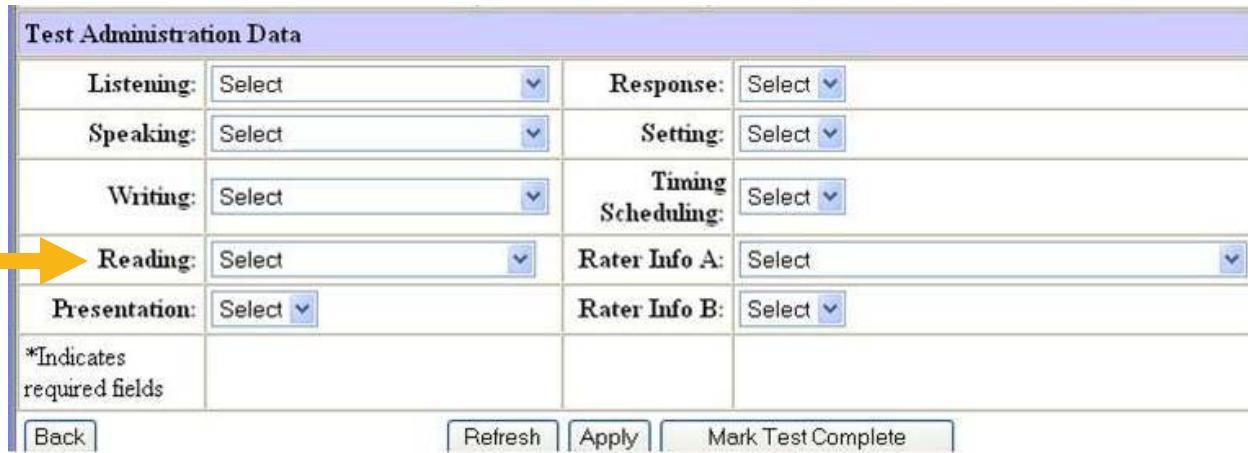
Refresh

Apply

Mark Test Complete

Reading Test Score Codes

- There is no reading test score code on *Student Test Details* screen. For students who test, **Reading** field will simply be left in **Select** position, which is default setting
- “Do not score” codes must be selected for students who do not test. These codes are:
 - Absent
 - Second Semester Immigrant Non-English Reader
 - ARD Decision
 - TEA-Approved Paper Administration
 - Other Student Not to Be Scored



The screenshot shows a web form titled "Test Administration Data". It contains several dropdown menus for different test components. A yellow arrow points to the "Reading:" dropdown, which is currently set to "Select".

Test Administration Data			
Listening:	Select	Response:	Select
Speaking:	Select	Setting:	Select
Writing:	Select	Timing Scheduling:	Select
Reading:	Select	Rater Info A:	Select
Presentation:	Select	Rater Info B:	Select
*Indicates required fields			
<div>Back Refresh Apply Mark Test Complete</div>			


Student Test Details Screen

- TELPAS manual for raters **does** contain instructions for this screen
- Raters and TAs are informed that they, or other individuals designated by campus coordinator, will enter this information

2 Ways to Get to Student Test Details Screen

1. By clicking on student's name in **test session** to which student is assigned
2. By clicking on first edit icon in row with student's name on **TELPAS Student Status** page
 - This page allows students to be viewed in larger groupings than single test session

1. Getting to Student Test Details Screen Through Test Session

 **Texas State Assessments**

HOME STUDENTS SESSIONS DELIVERY REPORTING LOGOUT HELP

Session List

To view the list of Sessions, select the test administration, test to be administered, session status, and hierarchy selection.

Test Administration:

Current Selection: [123123 - Texas ISD](#) > [123123010 - Texas Elem](#) > [TELPAS SP 09 GR 2 GRP 01](#)

Test to be Administered:

View Sessions with Status:

Click on the Session Name to view the Session Roster.

Status	Session Name	Start Date	Student Count	Test to be Administered	Location	School Name	Session Group	Read-Aloud
Started	1ST PERIOD SESSION	11/6/08	4	TELPAS Reading Grade 2 Sp 09	LAB 1	123123010 - Texas Elem	TELPAS SP 09 GR 2 GRP 01	No

Back Refresh

Clicking on session takes user to a session roster.



