

Optional Web-based Test Administrator Training Modules

In response to recommendation 14, TEA developed and deployed in 2010 new web-based training modules for test administrators to help ensure that test results are meaningful and valid. The modules were provided to supplement the mandatory training required of all personnel involved in testing. This online training is optional but recommended and is designed to be conducted in either a group or individual setting.

The modules address the following topics:

- ▶ Active Monitoring: Module 1 explains the expectations for active monitoring and demonstrates how to correctly implement this requirement.
- ▶ Distribution of Test Materials: Module 2 familiarizes personnel with common errors made when materials are distributed and offers strategies for preventing these mistakes.
- ▶ Proper Handling of Secure Materials: Module 3 addresses the expectations for protecting the contents of secure test materials and presents examples of the risks and consequences of common errors that could result in breaches of security and confidentiality.

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