

# **TEXAS ASSESSMENT MANAGEMENT SYSTEM OVERVIEW**

# Texas Assessment Management System

## Information and Resources

- STAAR grades 3–8 and EOC
- Access through TexasAssessment.com

**Texas Assessment Management System** Contact Us

### Welcome to the Texas Assessment Management System

The Texas Student Assessment Program consists of the following:

- State of Texas Assessments of Academic Readiness (STAAR®)
- STAAR Alternate 2
- Texas English Language Proficiency Assessment System (TELPAS)
- Texas Assessment of Knowledge and Skills (TAKS)

The Texas Assessment Management System provides test administrators, educators, and families with the information and resources needed to prepare for and administer these assessments and to access assessment results and reports.

#### STAAR Assessments



Access information and online resources for the STAAR grades 3–8 and end-of-course (EOC) assessments including STAAR Spanish, STAAR L, and STAAR A.

- [For Administrators](#)
- [For Educators](#)
- [For Families](#)

#### STAAR Alternate 2, TELPAS, and TAKS Assessments



Access information and online resources for STAAR Alternate 2, TELPAS, and TAKS.

- [For Administrators](#)
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#### Texas Assessment Data Portal

Access assessment results and reports for all assessment programs.

- [Student Portal](#)
- Teacher Portal (available soon)
- [Analytic Portal](#)

#### Summary Reports

[2015 District and Campus Reports](#)

#### Technology Systems and Supports for Administrators

Access technical guides, unified minimum system requirements, and other technology resources related to assessment management systems and online testing for all assessment programs.

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#### Log In for Administrators

- [STAAR Assessment Management System](#)
- [STAAR Alternate 2, TELPAS, and TAKS Assessment Management System](#)

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#### Resources for All Assessment Programs

- [Test Administration Manuals and Materials](#)
- [TEA's Student Assessment Division Website](#)
- [Student Assessment Testing Calendars and Calendar of Events](#)
- [Additional Reports and Services](#)
- Private School Packet (available soon)

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#### Out-of-District (OOD) and Out-of-School (OOS) Registration

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- Technology Systems and Supports
- Systems Log In
- TEA Student Assessment Division Website
- OOD/OOS

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## Technology Systems and Supports

### STAAR Grades 3–8 and EOC

- [STAAR Assessment Management System User's Guide \(PDF\)](#)
- [STAAR Assessment Management System User Roles and Permissions \(PDF\)](#)
- STAAR Online Testing Platform Secure Browsers
  - [For Windows](#)
  - [For Mac](#)
  - [For Chromebook](#)
  - [For iPad](#)
- [STAAR Online Testing Platform Technology Guide \(PDF\)](#)
- [STAAR Online Testing Platform Local Caching Software \(LCS\) District Guide \(PDF\)](#)
- [Online Readiness Tools](#)
- [Quick Guide to Online Testing \(PDF\)](#)
- [2015 STAAR End-of-Course Reporting Student Data File Format \(PDF\)](#)

### STAAR Alternate 2, TELPAS, and TAKS

- [Training Modules for the STAAR Alternate 2, TELPAS, and TAKS Assessment Management System](#)
- [STAAR Alternate 2, TELPAS, and TAKS Assessment Management System User's Guide](#)
- [User Roles and Permissions for the STAAR Alternate 2, TELPAS, and TAKS Assessment Management System \(PDF\)](#)
- [Installable TestNav \(for Windows, Mac, Linux Fedora and Ubuntu, iPad, Android, and Chromebook\) and ProctorCache Installers \(for Windows and Mac\)](#)
- [STAAR Alternate 2, TELPAS, and TAKS Assessment Management System Training Site](#)
- [TestNav 8 Online Support](#)

### All Assessment Programs

#### Unified Specifications

- [Unified Minimum System Requirements for the Administration of Online Assessments \(PDF\)](#)

#### System Upload File Formats

- [2015–2016 Student Data File Format for Student Registration and Precoding \(PDF\)](#)

#### Texas Assessment Data Portal

- [Student Portal Help Guide \(PDF\)](#)
- [Analytic Portal Help Guide](#)
- [Data Interaction Hardware and Software Requirements \(PDF\)](#)

## Technology Systems and Supports

- Assessment Management Systems
- Online Testing Platforms
- Data Portals

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# Assessment Management System Log In

# Texas Assessment Management System



## Sign In

Enter your username and password to sign in to the systems below. For more information about the Texas Assessment Management System, visit [www.texasassessment.com](http://www.texasassessment.com).

