

# 2016 TELPAS Online Testing & Data Collection

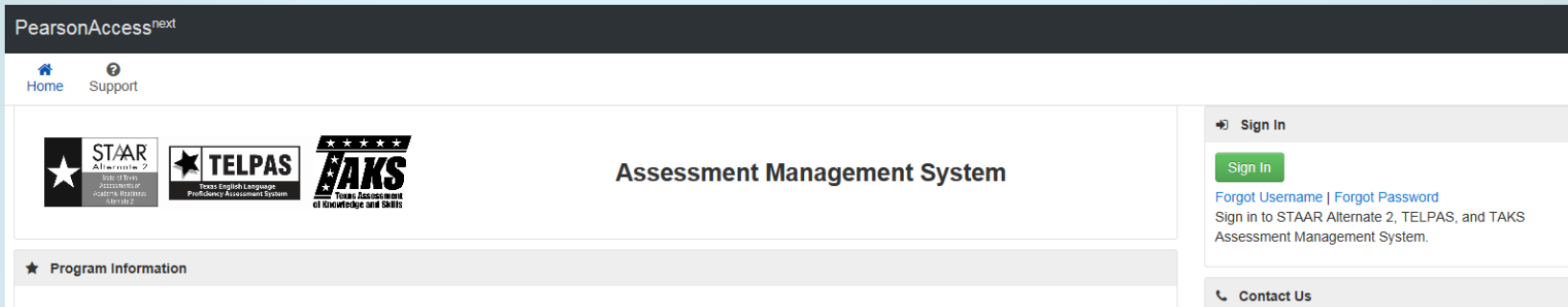
# Disclaimer

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# Topics

- Use of TELPAS Assessment Management System for submission of TELPAS assessment data
  - Managing online test functions
  - Managing rating entry functions
- Resources for online testing

# TELPAS Assessment Management System



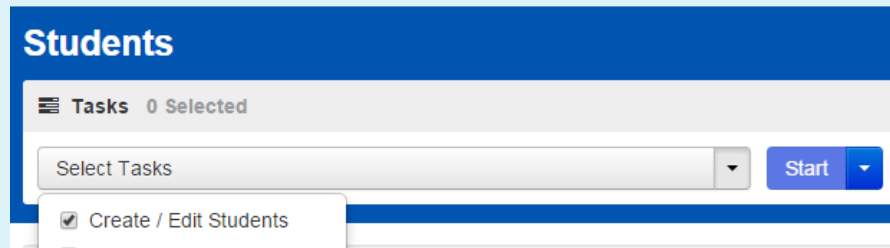
- Accessed at <http://www.TexasAssessment.com/TELPAS>
  - Log in to the TELPAS Assessment Management System
    - District testing coordinator users are created by Pearson
    - Campus level testing personnel are created by districts
  - Log in to the TELPAS Assessment Management System Training Site
    - The Training Site is accessed separately but uses the same login credentials as the live site.
  - Access resources for online testing

# Manage Online Test Functions

...

# Adding Students

- Students can be added to your campus through one of two options.
  - Option 1: Manually add under Setup > Students

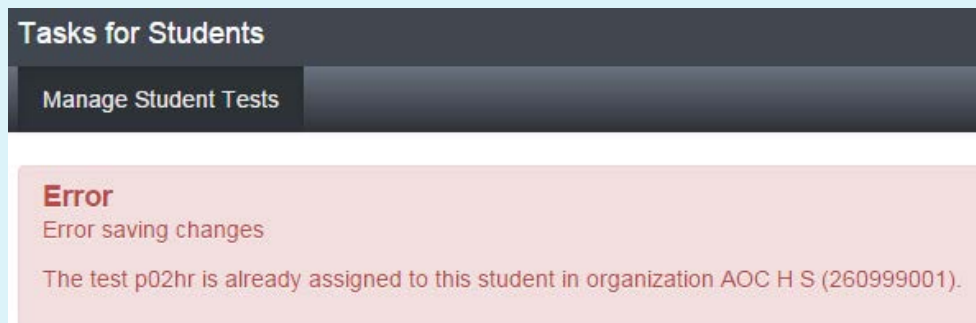


- Option 2: Send Student Data File under Setup > Import / Export Data
  - Student Data File Header available under Support > Documentation
  - Reading tests and holistic rating tests can be designated separately in the file.

