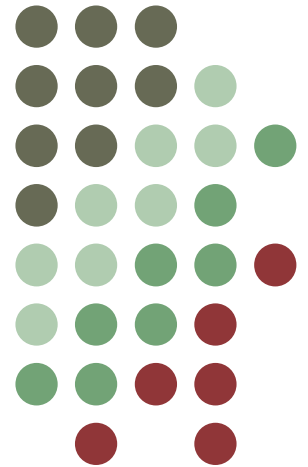
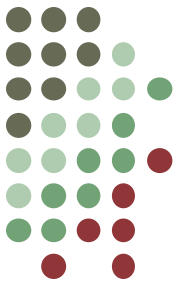


# Spring 2016 TELPAS Holistic Rating Training System

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# Disclaimer



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# Topics



- Holistic Rating Training System for Spring
- Monitored Calibration Sessions
- New TELPAS Online Training Center

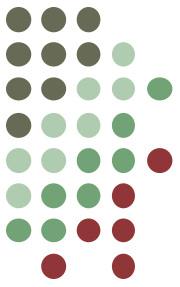
# Holistically Rated Components of TELPAS



Grade Levels	Language Domains
K-1	Observational assessments in listening, speaking, reading, and writing
2-12	Observational assessments in listening and speaking; writing collections for writing

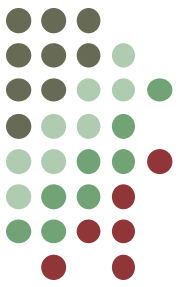
Online multiple-choice reading tests are used to assess the reading domain for grades 2-12.

# Overview of the Rating Process

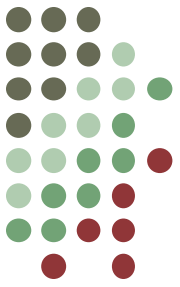


- Districts identify ELLs in grades K–12 and designate raters to assess students.
- Test administration procedures and holistic rating training is conducted to prepare grades K–12 raters to assess English language proficiency consistent with the holistic scoring rubrics, the Proficiency Level Descriptors (PLDs).
- Raters gather writing samples for ELLs in grades 2–12 to include in each student’s writing collection.
- Raters use PLDs to assign students a rating in each language domain assessed.

# Role of Testing Coordinators in Holistic Rating Training



- District and campus personnel have primary responsibility for supporting holistic rating training
- Vital for testing coordinators to have good working knowledge of holistic rating training
- As in past, testing coordinators responsible for ensuring
  - adequacy of training
  - sufficient numbers of raters
- Collaboration with bilingual/ESL specialists encouraged, but testing coordinators ultimately responsible for TELPAS administration