Session Roster

Test to be Administered: TELPAS Reading Grade 2 Sp 09

Seal Codes

Session Name: 1ST PERIOD SESSION

List

Get Authorizations

Session created for: Texas ISD\Texas Elem\TELPAS SP09 GR 2 GRP 01

Status	Test Code	Start Date	Start Time	Duration	Location	Form Group Type
Started	7NF42C	Thu, Nov 06, 2008	8:42 AM	90	LAB 1	

Session Roster

Remove <input type="checkbox"/>	Resume <input type="checkbox"/>	Status	Student Name	Unique ID	Login ID	Form or Form Group Type
		Stopped	LASTNAME, FIRSTNAME A	411111112	411111112	Form 01
		Stopped	LASTNAME, FIRSTNAME B	422222222	422222222	Form 01
	<input type="checkbox"/>	Exited	LASTNAME, FIRSTNAME C	433333333	433333333	Form 01
	<input type="checkbox"/>	Exited	LASTNAME, FIRSTNAME D	455555555	455555555	Form 01

Refresh

Resume Checked

Remove Checked

Apply

Add Students

Move Students

Print

Stop

Proctor Caching

Clicking on student name takes user to Student Test Details screen.

HOME STUDENTS SESSIONS DELIVERY REPORTING

TELPAS Student Status

Test Administration: TELPAS Spring 09

Current Selection: 123123010 - Texas Elem > TELPAS SP 09 GR 2 GRP 01

Test to Be Administered: TELPAS Reading Grade 2 Sp 09

Generate List

Search for a Student (Optional)
Complete one or more fields below and click the Search button to look for a specific student.

Last Name

First Name

PEIMS ID

Search

= Action Required

Records to Show All

STUDENT LIST

Please verify each student has been assigned to a test session. Students not assigned to a test session will not appear in the list below.

Student name	PEIMS ID	Class Group	Grade	HR/Status Code				Reading Test Status	Rater Info			Years	Edit	Complete
				L	S	W	R		A	B	Edit			
LASTNAME,FIRSTNAME A.	411111111	TELPAS SP 09 GR 2 GRP 01	02	3 - Advanced	3 - Advanced	2 - Intermediate	Score	Stopped	Bilingual Education Teacher	No		Two Years		
LASTNAME,FIRSTNAME B.	422222222	TELPAS SP 09 GR 2 GRP 01	02	1 - Beginning			Other	Stopped						
LASTNAME,FIRSTNAME C.	433333333	TELPAS SP 09 GR 2 GRP 01	02					Not Started						
LASTNAME,FIRSTNAME D.	455555555	TELPAS SP 09 GR 2 GRP 01	02					Not Started						

= Action Required

Clicking in first edit column takes user to Student Test Details screen.



Results: 1 - 4 of 4

2. Getting to Student Test Details Screen Through TELPAS Student Status Page

TELPAS Student Status Page

TELPAS Student Status

Test Administration:

Current Selection: [123123010 - Texas Elem](#) > [TELPAS SP 09 GR 2 GRP 01](#)

Test to Be Administered:

Search for a Student (Optional)

Complete one or more fields below and click the Search button to look for a specific student.

Last Name

First Name

PEIMS ID

= Action Required

Records to Show

STUDENT LIST

Please verify each student has been assigned to a test session. Students not assigned to a test session will not appear in the list below.

Student name	PEIMS ID	Class Group	Grade	HR/Status Code				Reading Test Status	Rater Info		Edit	Years	Edit	Complete
				L	S	W	R		A	B				
LASTNAME, FIRSTNAME A.	411111111	TELPAS SP 09 GR 2 GRP 01	02	3 - Advanced	3 - Advanced	2 - Intermediate	Score	Stopped	Bilingual Education Teacher	No		Yr 2		
LASTNAME, FIRSTNAME B.	422222222	TELPAS SP 09 GR 2 GRP 01	02	1 - Beginning			Other	Stopped						
LASTNAME, FIRSTNAME C.	433333333	TELPAS SP 09 GR 2 GRP 01	02					Not Started						
LASTNAME, FIRSTNAME D.	455555555	TELPAS SP 09 GR 2 GRP 01	02					Not Started						

= Action Required

Clicking in first edit column takes user to [Student Test Details](#) screen. Clicking in second edit column takes user to [Edit Student](#) page.