- **Administrators:** Access the STAAR Grades 3-8 and End-of-Course Test Management System
- **Administrators and Educators:** Access the Texas Assessment Data Portal for all assessments (STAAR, STAAR Alternate 2, TAKS and TELPAS)

Username:

Password:

[Sign In](#)

[Forgot Username](#) | [Forgot Password](#)

## Please log in...

Welcome to the Texas Assessment Management System, delivered through PearsonAccess.  
Please log in to access these services.

User ID:

Password:

Note: Password is case sensitive.

[Log In](#) [Cancel](#)

[Unlock User](#)  
[Reset your password](#)  
[Forgot your User ID?](#)  
[Need help logging in?](#)

## Sign In

Username

Password

[Forgot Username](#) | [Forgot Password](#) | [Help](#)

[Sign In](#)

Username is not case sensitive  
Password is case sensitive

Powered by **PearsonAccess** next™

# Overview – STAAR Assessment Management System

System Overview

Import Student Data – SDU and User Account File Processing

Manage Students

Manage Online Testing

Resolve Student Warnings and Errors

View Published Reports



# System Overview

- Organizations
- Users
- Students
- Online Testing
- Orders
- Reports

The screenshot displays the STAR Assessment Management System interface. At the top left is the STAR logo and the text "Assessment Management System". The top right navigation bar includes links for "Dashboard", "Profile", "TAMS", "Help", and "Logout". A left-hand sidebar menu lists "Organizations", "Users", "Students", "Online Testing", "Orders", and "Reports". The main content area features a blue header with a clock icon and the text "Dashboard: Welcome, DTC Janet Hensley". Below this header are two tabs: "News & Announcements" (active) and "Student Transfers". A "Create Announcement" button is positioned above a list of announcements. The first announcement reads: "Welcome! | Feb 11, 2016 | Posted By: Hensley, DTC Janet" followed by "Welcome!". A "Showing 1 of 1" indicator is located at the bottom right of the announcement list.

# Import Student Data

## Student Registration Upload

- *Students > Upload*

The screenshot displays the STAAR Assessment Management System interface. The top navigation bar includes the STAAR logo, the text "Assessment Management System", and links for Dashboard, Profile, TAMS, Help, and Logout. A left sidebar menu is visible with categories: Organizations, Users, Students (highlighted with a red box), View & Edit, Register, Upload (highlighted with a red box), Resolution, Transfer, Orders, and Reports. The main content area is titled "Upload Students" and contains the following elements:

- Instruction: "Upload file to register students."
- Form fields: "Select Test Admin \*" (dropdown menu with "MAR/MAY 2016 STAAR EOC" selected) and "Select District \*" (dropdown menu with "ISD" selected).
- Section: "Upload A File" with a "Download Spreadsheet Template" link, a "Select Upload:" label, a "Browse..." button, the text "No file selected.", and an "UPLOAD" button.
- Section: "Uploaded Files:" with a note: "There are currently 5 uploaded files. To view the details of the errors or conflicts, click on the number in the corresponding column."
- Table of uploaded files:

#	Date ▲	Filename	Status	Uploads	Errors	Conflicts	Actions
1	10/19/2015	Dec15_PaperUpload_E2_2.csv	✓	2/2	0	0	🗑️
2	10/19/2015	Dec15_PaperUpload_US.csv	⚠️	286/287	1	0	📄 🗑️
3	10/19/2015	Dec15_PaperUpload_E1.csv	⚠️	338/339	1	0	📄 🗑️

# Manage Students

## View Student Registrations

- *Students > View & Edit*

The screenshot shows the STAR Assessment Management System interface. The top navigation bar includes links for Dashboard, Profile, TAMS, Help, and Logout. A left sidebar contains menu items for Organizations, Users, Students, View & Edit, Register, Upload, Resolution, Transfer, Online Testing, Orders, and Reports. The 'Students' menu item is highlighted with a red box, and the 'View & Edit' sub-item is also highlighted with a red box. The main content area is titled 'View & Edit Students' and contains a breadcrumb trail: Students > View & Edit Students. Below the breadcrumb, there is instructional text: 'To view or edit students, complete the search criteria below and click SEARCH. Required fields are marked with a red asterisk. If you wish to download the results of your search, you must select a campus.' The 'Search for Students' section features a dropdown menu for 'Test Administration \*' with 'Select' as the current selection, highlighted by a red box. Below this are input fields for 'First Name', 'Last Name', and 'PEIMS ID'. At the bottom, there are dropdown menus for 'Grade' (with 'Select Grade' as the current selection) and 'Organization' (with '-- Select Organization --' as the current selection).