A screenshot of a web form titled 'Import / Export Data'. The form has a 'Type\*' dropdown menu set to 'Student Registration Import'. Below this is a checkbox labeled 'Don't modify student tests' which is unchecked. A yellow note box contains the text: 'Note: This import modifies students, student registrations and student tests.' At the bottom, there are two sections: 'Source File' with a 'Choose File' button and the text 'No file chosen', and 'Additional e-mails' with a text input field containing the placeholder 'Enter a valid e-mail address'.

# Adding Students

- If an error message is received that tests are assigned at another organization, the “Move Tests Between Organizations” function can be used to move the reading test.



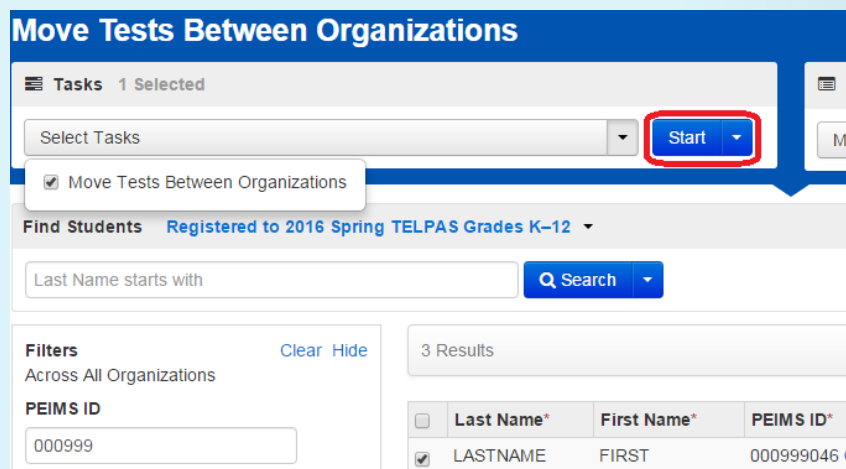
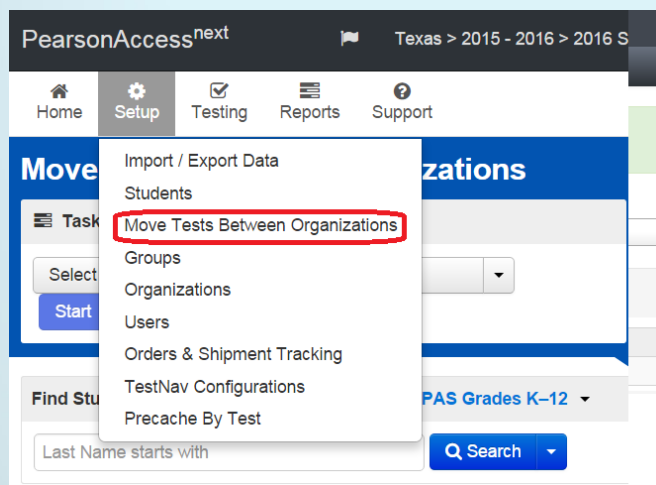
Record Number	Message
15,928	The test p06re is already assigned to this student in organization MEMORIAL MIDDLE.



# “Move Tests Between Organizations” Function

If a **reading test** is assigned to a student, the DTC can use the “Move Tests Between Organizations” function to move the **reading test** to the campus responsible for administering the reading test when a student moves.

- Go to Setup > Move Tests Between Organizations and search for the student.
- Place a check beside the reading test name to be moved, select “Move Tests Between Organizations” in the task drop-down and click **Start**.





# “Move Tests Between Organizations” Function

- Reading tests **cannot** be moved if they are in a test session at the sending campus.
- Select the reading test to move and click the “Move Tests” button
- Student is simultaneously added (enrolled), and registered at the new campus with the use of this button.

