TELPAS 2021

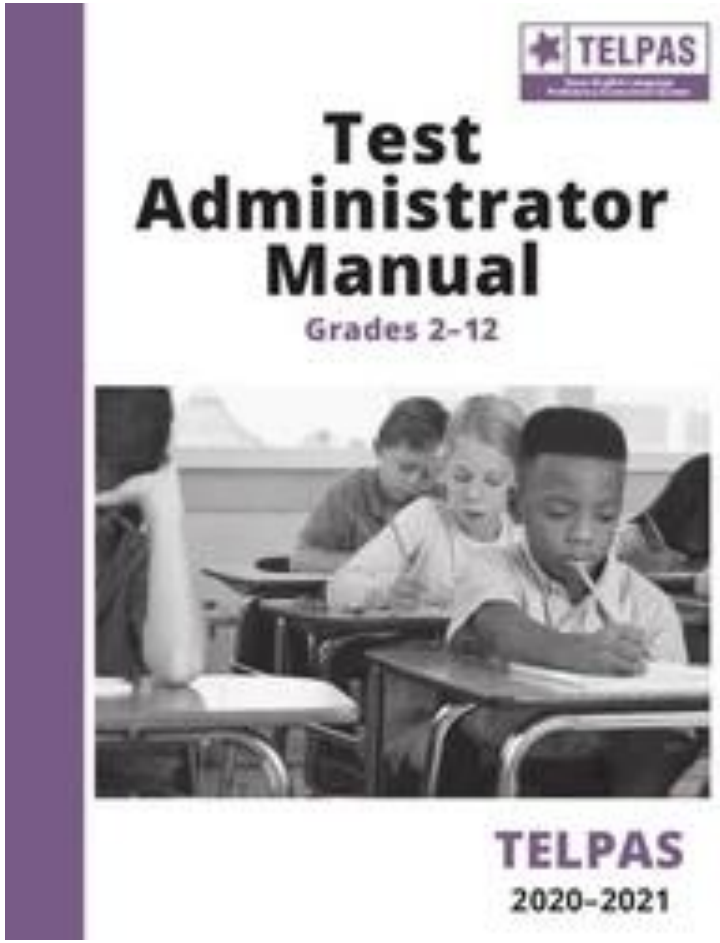
TEST ADMINISTRATOR TRAINING

You will be prepared to handle anything that comes your way during Online TELPAS Assessments.

So yes the time has arrived!!

TELPAS Test Administrator Training

TELPAS Test Administrator Manual
Spring 2021



TELPAS Test Administrator Training

The online assessment components of TELPAS include the following:

- Multiple-choice online reading tests in six grade clusters: 2, 3, 4-5, 6-7, 8-9, and 10-12
- Online listening and speaking tests in four grade clusters: 2-3, 4-5, 6-8, and 9-12.

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TELPAS Test Administrator Training

- In rare circumstances that prevent a student from testing online, TEA may grant approval for a special administration of the domains of reading, listening, and speaking for grades 2-12.

- This manual does not contain instructions for a special administration.

- If you are approved for a special administration, you will follow the instructions that are provided with the approval for the special administration.

Test Security and Confidentiality

- Test security involves accounting for all secure materials before, during and after each test administration.

- All district and campus personnel who participate in state-mandated testing or handle secure test materials must meet the eligibility requirements detailed in the appropriate test administration manuals, be trained, and sign an Oath of Test Security and Confidentiality.

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Test Security and Confidentiality

- All testing personnel who handle test materials should be aware that the materials may contain secure test content and that any viewing, discussing, or recording of this confidential information is strictly prohibited.

- Each person participating in the student assessment program is required to maintain and preserve the confidentiality of all secure test content including test booklets, online assessments, online test tickets, and TELPAS calibration activities.

Test Security and Confidentiality

- All testing personnel who participate in statewide testing must undergo training and sign the appropriate security oath affirming that they understand their obligations concerning the security and confidentiality of the state assessments **BEFORE** handling secure test materials or administering assessments.

- Upon first accessing the Assessment Management System, trained and qualified testing personnel who will be administering the online assessments must read and accept a statement of confidentiality.

Test Security and Confidentiality

- All tests must be administered in strict accordance with the instructions in the TA materials.