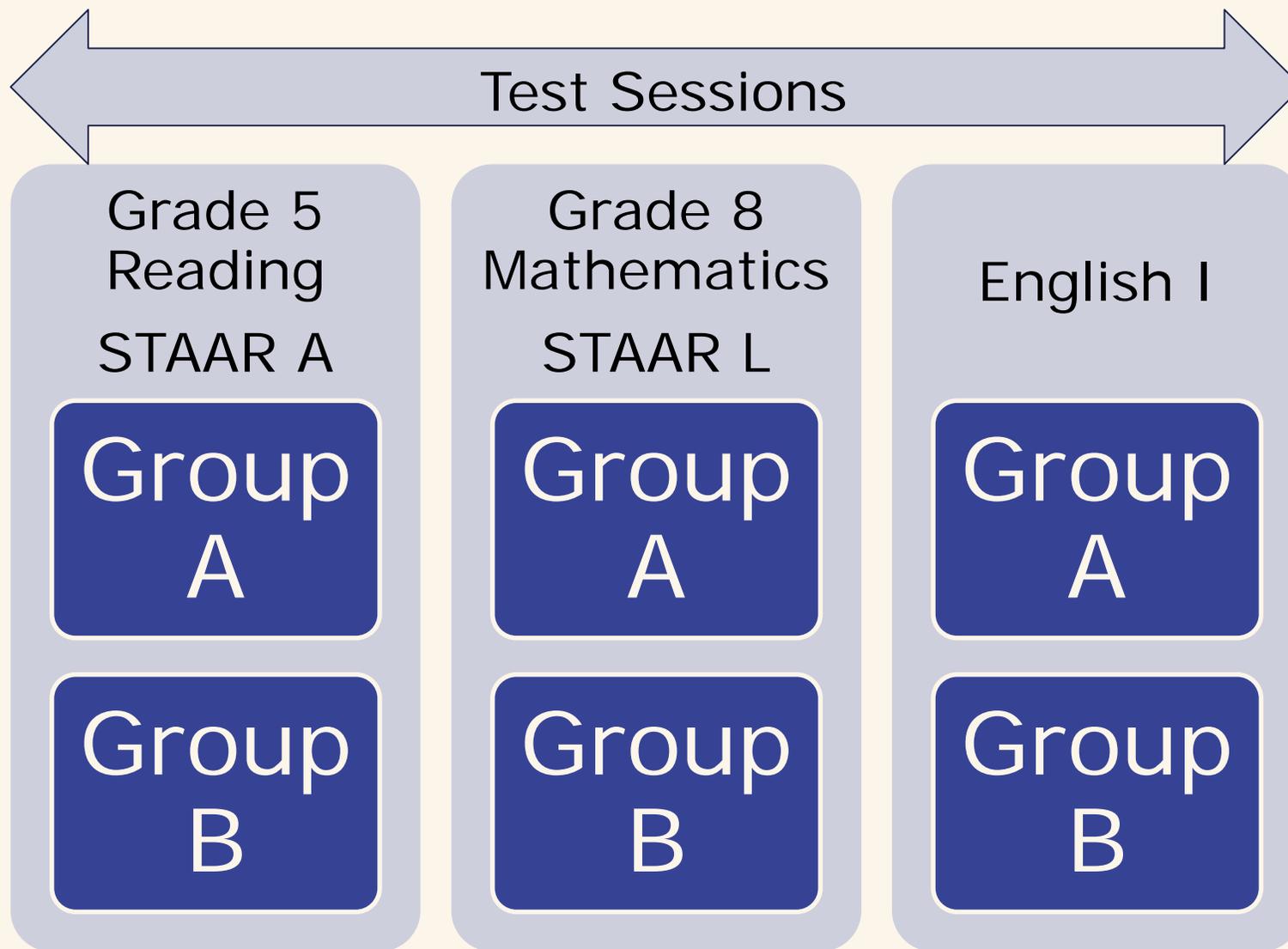
# Manage Students

## Transfer Student Registrations

- *Students > Transfers*

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# Manage Online Testing



# Manage Online Testing

- Search Sessions
- Sessions At a Glance
- Manage Sessions

The screenshot shows the STAR Assessment Management System interface. The top navigation bar includes the STAR logo, the text "Assessment Management System", and links for Dashboard, TAMS, Help, Profile, and Logout. A left sidebar contains menu items: Organizations, Users, Students, Online Testing (highlighted), Manage Online Testing (highlighted), Orders, and Reports. The main content area is titled "Manage Online Testing" and includes a breadcrumb trail: Online Testing > Manage Online Testing. Below the breadcrumb is a descriptive paragraph: "From this page you can select and view information about test sessions, filtered by groups in your campus(es). To view a session: choose a test administration, subject, grade, and campus and then click the SEARCH button. A list of available groups within that session, as well as aggregate information about testing activity, will appear. To view an individual group, click on the magnifying glass icon in the Actions column." Below this is a "Search Sessions" section with four dropdown menus: "Test Administration" (2016 MAR/MAY STAAR EOC), "Subject" (Mathematics), "Testing Grade" (04), and "Campus" (Default Home Campus). A blue "SEARCH" button is located to the right of the dropdowns. Below the search section is a "Session At A Glance" section with four circular gauges: "Ready to Test" (63), "In Progress" (33), "Alerts" (27), and "Submitted" (32). At the bottom, it says "Groups by Session: 6".

# Manage Online Testing

## View Test Sessions

*Online Testing*  
> *Manage Online Testing*

- Testing coordinator confirms students are registered and assigned to a test session

The screenshot displays the 'Manage Online Testing' interface. At the top, it shows 'Test Administration' details: '2016 MAR/MAY STAAR 3-8', 'Campus (170902104) HOUSTON EL', and 'Session ID 2042529'. Below this is an 'Update Results' section with dropdown menus for 'Subject' (Reading), 'Testing Grade' (05), 'Group' (O'Neil 5th Grade Reading), and 'Version' (All Versions), followed by an 'UPDATE' button. A 'Total Students: 8' summary is shown above a table of student records. The table includes columns for '#', 'Student Name', 'PEIMS ID', 'Version', 'Score Code', 'Status', and 'Actions'. The status icons range from a red lock (locked) to a green checkmark (completed). At the bottom, there are buttons for 'Print All Tickets & Rosters' and 'Print Selected Tickets & Rosters'.