Results: 1 - 4 of 4

TELPAS Student Status page allows key data for each student to be verified as complete by testing coordinators.

TELPAS Student Status Page

- ▶ Student records whose key elements are complete show checkmark in **Complete** column
- ▶ Fields with incomplete key elements are shaded
- ▶ **Edit Student** screen (for student demographics, etc.) and **Student Test Details** screen (for ratings, etc.) can be accessed from this page to complete missing information
- ▶ Lists all students assigned to test sessions on a campus
- ▶ Student status roster can be sorted by student name, PEIMS ID, class group, or grade

Additional Steps for K–1

- If rating information is entered through **TELPAS Student Status** page, user will click “**K-1**” link in **Reading Test Status** column for each student. Page refreshes and “**Stopped**” is indicated. This can be done before or after ratings are entered
- If rating information is entered by **test session**,_coordinator or other designee **must go to TELPAS Student Status page** at some point during testing window to click “**K-1**” link for each student
- See screenshot next slide

Although K–1 students don’t take an online reading test, it is necessary to complete this step before end of testing window for K–1 assessment information to be submitted.

TELPAS Student Status

Test Administration: TELPAS Spring10

Current Selection: 123123010 - Texas Elem > TELPAS SP 10 GR K GRP 01

Test to Be Administered: TELPAS Reading Grade K-1 Sp10

Generate List

Search for a Student (Optional)


Complete one or more fields below and click the Search button to look for a specific student.

Last Name

First Name

PEIMS ID













Search


 = Action Required

Records to Show All

STUDENT LIST

Please verify each student has been assigned to a test session. Students not assigned to a test session will not appear in the list below.

Student name	PEIMS ID	Class Group	Grade	HR/Status Code				Reading Test Status	Rater Info		Edit	Years	Edit	Complete
				L	S	W	R		A	B				
LASTNAME,FIRSTNAME A.	111559999	TELPAS ELEM CLASS	K					Stopped				K - Not Applicable to Kinder		
LASTNAME,FIRSTNAME B.	333557777	TELPAS ELEM CLASS	01					K-1						
LASTNAME,FIRSTNAME C.	555882222	TELPAS ELEM CLASS	K					K-1				K - Not Applicable to Kinder		
LASTNAME,FIRSTNAME D.	444556666	TELPAS ELEM CLASS	K					K-1				K - Not Applicable to Kinder		
LASTNAME,FIRSTNAME E.	666554444	TELPAS ELEM CLASS	01					K-1						
LASTNAME,FIRSTNAME F.	999887777	TELPAS ELEM CLASS	01					K-1						

 = Action Required



Results: 1 - 6 of 6

Changes:

- “K-1” replaces “Stop Test”
- No need to select “K-Not Applicable to Kinder” for preloaded students

Finalizing TELPAS Student Data

- ▶ Checkmarks on TELPAS Student Status page mean key data elements (not all data elements) have been filled in
- ▶ Checkmarks do not mean that key information has been verified as accurate



Campus Status Report

- Campus Status Report will be available on www.etesttx.com in the Training and Tutorials section of the Resources page.
- It shows campuses within a district that still have students who are not in **Stopped** status or who do not have the green checkmark.

New 3-Day Final Data Verification Window

- ▶ Allows districts time to verify completeness and accuracy of student records before scoring begins
- ▶ Assessment window closes Friday, Apr. 9
- ▶ Verification window closes Wednesday, Apr. 14

All information will be extracted from the system at midnight on April 14.