- No person may view, reveal, or discuss the contents of a test booklet or online assessment before, during, or after the test administration unless specifically authorized to do so by the procedures outline in the TA materials.

- No person may duplicate, print, record, write notes about, or capture (electronically or by any other means) any portion of a secure assessment instrument (paper or online) without prior approval from TEA.

Test Security and Confidentiality

- Only students may respond to test questions.

- Test administrators who have permission to view secure materials in order to provide an approved accommodation or as part of the program-specific test administration process must be reminded that they are viewing secure content and that responding to test questions, recording the information they see, scoring the test, or discussing the content of the test at any time is strictly prohibited.

- No person may review or discuss student responses or solicit information from students about secure test content during or after a test administration unless specifically authorized to do so by the procedures outlined in the TA materials.

Training Requirements

- Testing personnel are required to receive annual training in test security and administration procedures and are responsible for complying with state assessment requirements.

- In addition, testing personnel must receive training in testing policies and procedures specific to each administration and, if applicable, training related to security protocols for authorized viewing of state assessments.

Testing Irregularities

Testing irregularities can occur before, during, and after testing and are categorized as serious violations or procedural irregularities.

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Testing Irregularities

Serious - Examples:

- Falsifying TELPAS holistic ratings or student responses
- Fraudulently exempting or preventing a student from the administration of a required state assessment.
- Receiving or providing unallowable assistance during the TELPAS calibration activities (e.g. taking notes, providing answer sheets, or verbally sharing answers)

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Testing Irregularities

Procedural - Examples:

- Monitoring Error (a test administrator left a room unattended)
- Accommodation Error (student was provided an unallowable accommodation)
- Eligibility Error (parent denial was not administered the assessment)
- Improper Accounting for Secure Materials (secure testing materials were left unattended or secure online assessments were left open and visible)
- Other Procedural Error (a student was issued test materials or a test ticket belonging to another student)

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Incidents Involving Student Cheating

- Submission of an Online Incident Report form is necessary only if the district determines that adult testing personnel contributed to, caused, or failed to detect the cheating.

- In addition, it is a serious violation if a student photographs, duplicates, posts, or transmits secure test content or disseminates this information using an electronic device.

- The Student Assessment Division must be contacted immediately.

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Penalties for Violating Security & Confidentiality of Assessments

TAC, §101.3031(a)(5), states that any violation of test security or confidential integrity may result in TEA:

- invalidating student test results;

- referring certified educators to the State Board for Educator Certification (SBEC) for sanctions in accordance with TAC, Chapter 247 (relating to Educators' Code of Ethics) and TAC, Chapter 249 (relating to Disciplinary Proceedings, Sanctions, and Contested Cases); **and**

- lowering the school district's or charter school's accreditation status or a school district's, charter school's, or campus's accountability rating in accordance with Texas Education Code (TEC), §39.057(d), or appointment of a monitor, conservator, or management team to the school district or charter school in accordance with TEC, Chapter 39(a).

Penalties for Violating Security & Confidentiality of Assessments

As indicated in TAC, §249.15, any person who violates, assists in the violation of, or solicits another to violate or assist in the violation of test security or confidentiality, as well as any person who fails to report such a violation or fails to cooperate with a TEA investigation, is subject to the following penalties:

- placement of restrictions on the issuance, renewal, or holding of a certificate, either indefinitely or for a set term;
- issuance of an inscribed or non-inscribed reprimand;
- suspension of a certificate for a set term or issuance of a probated suspension for a set term;

Penalties for Violating Security & Confidentiality of Assessments

- revocation or cancellation, which includes accepting the surrender of, a certificate without opportunity for reapplication for a set term or permanently; or

- imposition of any additional conditions or restrictions upon a certificate that the SBEC deems necessary to facilitate the rehabilitation and professional development of the educator or to protect students, parents of students, school personnel, or school officials.

Penalties for Violating Security & Confidentiality of Assessments

Specifically, TAC, §249.17(g) indicates a mandatory minimum sanction of a one-year suspension for an educator who intentionally manipulates the results or violates the security or confidential integrity of any statewide assessment.