Tasks for Students Add Task Previous Ta

Move Tests Between Organizations

Organizations\*

CAMPUS1-DISTRICT1 (998877666)

LASTNAME, FIRST (000999046)

Test	Status	From	To
<input checked="" type="checkbox"/> TELPAS Reading Grade 8-9 Sp 16	Assigned	AOC J H (260999041)	CAMPUS1-DISTRICT1 (998877666)

\* Required

Move Tests Reset

Move Tests Between Organizations

**Success**  
Changes saved

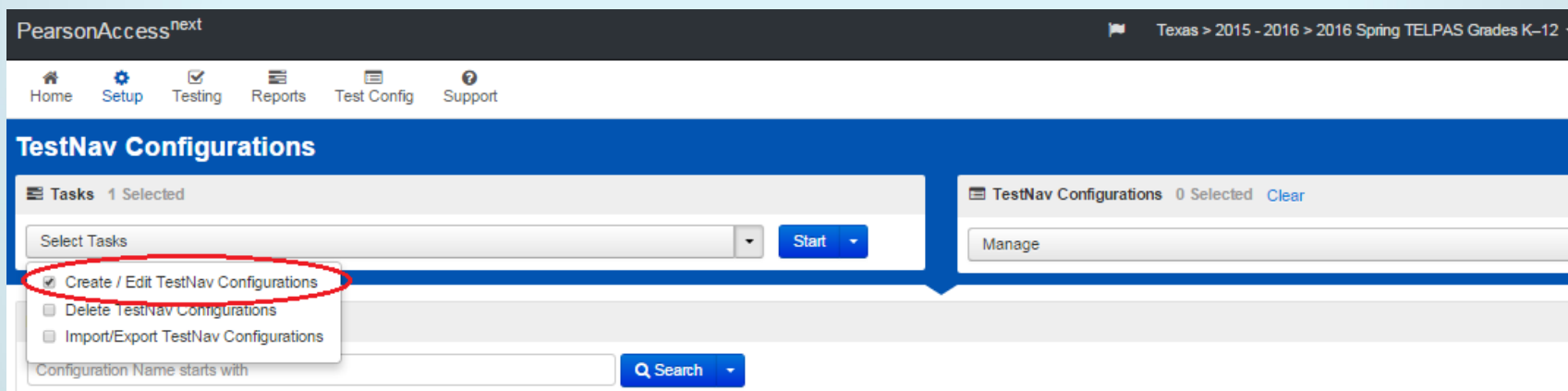
Organizations\*

LASTNAME, FIRST (000999046)

Test	Status	From
<input type="checkbox"/> TELPAS Reading Grade 8-9 Sp 16	Assigned	CAMPUS1-DISTRICT1 (998877666)

# Proctor Caching

- Proctor caching servers should be designated under Setup > TestNav configurations **BEFORE** test sessions are created.



# Proctor Caching

DETAILS

New Cache Configuration

CreateReset

Configuration Name\*

Organizations\*

Select

Default Precaching Computer

Computer Name\*

IP Address

Port

☒ Uses Pearson Precaching Software

Note: Confirm that firewall or content filtering software is open for both ports 4480 and 4481 of the proctor caching computer.

Test Connection

Response File Backup Locations

Please use the following format for SFTP file backup location: sftp://<userid>:<password>@<address>:<port>/path

Windows, Primary Location ⓘ

Use default user directory

Windows, Secondary Location ⓘ

MAC, Primary Location ⓘ

Use default user directory

MAC, Secondary Location ⓘ

Android, ChromeOS, and iOS Secondary Location ⓘ

Linux, Primary Location ⓘ

Use default user directory

Linux, Secondary Location ⓘ

Note: Depending on your browser settings, your connection test could fail to complete due to a script that needs to execute that may be blocked. Please check your settings to allow the script, re-enter your info and re-start the connection testing again. Close the browser in order to restore the default settings.

\* Required

CreateReset

Once you have completed this step and clicked “Create,” the configuration is complete.

# Roles That Can be Used for TELPAS Reading and Setting Up Test Sessions for Rating Entry

- **Online session administrator**
  - Role for technology staff or other personnel who will help CTC set up and manage online test sessions
- **Online test administrator**
  - Role for test administrators who just need limited permissions such as starting/stopping sessions and resuming tests



# Creating Test Sessions

- When creating a test session, ensure that a server name appears in the *Precaching Computer* field.
  - CTCs and Online Session Administrators can edit this field if necessary.