#	Student Name	PEIMS ID	Version	Score Code	Status	Actions
1	Anderson, Mike	*****1231	STAAR		Jan 15 12:25pm	
2	Edwards, Connie	*****1232	STAAR	S-Score	Jan 16 10:00am	Print, Refresh, Cancel
3	McCoy, David	*****1233	STAAR	S-Score	Jan 23 12:25pm	Print, Refresh, Cancel
4	Nguyen, Naomi	*****1234	STAAR	S-Score	Jan 15 2:00pm	Print, Refresh, Cancel
5	Paul, Amber	*****1235	STAAR	S-Score	Jan 16 12:25pm	Refresh, Cancel
6	Perkins, Opal	*****1236	STAAR-A	S-Score	Jan 16 12:25pm	Refresh, Cancel
7	Quenns, Ophelia	*****1237	STAAR	S-Score	Jan 23 11:20am	Cancel
8	Smith, Dewayne	*****1238	STAAR		Jan 23 10:25am	

# Manage Online Testing

## Building a Group

- *Update GROUP NAMES in the student data file template and upload to Student>Uploads*

D	E	F
IS-NAME	GROUP NAME	LAST-
g HS	Red	ATRA
g HS	Red	ATRA
g HS	Orange	ATRA
g HS	Orange	ATRA

Assessment Management System

Dashboard Profile TAMS Help Logout

Organizations

Users

**Students**

View & Edit

Register

**Upload**

Resolution

Transfer

Orders

Reports

**Upload Students**

Upload file to register students.

Select Test Admin \*  
MAR/MAY 2016 STAAR EOC

Select District \*  
ISD

**Upload A File**

Download Spreadsheet Template

Select Upload:  No file selected.

**Uploaded Files:**

There are currently 5 uploaded files. To view the details of the errors or conflicts, click on the number in the corresponding column.

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3	10/19/2015	Dec15_PaperUpload_E1.csv	⚠️	338/339	1	0	📄 🗑️

# Manage Online Testing

## Student Test Tickets

- *Online Testing > Manage Online Testing*
- Contains all necessary information for students to access tests
- Test tickets are printed by the testing coordinator up to 7 days prior to testing and must be stored in a secure location
- Distribute test tickets to test administrators on test day

Total Students: 8

#	<input type="checkbox"/>	Student Name	PEIM S ID	Version	Score Code	Status <span>i</span>	Actions <span>i</span>
1	<input type="checkbox"/>	Anderson, Mike	*****1231	STAAR		Jan 15 12:25pm	
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[Print All Tickets & Rosters](#) [Print Selected Tickets & Rosters](#)

# Manage Online Testing

## Monitor Status

- *Online Testing > Manage Online Testing*
- Campus can view testing status of students



Total Students: 8

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[Print All Tickets & Rosters](#) [Print Selected Tickets & Rosters](#)