Penalties for Violating Security & Confidentiality of Assessments

TAC §249.15(g)(5) stipulates that while charter school test administrators are not required to be certified, any irregularity during the administration of any test required by the TEC, Chapter 39, Subchapter B, would cause the charter itself to come under review by the commissioner of education for possible sanctions or revocation, as provided under TEC, §12.115(a)(4).

Penalties for Violating Security & Confidentiality of Assessments

- As stated in the TEC, §39.0303, Secure Assessment Instruments, Criminal Penalty, a person commits an offense if the person intentionally discloses the contents of any portion of a secure assessment instrument developed or administered under this subchapter, including the answer to any item in the assessment instrument; **and**

- the disclosure affects or is likely to affect the individual performance of one or more students on the assessment instrument.

An offense under this section is a Class C misdemeanor.

Investigating & Reporting Testing Irregularities

- Each person participating in the assessment program is responsible for reporting any violation or suspected violation of test security or confidentiality.
- Campus staff should notify their campus or district coordinator if they witness an irregularity or suspect that one has occurred.
- All testing personnel have an obligation to report testing irregularities and should follow local reporting procedures.
- Failure to properly report that an individual has engaged in conduct that violates the security or confidentiality of a test or failure to cooperate with TEA in an investigation is itself a violation under TAC, §249.15(b)(6) and (b)(8).

Security Oath

- All personnel who participates in state-mandated testing or handle or have access to secure test materials must be trained and sign an oath of test security and confidentiality.
- Any person who has more than one testing role must receive appropriate training and sign a security oath for each role.
- These oaths are valid for the entire school year, including fall, spring, and summer testing, as well as any field testing and mandatory sampling conducted during this time period.
- Oaths will be kept on file in the district for a period of 5 years after a test administration.

TELPAS Online Tests General Information

- TELPAS online tests are not timed.
- Students must be allowed to work at their own individual speed.
- Once a student begins a test, he or she must complete it on the same day.
- Districts are not required to test beyond regular school hours but are free to do so if they choose.

TELPAS Online Tests Testing Accommodations

The following accommodations or Designated Supports are available to eligible students taking the TELPAS online tests:

- Designated Supports Approved Locally:
  - Basic transcribing
  - Individualized structured reminders
  - Manipulating test materials
  - Large print (approved paper only)

- Designated Supports that Require TEA Approval:
  - Extra day
  - Other

TELPAS Online Tests Procedures NOT Permitted

- Students may not receive reading assistance.
- Students may not use English language or foreign language reference materials.
- Test questions, reading selections and listening passages may not be translated.
- Test questions, answer choices, and selections may not be rephrased, clarified, or read to students.

TELPAS Test Administrator Training

- All TELPAS online test administrators are required to have **annual** training in the administration procedures for TELPAS.
- Your campus coordinator will schedule and conduct your training session – **WHICH IS THIS TRAINING.**
- You should have access to the 2021 TELPAS Test Administrator Manual.
- Make note of any questions you have and ask them at the time of training.
- Your oath must be signed **after** training and **before** handling or viewing any secure test materials or confidential information.
- Your campus coordinator is the contact person for all test-related matters at your campus.

TELPAS Test Administrator Training

- As a test administrator, you are responsible for starting and stopping a test session, printing student test tickets, guiding students through the opening of their tests to get the test started, helping students exit a test, and resuming a test if needed.

- You will maintain test security and manage any interruptions, such as restroom or lunch breaks or student illness.

- If you are needed to manage online functions within the Assessment Management System, you will be assigned as an online session administrator.

Prepare Students

- Students should be administered the student tutorials and practice sets prior to testing.
- This will increase their familiarity with the TestNav app and tools.
- Do not plan to complete the tutorial and test on the same day.

TELPAS Test Administrator Training

The TELPAS online test administration directions:

- Sentences are shorter, the language is simpler, and the instructions are more explicit.
- You may shorten the directions, explain them further, simplify an explanation, or state the information in a different way in order to make the directions more understandable for your students.
- **You must not, however, change the substance of the information contained in the directions.**
- You are permitted to translate the administration directions that you read aloud to the students before the test.
- **Test questions, reading selections and listening passages, however, must not be translated.**

TELPAS Test Administrator Training

Test administrators need the following materials on the day of testing:

- A copy of the 2021 TELPAS Test Administrator Manual
- Seating Chart
- Session Roster(s) - a list of students assigned to the test session
- Printed student test tickets
- Scratch paper for each student
- Pencils for use with the scratch paper
- For listening and speaking test, you will also need to gather headsets or headphones with microphones for students.