Test Sessions

- ▶ All enrolled K–12 ELLs must be assigned to test sessions in online system

K–1

- ▶ Applies to K–1 even though students don't take TELPAS reading test
- ▶ K–1 test sessions can be organized by rater, for example

2–12

- ▶ Students can't be sorted one way for reading TA and another way for rater
- ▶ If raters and reading TAs of students differ, test sessions should be organized by reading TA

Creating Test Sessions

Create a New Session

To create a new session, complete the information below. When you are finished, click the Next button to continue.

Test Administration:

Campus:

Test to be Administered:

Session Name:

Example: Smith 2nd Period 8th Grade Math Test

Scheduled Start Date:

◀ April 2005 ▶

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Scheduled Start Time:

Estimated Duration:

Click on a date to select it.

Location/Room (Optional):

Back

Next

Reset

When setting up test session,
remember that students should
have all the time they need to
complete the test.

Creating Test Sessions

Add/Remove Students

Test Administration: Spring

Campus: Campus01 Campus: Search

Class: Class01

Test to be Administered: Algebra

Session Name: 1st Period Algebra

Add students to this session and click Next to continue.

Available Students	Students Assigned
Fast Find:	Student Count: 2
Student Name - PEIMS ID	Student Name - PEIMS ID
LAST01, FIRST - 123456789	LAST06, FIRST - 123456786
LAST02, FIRST - 123456780	LAST07, FIRST - 123456787
LAST03, FIRST - 123456781	
LAST04, FIRST - 123456782	
LAST05, FIRST - 123456783	
LAST08, FIRST - 123456784	
LAST09, FIRST - 123456785	
Next	Refresh

Be careful to add the correct student to the correct test session.

Campus Status Report

TELPAS Campus Status

Test Administration	Fall 2009 TELPAS Test Administration ▼
District	Example TELPAS District ▼
Test to be Administered	All tests for the administration ▼
<input type="button" value="Generate List"/>	

☐ = Not Complete

Records to Show

This report reflects all activity as of the end of the prior test day. Students not assigned to sessions are not included in the data used to generate this report.

<u>Campus Code</u>	<u>Campus Name</u>	Students in Session	Status
012345678	EXAMPLE CAMPUS 1	15	Complete
012345678	EXAMPLE CAMPUS 2	32	Not Complete
012345678	EXAMPLE CAMPUS 3	25	Complete
012345678	EXAMPLE CAMPUS 4	41	Complete
012345678	EXAMPLE CAMPUS 5	36	Complete
012345678	EXAMPLE CAMPUS 6	12	Not Complete
012345678	EXAMPLE CAMPUS 7	18	Complete
012345678	EXAMPLE CAMPUS 8	77	Complete
012345678	EXAMPLE CAMPUS 9	54	Complete
012345678	EXAMPLE CAMPUS 10	58	Complete
012345678	EXAMPLE CAMPUS 11	23	Complete
012345678	EXAMPLE CAMPUS 12	91	Complete
012345678	EXAMPLE CAMPUS 13	15	Complete
012345678	EXAMPLE CAMPUS 14	32	Complete
012345678	EXAMPLE CAMPUS 15	25	Complete



Interface Assignments and Student Tutorials

Transition to New Interface

- ▶ Transition this spring to enhanced online interface for grades 2–12 reading tests
- ▶ Tests to be administered in assigned interface
- ▶ One interface assignment per district
 - ▣ Interface A = enhanced interface
 - ▣ Interface B = original interface
- ▶ Interface assignments communicated in fall 2009

Transition to New Interface

- ▶ Test administration “read aloud” directions are interface-specific
- ▶ Student tutorials and administration directions are interface-specific
- ▶ For JJAEPs with students from different districts: test sessions are interface-specific so different test sessions needed if some students are from Interface A districts and others from Interface B districts (Appendix F of Coordinator Manual)

Transition to New Interface



- ▶ Comparability of student performance across interfaces to be studied following spring testing
- ▶ Adjustments to be made if needed to maintain score comparability
- ▶ No delay of score reporting