# Manage Online Testing

## Update Score Codes and Accommodations

- *Online Testing > Manage Online Testing*
- Use Test Attributes action to update score codes and accommodations

The screenshot displays the 'Update Test Attributes' interface. The top section is a blue header with a pencil icon and the title 'Update Test Attributes'. Below the header, a subtitle reads 'Update test attributes for USERHB, BUSER's test session.' The main content area is divided into two sections: 'Score Code' and 'Accommodations'. The 'Score Code' section features a dropdown menu currently set to 'S-Score'. The 'Accommodations' section contains five checkboxes, each with a label: 'General Accommodation', 'Large Print', 'Oral Administration', 'Extra Day', and 'Linguistic Accommodations'. A red rectangular box highlights the 'Score Code' and 'Accommodations' sections. To the right, a partial view of a test session list is visible, showing columns for 'Status' and 'Actions'. One of the 'Actions' icons, which appears to be a pencil, is highlighted with a red square.

# Resolve Student Warnings and Errors

- *Students* > *Resolution*
- Resolve inconsistent or missing student information or a mismatch between the most recent answer document and the records within the system

The screenshot displays the STAR Assessment Management System interface. The left sidebar shows a navigation menu with 'Students' and 'Resolution' highlighted in red. The main content area is titled 'Student Resolution' and includes a 'Filter Records Requiring Resolution' section with dropdown menus for 'District' and 'Test Administration'. Below this, there are fields for 'Resolution Status', 'PEIMS ID', 'Testing Organization', and 'Subject'. A modal window titled 'Resolve Hold' is open, showing a message about answer sheet data mismatches. It contains 'Answer Document Data' and a 'Data Resolution' table.

Student Info Type	Potential Match (Not Found)	Answer Document Data	Resolution Data
PEIMS ID	---	910000120	910000120
First Name	---	QQQQQQQQQQ	QQQQQQQQQQ
Middle Initial	---	Q	Q
Last Name	---	---	<input type="text" value="Enter Last Name"/>
Date of Birth	---	---	<input type="text" value="Select Date of Birth"/>
Sex	---	M	M

Buttons at the bottom of the modal: CANCEL, RESET, and SUBMIT RESOLUTION.

# View Published Reports

- *Reports > Results*
- Standard reports showing student performance on the STAAR assessments are available for download from the system.

STAR Assessment Management System

Dashboard Profile TAMS Help Logout

Organizations

Users

Students

Orders

**Reports**

Organizations

Students

Orders

**Results**

## Results Report

Search and download PDF Results by criteria

### Results Report

Select Test Administration\*  
DEC 2015 STAAR EOC

Organization \*  
H S [258999001]

Report  
All

Date Range  
All

Results: 51 [SEARCH](#)

#	Report	Date	Actions
1	Updated Confidential Campus Rosters (Standard)	01/06/2016	
2	Summary Reports (Standard)	01/06/2016	
3	Updated Confidential Student Reports (CSRs) - E1	01/05/2016	



Pearson

# STAAR Alternate 2, TELPAS, and TAKS Assessment Management System

Spring 2016





# Assessment Management System

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**24–28**    System Overview

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**29–34**    Student Data

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**35–39**    Online Test Sessions

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**43**        Reports

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**45–46**    Contact Information

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# System Overview - Assessment Management System

**PearsonAccess<sup>next</sup>** Texas > 2015 - 2016 > 2016 Spring TELPAS Grades K-12 AOC ISD (260999)

Home Setup Testing Reports **Support**

**SETUP** **TESTING** **REPORTS**

Select an action Select an action Select an action

★ **TELPAS**

**Key Dates**

Districts Receive TELPAS Rater and Test Administrator Manuals	January 4-8, 2016
Student Data File Upload (Student Registration) Begins	January 18, 2016
Test Session Setup Begins	January 18, 2016
Move Tests Between Organizations	February 1 - April 8, 2016
Proctor Caching Available	February 29, 2016
TELPAS Assessment Window	March 7 - April 6, 2016
TELPAS Verification Window	April 7 - 8, 2016
Districts Order Additional Reports	By April 8, 2016
Districts Return Non-scorable Materials	By April 15, 2016

**Resources**

[Educator Guide to TELPAS Grades K-12](#)

[TEA TELPAS Resources Page](#)

**Contact**

[Contact Us](#)

**Related Links**

[Sign in to Texas Assessment Management System for 2015 TELPAS and TAKS Reports](#)

[Sign in to STAAR Alternate 2, TELPAS, and TAKS Assessment Management System Training Site](#)