TELPAS Listening and Speaking Test Seating

- Recommended seating arrangements are located on page 20.
- Headphone and microphone requirements are located on page 19.

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TELPAS Test Administrator Training

- A test administrator who has been trained in **general test administration procedures** as well as **TELPAS online testing procedures** must be present in the testing room at **all** times during testing.

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TELPAS Test Administrator Training

Scheduling:

- A student who arrives after testing has begun may be tested if sufficient time remains in the day to provide the student with the sufficient time for testing.
- Districts should exercise judgment about a student starting his or her test after lunch.
- Once a student begins a test, he or she must complete it on the same day.
- Every effort should be made to administer the TELPAS online tests to students who are absent on a given day of testing within the TELPAS window.

TELPAS Test Administrator Training

Testing Environment:

- No element of the testing room's environment should hinder any student's performance.
- A "Testing – Do Not Disturb" sign should be posted outside the testing room.
- Clocks (either analog or digital) in the testing room do not have to be covered or removed.
- All desks or computers used for testing must be cleared of books and other materials not required for the test.

TELPAS Test Administrator Training

Testing Procedures:

- Districts are required to have procedures in place to prevent the use of cell phones and personal electronic devices during test administrations.
- Students are **not** permitted Internet access during testing.
- A trained test administrator must be present in each testing room at all times during testing.
- Test administrators must complete seating charts for each test administration.
  - Seating charts must include the names of the students testing, the location of each student while testing, and the names of all test administrators/monitors involved in the session.
  - Additional seating charts must be completed if students are moved to another room during testing.

TELPAS Test Administrator Training

Testing Procedures:

- Test administrators may not view or discuss individual test questions or responses unless specifically directed to by the test procedures.
- Test administrators should ensure that students' responses remain confidential.
- Students are not allowed to talk to one another while testing is in progress.
- Each student must be allowed to work at his or her individual speed because the online tests are **untimed**.

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TELPAS Test Administrator Training

Testing Procedures:

- Students must not use reference materials.
- Students are allowed to use scratch paper. All scratch paper must be turned in to the campus coordinator after testing.
- Test administrators must actively monitor the testing room while students are working.
- After they submit their tests online, students may be allowed to leave the testing room or test administrators can provide the student with an instructional activity.
- Before a student who has finished testing leaves the room, the test administrator must ensure that the student's test is in "Completed" status.

TELPAS Test Administrator Training

- Immediately after the testing session, return the test materials that your campus coordinator distributed to you.
- You are responsible for test security and confidentiality in the testing room.
- If a situation arises that you do not know how to resolve, contact your campus coordinator.
- Report in writing any violation of test security and confidentiality to your district coordinator, providing copies of any correspondence to your campus coordinator and principal.

TELPAS Test Administrator Training

Test questions are considered secure information at all times. No unauthorized viewing, discussion, or scoring is allowed. All personnel in the test sessions must be thoroughly familiar with the test security and confidentiality requirements in the test administrator manuals.

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TELPAS Test Administrator Training

Answering Questions:

- You may answer questions about test directions or procedures.
- You are **NOT** allowed to answer any questions related to the content of the test itself.
- If a student asks a question that you are not permitted to answer, you may respond, **"I can't answer that for you; just do the best you can."**
- Test administrators **ARE** allowed to translate **test administration directions** into the student's native language or sign test administration directions to a student who is deaf or hard of hearing.

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TELPAS Test Administrator Training

Test administrators and school personnel are NOT allowed to:

- Translate test questions, reading selections or listening passages into another language;
- Rephrase or add information to test questions, reading selections or listening passages;
- Provide reading, listening, or speaking assistance to students;
- Discuss test content with anyone before, during, or after testing; or
- Score test questions or discuss with students how they performed.

TELPAS Test Administrator Training

Screen Glare:

- Glare from computer or tablet screens may cause student fatigue.

- Correct this by adjusting the student's seating or the angle of the computer screen or by taping a blank, unused sheet of heavy paper or a folder to the top of the screen.

