

Subject line: Launch of the Web-based Test Administrator Training Modules

January 11, 2010

TO THE ESC AND DISTRICT TESTING COORDINATOR ADDRESSED:

Please DO NOT reply to this e-mail.

The purpose of this e-mail is to provide information that you may wish to communicate to campus coordinators and test administrators about the new Web-based Test Administrator Training Modules.

These modules have been developed as part of a comprehensive 14-point Test Security Plan designed by TEA to help ensure that test results are meaningful and valid. This online training, which currently consists of three modules, is optional but strongly recommended and is designed to supplement the mandatory training required of all personnel involved in testing.

The Web-based Test Administrator Training Modules can be taken individually or as a group. If the training is completed individually, the user will be able to obtain a certificate of completion at the end of each module. Individuals must provide their first and last name and an e-mail address when first accessing the modules in order to receive a certificate. If the group training option is selected, certificates for individuals in the group are not provided.

## **LAUNCH OF THE WEB-BASED TEST ADMINISTRATOR TRAINING MODULES**

The Web-based Test Administrator Training Modules opened for use today, January 11, 2010, and can be accessed at <http://www.TexasAssessment.com/TAonlinetraining>. Three modules are available: Module 1—*Active Monitoring*, Module 2—*Distribution of Test Materials*, and Module 3—*Proper Handling of Secure Materials*.

### **CONTENT OF MODULES**

#### *Module 1—Active Monitoring*

- Understanding expectations of active monitoring
- Correctly implementing active monitoring
- Differentiating between active monitoring and unauthorized viewing
- Common errors made by students to look for during active monitoring
- Identifying blank answer documents through active monitoring
- Addressing students who turn in an answer document or scorable test booklet with responses left blank

#### *Module 2— Distribution of Test Materials*

- Common errors made when assigning or distributing tests to students
- Preventing mistakes that occur while distributing materials to students
- Strategies for preparing for a test administration
- Implications of improper distribution of test materials

#### *Module 3—Proper Handling of Secure Materials*

- Understanding expectations for protecting the security and confidentiality of secure materials
- Common errors made in handling of secure materials
- Importance of following secure materials accounting procedures
- Risks and consequences of not properly accounting for all materials

## MINIMUM TECHNICAL REQUIREMENTS

Review the *Unified Texas Minimum System Requirements* document for an overview of required technology infrastructure at <http://www.TexasAssessment.com/unifiedsystemreqs>.

If you have general questions about the training modules, please call the Student Assessment Division. If you encounter technical difficulties, please call Pearson at (800) 627-0225, option 3.

### Assessment Contact Information

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