DETAILS

New Session Create Reset

Session Name\*  
NEW TELPAS SESSION

Organization\*  
AOC EL (260999101) x v

Test & Form

Test Assigned\*  
TELPAS Reading Grade 2 Sp 16 x v

☐ Proctor Reads Aloud

Form Group Type\*  
Online x v

Use Custom TestNav Settings

Precaching Computer\*  
Proctor Caching Computer x v

Scheduling

Scheduled Start Date\*  
03/07/2016

Scheduled Start Time  
09:00 AM CST

Lab Location  
ROOM 101

**For instructions about how to create online test sessions, refer to the *TELPAS Assessment Management System User's Guide*.**

# Reminder

- A student approved by TEA to take a paper TELPAS reading test will need to be placed in an online test session so that responses to test questions can be transcribed into a special online form.



# Mark Test Complete

- Tests should only be marked complete for the following reasons:
  - Student forgot to click “Submit” before exiting out of the test
  - “Do not score” situations
    - Absence for entire testing window
    - ARD Decision
    - Other (illness or testing irregularity)

**District coordinators along with any campus coordinators and online session administrators with the additional Mark Test Complete role have access to complete this task.**



# Mark Test Complete

## TELPAS Score Codes

- Score
- Absent
- ARD Decision
- Other Student Not To Be Scored

**“Score” selection should be chosen only if you are marking a test complete because a student did not submit. A student’s test is automatically scored when the student clicks the Final Submit button at the end of the test.**





# Mark Test Complete screen for TELPAS

You will have to choose the appropriate reason from the dropdown in the Mark Test Complete screen.

## Mark Student Tests Complete

**Reason\***

S = Score  
A = Absent  
X = ARD Decision  
O = Other Student Not To Be Scored

and Students in Sessions

	DETAILS
<input type="checkbox"/> STUDENT NAME (CODE)	SESSION (STUDENT TEST)
<input checked="" type="checkbox"/> LASTNAME, FIRSTNAME (000999630)	<input type="radio"/> GR 10 READING (TELPAS)

This action is not reversible.