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TELPAS Test Administrator Training

Breaks:

- Students may be allowed to take breaks in the testing room during a test session.
- During breaks, students are not allowed to discuss any test content.
- At least one test administrator in the testing room needs to be well-trained on how to exit and resume online tests when giving breaks.

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TELPAS Test Administrator Training

Lunch:

- If testing continues into the normal lunch period, students should be allowed to break for lunch.
- Students should exit their test prior to the lunch break.
- **Students must NOT click the *Submit Final Answers* button at this time.**
- If a student prematurely submits their test, contact your campus coordinator, who will call the Customer Service Center for assistance.
- During lunch the students must remain together and be closely monitored by a trained test administrator to ensure that the contents of the test are not discussed.

TELPAS Test Administrator Training

Emergencies:

- An emergency may arise and a student may need to leave the testing room for a brief time.
- If time allows, instruct the student to exit the test.
- **The student must NOT click the *Submit Final Answers* button at this time.**
- If a student prematurely submits their test, contact your campus coordinator, who will call Customer Service Center for assistance.

TELPAS Test Administrator Training

School Emergencies:

- In the event of a school wide emergency that causes a disruption in testing, ensuring the safety of students is top priority.
- You should not instruct students to exit their test sessions.
- Students should leave and go quietly outside, following their school's regulations for exiting the building.
- You must closely monitor your testing groups to make sure no one discusses the test.
- The students should resume testing once the building has been cleared for reentry.
- Campus coordinators should report the event to the district coordinator.
- If the emergency prevents students from resuming testing, the district testing coordinator should call TEA for guidance.

TELPAS Test Administrator Training

Changing Testing Rooms:

- The tests are untimed.
- In certain circumstances, it may be necessary for students to move to another testing room.
- You must ensure a proper testing environment in the new location and maintain proper testing procedures during the transition.
- Another seating chart must be filled out for the new location.

TELPAS Test Administrator Training

Starting and Unlocking a Test Session:

- Before starting a test session, contact your campus coordinator or online session administrator to ensure that proctor caching activities have been completed if your campus is using proctor caching.

- A test session must be started and unlocked before any students can log in to TestNav and begin the test.

- A test session does not start until you click the ***Start*** button and select the ***Unlock*** icon on the ***Students in Session*** screen, regardless of the scheduled start date and time.

- Procedures for starting and unlocking tests are located on page 26.

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TELPAS Test Administrator Training

Monitoring Students' Online Test Status:

- After a test session is started and students sign in, you can monitor the status of all students in the session via the ***Students in Sessions*** screen.

- Procedures for this monitoring is located on pages 26-27.

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TELPAS Test Administrator Training

Exiting a Student's Test:

- If a student needs to exit TestNav temporarily before finishing the test, complete the following steps:
  - Click the user dropdown menu in the upper right corner of the screen next to the student's name.
  - Select "***Sign out of TestNav***" and then click the ***Save and Return Later*** button.

- Exiting TestNav does **NOT** send students' test for scoring.

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TELPAS Test Administrator Training

Resuming a Student's Test:

- If a student exits TestNav before completing the test, then the student's test must be resumed by the test administrator before the student can continue with the same test.

- The system will automatically choose the appropriate method to resume a student's test.

- Procedures for resuming a student's test are located on page 28.

TELPAS Test Administrator Training

Stopping a Test Session:

- Students must submit answers in order for their tests to be scored and for your district to receive test results for the students.

- Students (or their test administrators) must click the ***Submit Final Answers*** button to send students' tests for scoring.

- After all students have completed the test and submitted their responses, you should stop the session.
  - Procedures for stopping a test session is located on page 29.

TELPAS Test Administrator Training

Refer to the *Assessment Management System User's Guide* for more detailed information including screen shots, about starting and monitoring test sessions.

Contact your campus coordinator if you have questions about test sessions.

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Complete Administration Process

Return the following TELPAS materials to the campus coordinator:

- Seating chart
- Session Roster(s)
- Student test tickets (secure documents)
- Scratch paper
- This TELPAS Test Administrator Manual
- Any other testing resources as instructed

I hope this is not how you are feeling.

I hope this is how you are feeling now that we are done!

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