# Holistic Rating Training Requirements



# Training Requirements for K–1 and 2–12



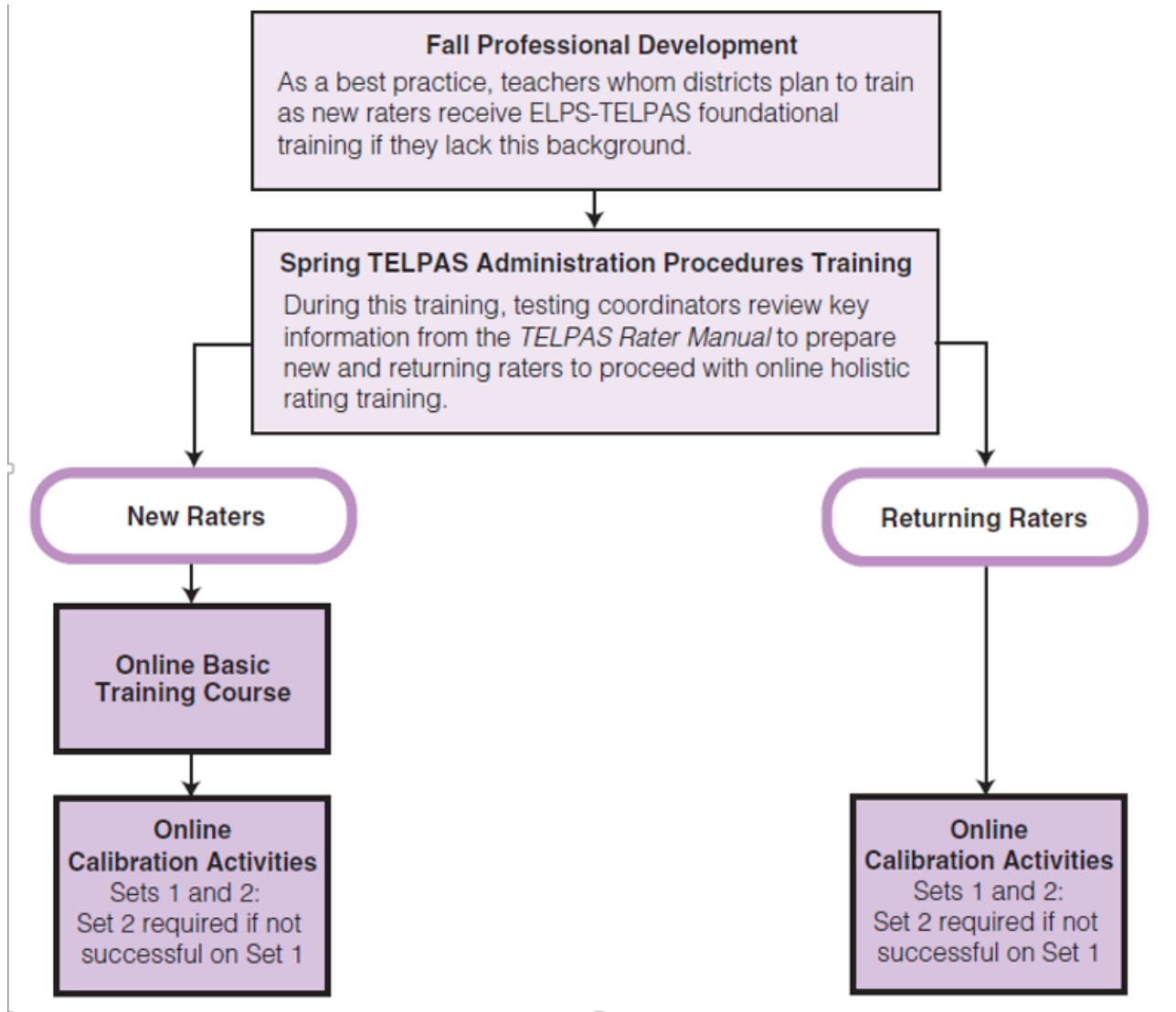
- In the fall (recommended)
  - ELPS-TELPAS professional development for new teachers and new raters – foundational (awareness) training
- In the spring (required and in addition to test administration procedures training)
  - New raters – complete online basic training course and online calibration activities
  - Returning raters – complete online calibration activities

Returning raters that have not completed calibration activities within the last three school years are required to complete the online basic training course before calibrating.



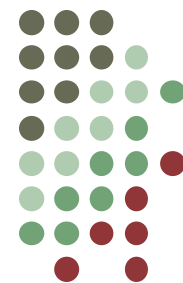


# Grades K-12 Holistic Rating Training Flowchart



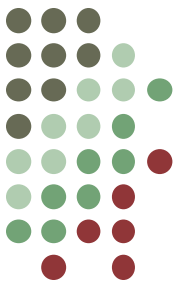


# Foundational (Awareness) Training



- **Training Resources:**
  - **PowerPoint modules**
    - **Making the ELPS-TELPAS Connection Grades K–12 Overview**
    - **Introductory Training on the PLDs (separate modules for K–1 and 2–12)**
    - **Grades 2–12 Writing Collection Overview**
  - ***Educator Guide to TELPAS***
- **Experienced TELPAS personnel may provide training**

**Additional Resource:** A PowerPoint (*2015–2016 Holistic Rating Training Requirements*) to help administrators understand the holistic rating training requirements is also available on the TELPAS Resources webpage at <http://tea.texas.gov/student.assessment/ell/telpas/>.

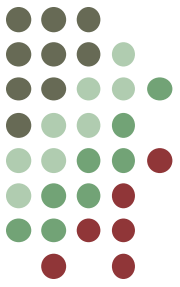


# New and Returning Raters

- New raters are required to complete an online basic training course before attending a monitored session for online calibration activities.
- Returning raters are required to attend a monitored session to complete online calibration activities for their assigned grade cluster.

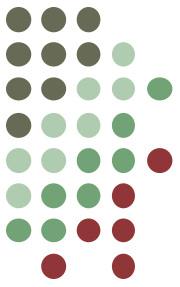
**Important Note:** Raters who completed K-1 training but not 2-12 training will be new raters if they switch to 2-12 training, and vice versa.