Transition to New Interface

Interface A Enhancement Highlights

- ▶ Scrolling through passages eliminated; “paging” function similar to book pages used
- ▶ Items presented next to passages rather than separate window or split-screen
- ▶ Improved functionality for filling in blanks in content-area cloze passages
- ▶ Other enhancements – screen resolution, font style, color images, and more

Reminder:

There is a new version of TestNav software to install
(as communicated to districts in the fall)

Changes in Student Tutorials and Administration Previews

- ▶ Administration previews from previous years have been discontinued
- ▶ Student tutorial changes
 - Separate tutorials for Interface A and B
 - After sample items (which have directions to be read aloud by teacher), about 20 items have been added that students can complete to help them get used to online testing

Student Tutorials

- ▶ TELPAS tutorials
 - are optional
 - should be completed before testing day
- ▶ New ePAT launcher needs to be installed on campus computers
- ▶ Old versions of tutorials, administration previews, and ePAT launcher need to be removed
- ▶ Tutorials are available for download; **tutorial must be downloaded for assigned interface**
- ▶ Tutorials and ePat launcher are available at **<http://etesttx.com/resources>**

Tips for Successful Online Testing

- Students should be placed in correct test session for correct test
- A student should be moved (not removed) if student's ratings or other test details have already been entered in online system
 - ▣ Student's data will be lost if student is removed (deleted) rather than moved

Tips for Successful Online Testing

- eMeasurement system access
 - ▣ All staff accessing online testing system must be issued login IDs and passwords
 - ▣ District coordinators determine how to assign staff's organizational access and hierarchy
 - ▣ Staff can be given access to perform only certain functions
 - ▣ Information about this is in Coordinator Manual
 - ▣ Specifics are in Technical User's Guide
 - ▣ Testing coordinators are responsible for maintaining and removing user access



Texas State Assessments

[HOME](#) [STUDENTS](#) [SESSIONS](#) [DELIVERY](#) [REPORTING](#) [LOGOUT](#) [HELP](#)

[User](#)

[Org. Access](#)

[Authorizations](#)

Select the data type and value to apply authorizations to, then select the authorizations and hit the apply button.

Authorizations

You are changing access for New Teacher

Select	Customer Configuration Setup Customer Config Data Alert Setup	Select	Item and Test Development Unlock Items Authoring - Items and Tests Create Item Bank
Select	Objective Structures Maintain Objective Structures	Select	Reporting System Monitoring View Student Response Data View Counts of Students Currently Testing
Select	Security Management <input type="checkbox"/> Delete User Search Authorizations <input type="checkbox"/> Add/Edit Users View Unassigned Accounts Backup User/Share Authorizations UnDelete User	Select	Test Administration Management Create/Edit Form Sampling Plans Create/Edit Administration All TAM List Screens Form Sampling Download Create/Edit Form Groups
Select	Test Definitions Lock Scoregroups QC Forms QC Report QC Forms Approval Lock Forms		

Controlling Access

Select	Test Session Management
<input type="checkbox"/>	Mark Test Complete
<input type="checkbox"/>	Get Authorizations
<input type="checkbox"/>	View TELPAS Student Status Page
<input type="checkbox"/>	Override Data Alerts
<input type="checkbox"/>	Create Sessions

Leaving box unchecked restricts access

District and Campus Planning

- Become familiar with new electronic submission system and instructions in manuals
- Decide how much to involve raters and reading test administrators in entering/verifying data

Key Training Resources for Online Testing and Electronic Data Submission

- **Texas Online Testing Training Course**
 - ▣ Covers basics of setting up and managing online testing (not specific to TELPAS)
- **TELPAS electronic submission system tutorial**
 - ▣ Shows how to enter and verify student data
 - ▣ Updated version to be available this week
- **Hands-on practice site**
 - ▣ Gives hands-on practice using new electronic submission system
- **Best Practices and Deployment for Online Testing**
 - ▣ A self-paced tour regarding technology configurations and setup for online testing (Not specific to TELPAS)

Contact Information

- ▶ E-mail Address: ELL.Tests@tea.state.tx.us
- ▶ Student Assessment Division phone:
 - 512-463-9536