[Avocet - Master Index of Resources for STAAR Alternate 2, TELPAS, and TAKS](#)

[Texas Assessment Management System \(TexasAssessment.com\)](#)

[Log in to STAAR Assessment Management System](#)

[Texas Assessment Data Portal for all Assessments](#)

# System Overview - System Layout

The screenshot displays the PearsonAccessnext interface. At the top left, the logo 'PearsonAccess<sup>next</sup>' is highlighted with a red box. The top right navigation bar includes a location dropdown 'Texas > 2015 - 2016 > 2016 March TAKS Exit Level', a user ID dropdown 'AOC ISD (260999)', and a user profile icon, all highlighted with red boxes. Below the logo, a horizontal navigation menu contains 'Home', 'Setup', 'Testing', 'Reports', and 'Support', with 'Testing' and 'Reports' highlighted by red boxes. A vertical sidebar menu on the left lists 'Import / Export Data', 'Students', 'Groups', 'Organizations', 'Users', 'Feature Dates', 'Orders & Shipment Tracking', and 'TestNav Configurations'. The main content area features two large blue buttons: 'TESTING' and 'REPORTS'. Below the 'TESTING' button is a dropdown menu with 'Sessions' and 'Students in Sessions'. Below the 'REPORTS' button is a dropdown menu with 'Operational Reports' and 'Published Reports'.

# System Overview - TELPAS Test Administration Process

1

## Register and Assign Students to Test (s)

Test assignments:

- K-1: Holistic Ratings Test
- 2-12: Holistic Ratings Test **and** reading test

2

## Create Online Test Sessions

Coordinators or assigned staff will need to create and manage sessions.

- Holistic Ratings sessions
- Start Reading sessions

3

## Administer Reading Tests/Enter Holistic Rating

Administer and monitor reading sessions for students in grades 2 – 12.

Authorized administrators log in with student testing ticket and enter holistic ratings.

4

## Enter Score and Accommodation Information

If directed by coordinator, score codes and accommodations will need to be entered.

- Some score codes are determined by the ARD committee and must be documented in a student's IEP.
- If a student was provided accommodations, it must be indicated.

# System Overview - STAAR Alternate 2 Test Administration Process

## 1

### Register Students and Create Online Sessions

Coordinators or assigned staff will need to create and manage sessions

- Start sessions
- Generate login information for staff who will transcribe answers into the online system

## 2

### Transcribe Answers Online

Using login information provided by coordinators, staff will login to TestNav and input scoring information

- Screen will have one question per page
- Staff will enter scoring information by selecting the appropriate bubble

## 3

### Enter Score and Accommodation Information

If directed by coordinator, score codes and accommodations will need to be entered

- Some score codes are determined by the ARD committee and must be documented in a student's IEP
- If a student was provided accommodations, it must be indicated

## 4

### Return Test Material to Campus Coordinator

After each test session, the test administrator must return all test materials to the campus coordinator.

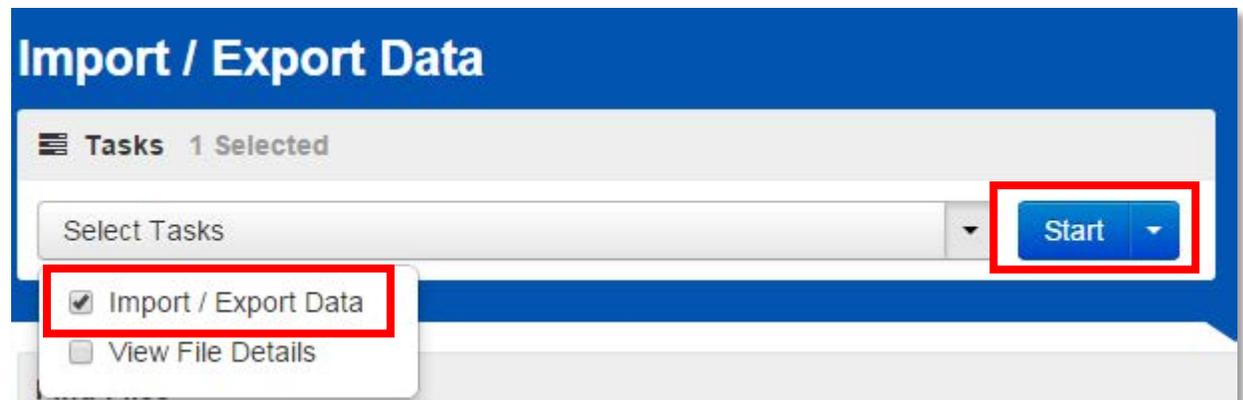
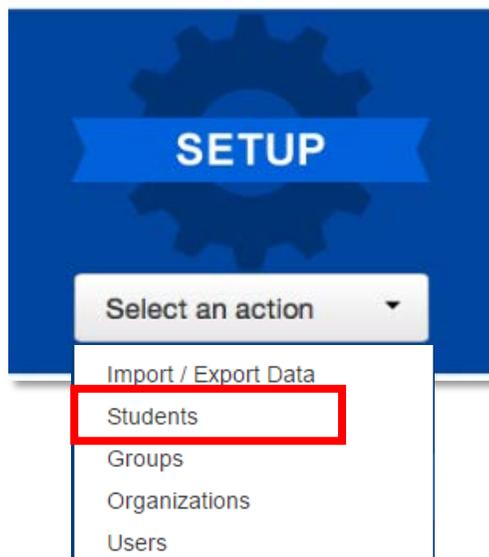
- Return all manuals, booklets, scoring documents and photocopies of secure test material
- Accompanying pictures, objects, textured materials, or instructional tools do not need to be returned