\* Required

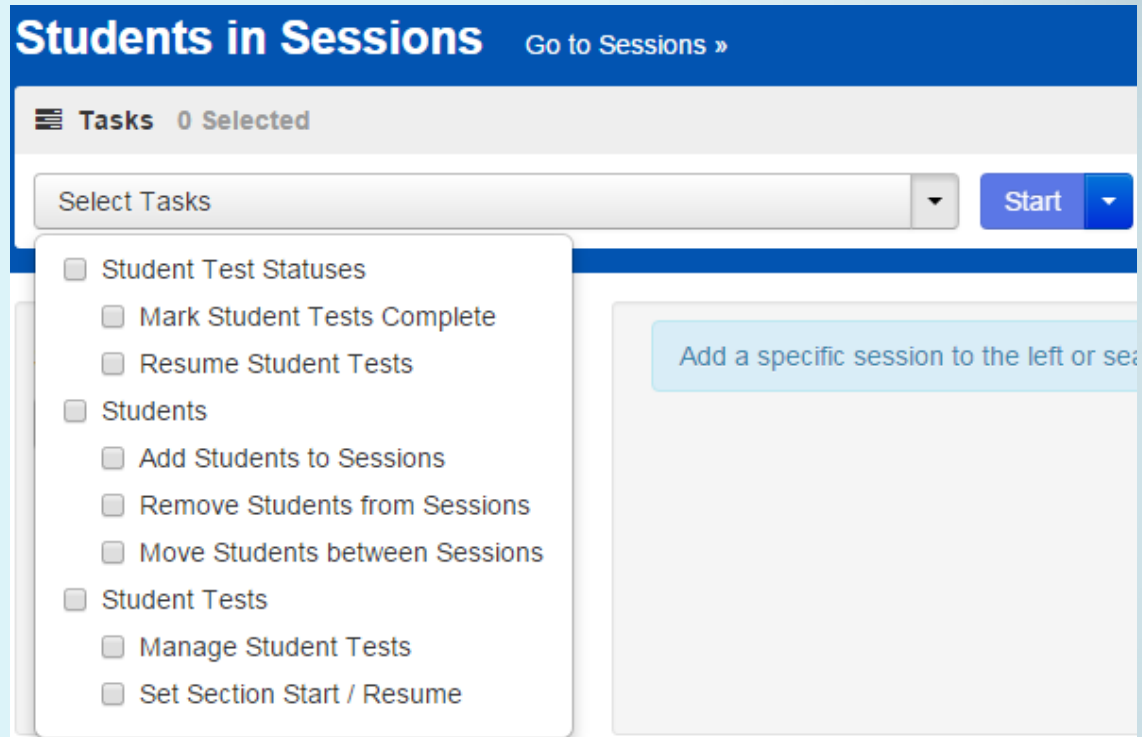
Mark Complete

Reset



# Test Session Details Functions

- Mark Test Complete
- Resume Test
- Add Students
- Remove
- Move



**For more information about how to use these functions, refer to the TELPAS reading test administration manuals and the *TELPAS Assessment Management System User's Guide*.**



# Student Test Details

- Recording accommodations information for TELPAS
  - The accommodation type(s) must be indicated in the menu on the student's Test Details screen.

**TEST DETAILS**

LASTNAME, FIRSTNAME G (000999630) Save Reset

TELPAS Reading Grade 10-12 Sp 16 Show Student Details

☒ Assigned

**Organization\*** **Group Name**

AOC H S (260999001) x ▼ Select ▼

**Format\*** **Status\*** **UIN**

Online x ▼ Assignment ▼

**Score Code**

☐ Do Not Report

**Do Not Report Reason**

**Accommodations**

☐ General Accommodations

☐ Large Print

☐ Extra Day

\* Required

Save Reset

If the student does not receive reading test accommodations, the fields should be left unchecked.



# TELPAS Test Session Monitoring

- TELPAS Summary Report – District Level
  - Displays by campus the number of students with each status (Not Started, Incomplete, Completed) for the holistic rating and reading portions.
- TELPAS Combined Status Report – Campus Level
  - Displays the overall status of each student within each campus and enables coordinators to know whether reading tests and rating entry have been completed and Years in U.S. Schools information has been entered.

# Managing TELPAS Rating Entry ...

# Rating Entry in 2016

- Beginning in 2016, holistic rating information will be submitted in an online rating entry form in TestNav.
- Test sessions will need to be created for holistic rating information to be entered for each student in K–12.
  - Test sessions for entering holistic ratings will follow the same grade bands as the reading tests (2, 3, 4–5, 6–7, 8–9, 10–12) in addition to K–1.
- Student test tickets will be used for designated personnel to enter rating information.
- Testing coordinators or online session administrators have access to create tests sessions.
  - It is recommended that districts create test sessions 1 to 2 weeks before testing.
  - **Reminder:** Students approved to take a paper test must also be placed in test sessions for rating entry.

# Creating TELPAS Rating Test Sessions

DETAILS

New Session

Session Name\*

G10-12 RATINGS

Test & Form

Test Assigned\*

Test

TELPAS Holistic Ratings Grade 10-12 (p10hr)

TELPAS Holistic Ratings Grade 2 (p02hr)

TELPAS Holistic Ratings Grade 3 (p03hr)

TELPAS Holistic Ratings Grade 4-5 (p04hr)

TELPAS Holistic Ratings Grade 6-7

Select the appropriate test assignment in the Test Assigned drop-down menu. The tests are grouped by grade level like the reading tests. Student must be placed in these sessions based on grade level.

For more information about how to create test sessions, refer to the *TELPAS Rater Manual* page 36 or the *TELPAS Assessment Management System User's Guide*.



# Enter TELPAS Holistic Rating Information Screen

- Holistic ratings and rater information entered from the TELPAS Student Rating Rosters for grades K–12 ELLs
- Information can be entered at any time during the TELPAS administration window. The online rating entry form must be submitted for the information to be sent for scoring.

**REMINDER: A student approved by TEA to take a paper TELPAS reading test will need to be placed in a TELPAS rating test session so that holistic ratings and other rater information can be entered into an online rating entry form in TestNav.**





# TELPAS Student Rating Roster

## TELPAS Student Rating Roster Spring 2016

Use the table below to list each student you rate, the student's grade level, the student's ratings, and the specified rater information. For each domain assessed, indicate the student's English language proficiency rating: B=beginning, I=intermediate, A=advanced, and H=advanced high. If, in consultation with your campus coordinator, it is determined that a student is unable to be rated in a domain, mark "E" (Extenuating Circumstances) or "X" (ARD Decision) in accordance with the instructions on pages 41–43. Sign and date the roster and return it to your campus coordinator.