# New and Returning Raters



- A district may, at its discretion, require a returning rater to repeat new rater training.
  - This may be advisable if testing personnel believe that a returning rater who was unable to meet rating accuracy requirements in the past would benefit from retaking the online basic training course prior to calibration.
  - Additionally, returning raters that have not completed calibration activities within the last three school years are required to complete the online basic training course before calibrating.

# Online Training Courses



- **Online Basic Training Course**
  - One for raters of K–1 and one for raters of grades 2 and above
  - Includes practice rating activities to give raters opportunities to apply the rubrics (no state-required level of accuracy established)
  - May be completed independently
- **Assembling and Verifying Grades 2–12 Writing Collections**
  - Optional course that may be used to supplement test administrator procedures training

# Online Calibration Activities



- Calibration activities must be completed in a monitored setting for both new and returning raters.
- Separate calibration activities for grades K–1, 2, 3–5, 6–8, and 9–12
- There are two sets of online calibration activities for each grade cluster.
- For K–1, each set contains 10 students to be rated in the domains of listening, speaking, reading, and writing. You must rate at least 70 percent of the students correctly within a set to demonstrate sufficient calibration.
- For 2–12 grade clusters, each set contains 12 students to be rated in the domains of listening, speaking, and writing. You must rate at least 67 percent of the students correctly within a set to demonstrate sufficient calibration.

**Important Note:** Individuals are not authorized by TEA to serve as raters unless they complete the state–required training and calibration activities. Raters who complete all requirements but do not successfully calibrate may be authorized to serve as raters at the discretion of the district, but districts are required to provide rating support in all domains for these raters.

# Grade Clusters of Training



- K–1 training components are separate from those of grades 2 and above.
- It is important that raters know which grade cluster of training to complete.
- For a rater with students in multiple clusters in grades 2–12
  - Rater required to train in the cluster with most ELLs
  - As a best practice, rater should review some online basic training course practice activities in additional cluster(s)
- For a rater with students in multiple clusters including K–1
  - Rater required to train in K–1 and one other cluster in grades 2–12
  - Rater of K–1 who will rate **more than one** additional cluster within grades 2–12 should train in the cluster (2, 3–5, 6–8, 9–12) with the most ELLs
  - As a best practice, rater should review some online basic training course practice activities in other cluster(s)

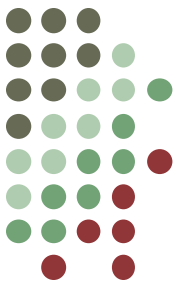


# Key Dates for Holistically Rated Components

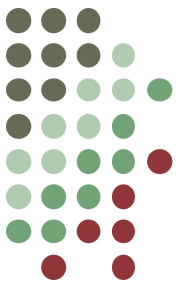
Date	Activity
Jan 11	Assembling and Verifying Grades 2-12 Writing Collections course available
Jan 25	End date for district coordinator training—all TELPAS components
Jan 25	Online basic training courses for new K-1 and 2-12 raters available
Feb 5	End date for campus coordinator training—holistically assessed components
Feb 15	End date for training raters and verifiers on administration procedures
Feb 15	Earliest eligibility date for TELPAS writing samples
Feb 15	Calibration window opens for new and returning raters
March 7--April 6	TELPAS assessment window
April 7--April 8	TELPAS data verification window



# End Dates for Holistic Rating Training

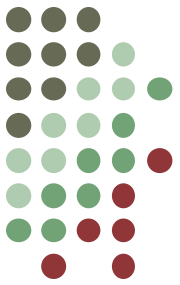


- TEA recommends completion of training requirements by the first day of the TELPAS assessment window (March 7).
- Basic training courses and calibration activities will be open throughout TELPAS assessment window to
  - allow districts to handle extenuating circumstances
  - allow raters to refer back to course information and practice activities as they rate their students



# Training Certificates

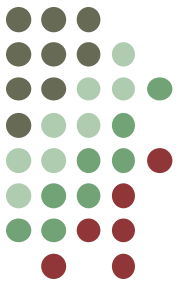
- A certificate of completion may be generated for a rater that completes the online basic training course and/or the assembling and verifying course. There is no state-required level of rating accuracy established for the online basic training course. The rating activities in the course are provided to give raters opportunities to practice applying the rubrics.
  - Five hours are awarded for the K–1 and 2–12 basic training courses.
  - One hour is awarded for the optional assembling and verifying course.