# Student Data - Registering Students



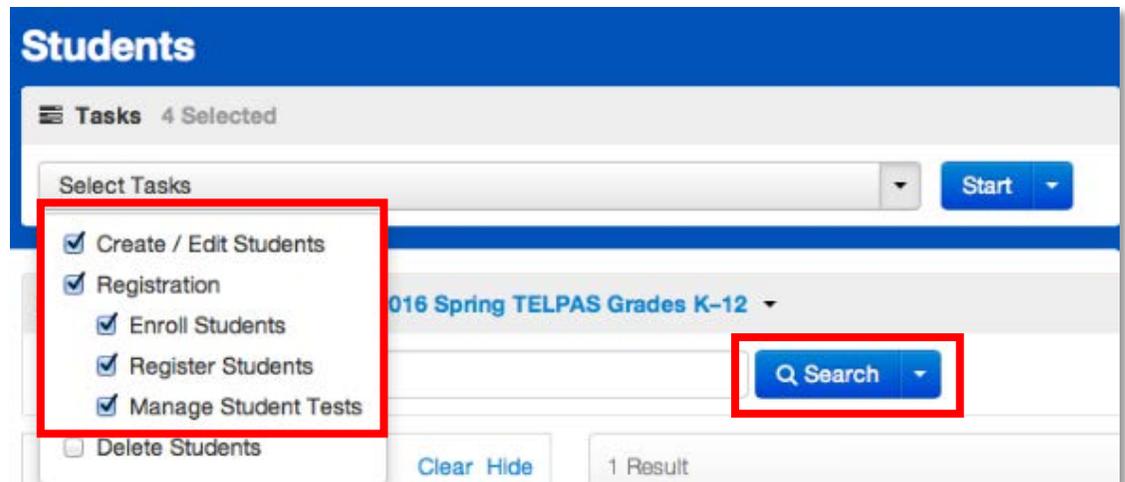
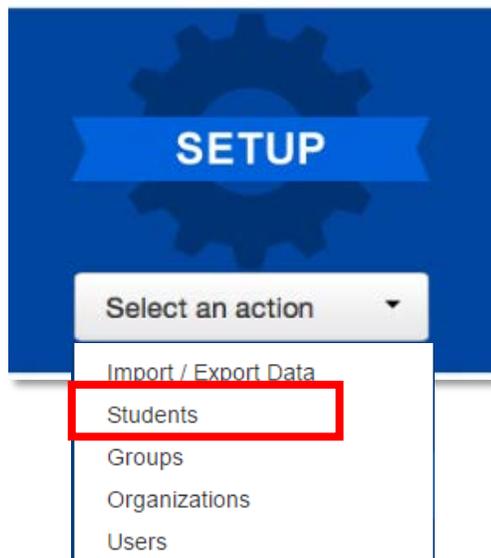
[Before Testing Training Module](#)

Student registration import:



# Student Data - Registering Students

Enter details directly into the system:



# Student Data - Registering Students

Tasks for Students

◀ Add Task   Previous Task   Next Task ▶   Exit Tasks ✕

Create / Edit Students   Enroll Students   Register Students   Manage Student Tests

Students (0)

➕ Create Students

**Details**

Organization\*  
Select

PEIMS-ID\*

Last Name\*

First Name\*

Middle Initial

Temporary

Date of Birth\*  
(MM/DD/YYYY)