Student Name	Grade Level	Rating				Rater Information	
		Listening	Speaking	Writing	Reading (K–1 only)	A (1–8)	B (1–3)
1.							
2.							
3.							
4.							
5.							

**Person(s) designated to enter ratings will use the information supplied by raters on this roster and student test ticket(s) to enter the rating information in the rating entry form in TestNav.**

# Rating Entry Form for Grades K–1

## TELPAS Holistic Ratings Grades K–1

### Enter Proficiency Ratings

	Listening	Speaking	Writing	Reading
<b>(B):</b> Beginning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>(I):</b> Intermediate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>(A):</b> Advanced	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>(H):</b> Advanced High	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>(E):</b> Extenuating Circumstances	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>(X):</b> ARD Decision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Enter Rater Information

What is the relationship of the rater to the student?

Choose... ▼

Did the rater collaborate with others familiar with the student's progress in learning English?

Choose... ▼



# Rating Entry Form for Grade 2 and Above

**TELPAS Holistic Ratings Grade 2**

**Enter Proficiency Ratings**

	Listening	Speaking	Writing
<b>(B):</b> Beginning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>(I):</b> Intermediate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>(A):</b> Advanced	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>(H):</b> Advanced High	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>(E):</b> Extenuating Circumstances	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>(X):</b> ARD Decision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Enter Rater Information**

What is the relationship of the rater to the student?

Choose...▼

Did the rater collaborate with others familiar with the student's progress in learning English?

Choose...▼

**For each grade band in grades 2–12 (2, 3, 4–5, 6–7, 8–9 and 10–12) there will be a different online rating entry form. Students must be grouped into test sessions based on these grades. The form for the grade bands in grades 2–12 looks the same as the one above.**

# Enter TELPAS Rating Information into the Online Rating Entry Form in TestNav

- You must have a student test ticket in order to log in to the online rating entry form and enter a student's rating information. Student test tickets contain a unique username and password needed to log in to TestNav.
- Using the information provided on the TELPAS Student Rating Roster, enter the student's proficiency ratings for the language domains. Transfer the rater information from the roster by selecting a response to the two questions in the Enter Rater Information section.
- If a student meets state-established criteria for not being assessed, select Extenuating Circumstances or ARD Decision for the applicable language domain(s) in accordance with instructions in the test administration manuals. If Extenuating Circumstances or ARD Decision is selected for every domain, select No Domains Rated in the Enter Rater Information section.

# Monitoring and Finalizing TELPAS Student Data Submissions

- TELPAS Combined Status Report – Campus Level
  - Shows the overall status of each student within the district or campus
  - Certain key elements must be completed before the record is acknowledged as complete.
    - Holistic ratings entry test submitted through TestNav
    - Grades 2–12 reading tests submitted through TestNav
    - Years in U.S. Schools information entered
- TELPAS Summary Report – District and Campus Level
  - Shows number of students with each status (Not Started, Incomplete, and Completed)

# Unsubmit and Do Not Report for Online Tests

- **Unsubmit**

- **For grades 2–12 reading tests:** In the event that a student or test administrator submits a student's reading test prematurely and the student did not get the chance to complete the test, the district testing coordinator should contact Pearson's Customer Service Center as soon as possible to get the student's test unsubmitted. TEA must be contacted to approve this if it has been more than 2 hours since the student's test was inadvertently submitted.
- **For grades K–12 rating entry form:** In the event an error was made in entering holistic ratings or rater information, the district testing coordinator should contact the Customer Service Center to get the rating entry form unsubmitted to make corrections.

- **Do Not Report**

- This function is used to void a student's online testing record. This should mainly be used for voiding student's test records of ineligible testers (i.e. when non-ELL students are tested for TELPAS)
- Function is available on the Test Details screen for online tests to district testing coordinators only.

# Resources for Online Testing

- Manuals
  - 2016 District and Campus Coordinator Manual
  - 2016 TELPAS Reading Test Administrator Manual
  - 2016 TELPAS Rater Manual
- Technology Information
  - TELPAS Assessment Management System User's Guide
  - Texas User Roles and Permissions
  - TestNav 8 Online Support page
  - Unified Minimum System Requirements for the Administration of Online Assessments