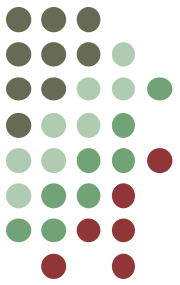
# Training Certificates

- A certificate of successful completion is issued within the TELPAS Online Training Center when a rater demonstrates sufficient calibration on a calibration set. Raters should print their certificate and turn in to the session proctor.
  - Two hours are awarded for calibration.

# Responsibilities of Testing Coordinators for Holistic Rating Training



- Ensuring raters understand the importance of being properly trained on the holistic rating process
- Ensuring new and returning raters understand which training to take and for which grade clusters
- Scheduling monitored calibration sessions
- Ensuring that calibration sessions are actively monitored
- Ensuring that proctors for calibration sessions receive passcode for the day of their session
- Monitoring that all raters complete their training requirements
- Ensuring that any individual who serves as a rater but is not successful on the calibration portion of training is provided rater support during the TELPAS administration



# Monitored Calibration Sessions

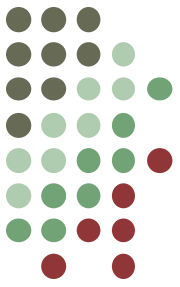


# Monitored Calibration Sessions



- Monitored calibration sessions must be completed before raters holistically rate their students for TELPAS.
- Districts must establish local procedures for verifying the completion of the online basic training course before raters can access calibration activities.
- Most raters will need 1–2 hours to complete a calibration set. Raters must finish a calibration set once it is started in the same monitored session.
- The number of sessions needed depends on the number of raters being trained.
- A roster of participants in each monitored session must be maintained.

# Monitored Calibration Sessions



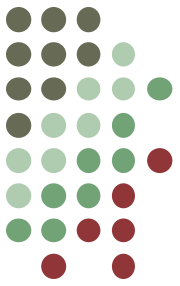
- A testing coordinator or other designated personnel must serve as a proctor.
  - The number of proctors needed depends on the number of raters being trained.
  - Proctors may be LPAC administrators, school counselors, or other suitable staff.
  - Proctors cannot be teachers serving as TELPAS raters this year.
  - Proctors must receive administration procedures training and sign the appropriate oath.



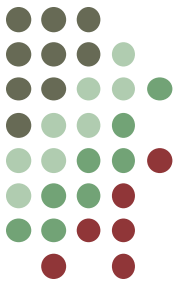
# Monitored Calibration Sessions

- A passcode is required to access calibration activities. Passcodes change daily. Proctors will provide raters the correct passcode during the monitored session. Calibration passcodes are available to coordinators in the secure Coordinator Resources for TELPAS Holistic Rating Training document.
- Raters may use the PLDs from their TELPAS Rater Manual or a copy of the PLDs and scratch paper to make notes during calibration. All notes must be turned in to the proctor and destroyed at the end of the session.
- Raters will need to complete calibration activities individually within the monitored group session. Therefore, the use of headphones is required.
- Certificates of successful calibration should be printed and turned in to a coordinator.





# NEW TELPAS ONLINE TRAINING CENTER

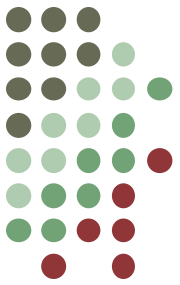


# TELPAS Online Training Center

The new TELPAS Training Center launched January 11, 2016.

The screenshot shows the TELPAS Online Training Center website. At the top left is the TELPAS logo, which includes a star and the text "Texas English Language Proficiency Assessment System". To the right of the logo are input fields for "Email" and "Password", a "Log In" button, and links for "Forgot Password" and "Sign Up". A link for "Need help logging in?" is located below the login buttons. The main content area features a large background image of three smiling children. The text on the page reads: "Welcome to the TELPAS Online Training Center, delivered through Pearson Understand Scoring." followed by "This site currently offers access to the online training system for TELPAS." Below this, it states: "All users will establish a username and password each school year. Your coordinator will provide you with a keyword to establish your account during your administration procedures training." and "If you already have a username and password for this site for the current school year, please log in at the top of the page." The final paragraph says: "The Instructions links found throughout the site include step-by-step instructions for creating an account, logging in, and navigating the system. To ensure that your computer is appropriately configured, please click [here](#) for the minimum system requirements before you attempt to login." At the bottom left, there is a copyright notice: "Copyright © 2015 Pearson Education, Inc. or its affiliate(s). All rights reserved." and links for "Privacy Policy | Terms and Conditions of Use | Support". The footer contains the text "ALWAYS LEARNING" on the left and the "PEARSON" logo on the right.

# TELPAS Online Training Center



All raters will create an account each spring using the Sign Up button.

**TELPAS**  
Texas English Language Proficiency Assessment System

Email  Password     [Need help logging in?](#)

Welcome to the TELPAS Online Training Center, delivered through Pearson Understand Scoring.

This site currently offers access to the online training system for TELPAS.

All users will establish a username and password each school year. Your coordinator will provide you with a keyword to establish your account during your administration procedures training.

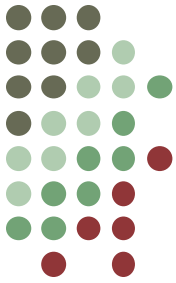
If you already have a username and password for this site for the current school year, please log in at the top of the page.

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ALWAYS LEARNING **PEARSON**

# TELPAS Online Training Center



The Educator Home page allows raters to choose their grade cluster for training.

EDUCATOR HOMEWelcome, Shelly Leath

### Start Here

To access your training, click on the button that corresponds to the grade level(s) of students you have been assigned to rate. If you have been assigned to rate students in multiple grade clusters, you will be able to return to this page using the Educator Home button to select another grade. Contact your campus coordinator if you are unsure of your training requirements.

Testing coordinators, campus administrators, raters, or writing collection verifiers may access the optional course titled *Assembling and Verifying Grades 2-12 Writing Collections* using the "Assembling and Verifying" button below.

### Announcements

January 11 - Assembling & Verifying Grades 2-12 Writing Collections course available  
January 25 - Online Basic Training Courses available for K-1 and 2-12  
February 15 - Calibration window opens for new and returning raters  
February 15 - Earliest eligibility date for TELPAS writing samples  
March 7- April 6 - TELPAS assessment window

*Do not leave your computer unattended if you are logged in. If you need to leave your computer, sign out of your account.*

### Choose Your Training

[Grades K-1](#) [Grade 2](#) [Grades 3-5](#) [Grades 6-8](#) [Grades 9-12](#) [Assembling and Verifying](#)

### Resources

[Glossary of Terms Used in TELPAS Holistic Rating Training](#)  
[ELPS-TELPAS Proficiency Level Descriptors](#)  
[TELPAS Rating Tips](#)  
[Additional Practice Writing Collections for Online Training Module](#)

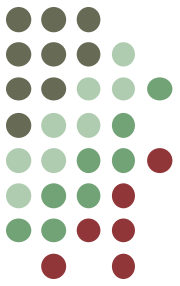
### Support

**TELPAS Online Training Center Support**

The *Instructions* links found throughout the site include step-by-step instructions for creating an account, logging in, and navigating the system. To ensure that your computer is appropriately configured, click [here](#) for the minimum system requirements. If you need further assistance with the Training Center, contact Pearson's Customer Service Center using the information below.

Phone: 800-627-0225 E-mail: [TELPAS.techhelp@support.pearson.com](mailto:TELPAS.techhelp@support.pearson.com)  
Hours: Monday - Friday, 7:30 A.M. to 5:30 P.M. CT  
Monday - Friday, 7:00 A.M. to 7:00 P.M. CT (1/11/2016 to 4/15/2016)

# TELPAS Online Training Center



Raters use the tabs to access the Online Basic Training Course, Calibration, and the Scoring Summary.

A screenshot of the TELPAS Educator Home interface. The top left features the TELPAS logo (Texas English Language Proficiency Assessment System). The top right shows the user name "Welcome, Shelly Leath" and a settings gear icon. Below the header is a navigation bar with three tabs: "Training Course", "Calibration", and "Scoring Summary". A large red arrow points to the "Calibration" tab. Below the navigation bar is a dark blue banner with the text "TELPAS Online Basic Training Course for Grades 2-12" and "Instructions". The main content area contains a paragraph of introductory text, a bold instruction: "You must exit each module before launching a new module.", a list of course modules (Overview, Listening, Speaking, Writing, Writing Practice), and a final paragraph about certificates and campus coordinators.

EDUCATOR HOME

Welcome, Shelly Leath

Training Course Calibration Scoring Summary

**TELPAS Online Basic Training Course for Grades 2-12** Instructions

This basic training course is primarily for new raters or raters that have not completed calibration activities in the last 3 years. The course covers the language domains of listening, speaking, and writing. Raters must complete this course before calibrating and before rating their students for TELPAS. The use of headphones or quality external speakers is necessary to complete this course.

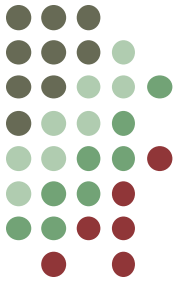
**You must exit each module before launching a new module.**

Course modules:

- Overview
- Listening
- Speaking
- Writing
- Writing Practice

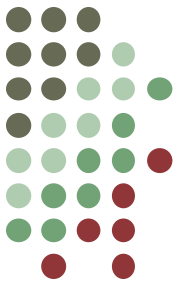
Once you have completed these modules, your DTC will be able to provide you with a certificate. You may not proceed to calibration until you have been assigned to a monitored calibration session by your campus. If you have any questions, please contact your campus coordinator. To return to the Educator Home, click the button at the top of the page.

# TELPAS Online Training Center



The *Instructions* links found throughout the site include step-by-step instructions for creating an account, logging in, and navigating the system.

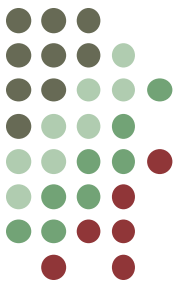
The screenshot shows the TELPAS Educator Home interface. At the top left is the TELPAS logo (Texas English Language Proficiency Assessment System). To its right is the text "EDUCATOR HOME". In the top right corner, it says "Welcome, Shelly Leath" with a gear icon. Below the header is a navigation bar with three tabs: "Training Course", "Calibration", and "Scoring Summary". A large red arrow points down from the "Calibration" tab to a dark blue banner that reads "TELPAS Online Basic Training Course for Grades 2-12 Instructions". Below the banner, there is a paragraph of text: "This basic training course is primarily for new raters or raters that have not completed calibration activities in the last 3 years. The course covers the language domains of listening, speaking, and writing. Raters must complete this course before calibrating and before rating their students for TELPAS. The use of headphones or quality external speakers is necessary to complete this course." Below this is a bolded instruction: "You must exit each module before launching a new module." Underneath, it says "Course modules:" followed by a bulleted list: "Overview", "Listening", "Speaking", "Writing", and "Writing Practice". At the bottom, another paragraph states: "Once you have completed these modules, your DTC will be able to provide you with a certificate. You may not proceed to calibration until you have been assigned to a monitored calibration session by your campus. If you have any questions, please contact your campus coordinator. To return to the Educator Home, click the button at the top of the page."



# Resources

- Coordinator Resources for TELPAS Holistic Rating Training document
  - Can be accessed within the Published Reports section of the TELPAS Assessment Management System
  - Document contains important online rater training resources for coordinators
    - Includes daily calibration passcodes, sample roster for calibration sessions, links to course certificate generators.

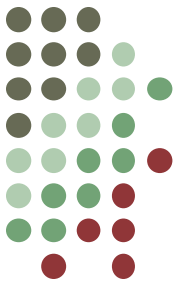
# Resources



- 2016 District and Campus Coordinator Manual
- 2016 TELPAS Rater Manual
- Educator Guide to TELPAS Grades K–12
- Assembling and Verifying Grades 2–12 Writing Collections online course
  - Found in the TELPAS Online Training Center
- PowerPoint training modules available on TEA’s Student Assessment Division website on the TELPAS Resources page:
  - Making the ELPS-TELPAS Connection Grades K–12 Overview
  - Introductory Training on PLDs (for grades K–1 and 2–12)
  - Grades 2–12 Writing Collection Overview
  - 2015–2016 Holistic Rating Training Requirements



# Contact Information



- TEA's Student Assessment Division
  - Email address: [ELL.tests@tea.texas.gov](mailto:ELL.tests@tea.texas.gov)
  - Phone: 512-463-9536
- Pearson's Austin Operations Center
  - Email address: [TELPAS.techhelp@support.pearson.com](mailto:TELPAS.techhelp@support.pearson.com)
  - Phone: 800-627-0225