Sex Code\*

T-NUMBER

**PEIMS Information**

TSDS-UNIQUE-ID <input type="text"/>	ECONOMIC-DISADVANTAGE-CODE <input type="text"/>	PEIMS-CDC <input type="text"/>
STUDENT-ATTRIBUTION-CODE <input type="text"/>	TITLE-I-PART-A-INDICATOR-CODE <input type="text"/>	PEIMS-YEAR <input type="text"/>

# Student Data - Registering Students

Tasks for Students

Create / Edit Students **Enroll Students** Register Students Manage Student Tests

**Organizations**

x AOC H S (260999001)

**Students (1)**

Student	
FIRSTNAME LASTNAME ⓘ	<input checked="" type="checkbox"/>

AOC H S (260999001)

# Student Data - Registering Students

Tasks for Students Add Task Previous Task Next Task Exit Tasks

Create / Edit Students **Enroll Students Register Students** Manage Student Tests

Students (1)  
LASTNAME, FIRSTNAME (000999630)

**2016 Spring TELPAS Grades K-12** Show Student Details

Registered

GRADE-LEVEL-CODE* OK = Kindergarten	LOCAL-STUDENT-ID <input type="text"/>	REPORTING-CDC Select
Years in U.S. Schools 6 = Has been enrolled in U.S.	Parent Denial <input type="text"/>	Unschool'd Asylee/Refugee <input type="text"/>
Students with Interrupted Formal Education (SIFE) <input type="text"/>		
HISPANIC-LATINO-CODE <input type="text"/>	AMERICAN-INDIAN-ALASKA-NATIVE-CODE <input type="text"/>	ASIAN-CODE <input type="text"/>
BLACK-AFRICAN-AMERICAN-CODE <input type="text"/>	NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE <input type="text"/>	WHITE-CODE <input type="text"/>
ECONOMIC-DISADVANTAGE-CODE <input type="text"/>	TITLE-I-PART-A-INDICATOR-CODE <input type="text"/>	MIGRANT-INDICATOR-CODE <input type="text"/>
BILINGUAL-PROGRAM-TYPE-CODE <input type="text"/>	ESL-PROGRAM-TYPE-CODE <input type="text"/>	SPECIAL-ED-INDICATOR-CODE <input type="text"/>

# Student Data - Registering Students

Tasks for Students ➕ Add Task ← Previous Task

Create / Edit Students   Enroll Students   Register Students   **Manage Student Tests**

Test Filter

Test Status Filter  Complete  Assigned

**Student Tests (0)**

[➕ Create Student Tests](#)

**Test Details**

Student\*

Organization\*

Format\*    Status\*

Score Code

Test\*

- TELPAS Grade 10-12 Sp 16
- TELPAS Grade 2 Sp 16
- TELPAS Grade 3 Sp 16
- TELPAS Grade 4-5 Sp 16
- TELPAS Grade 6-7 Sp 16
- TELPAS Grade 8-9 Sp 16
- TELPAS Holistic Ratings Grade 10-12
- TELPAS Holistic Ratings Grade 2

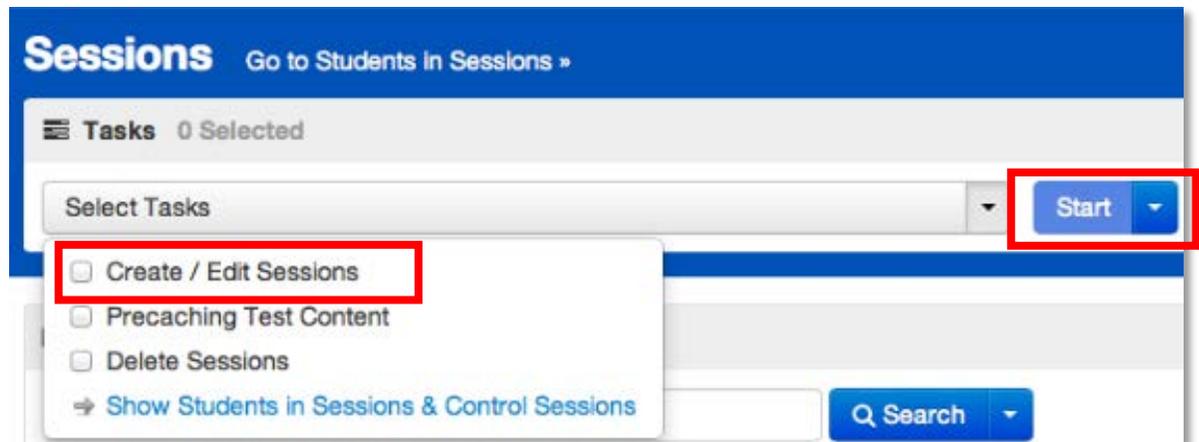
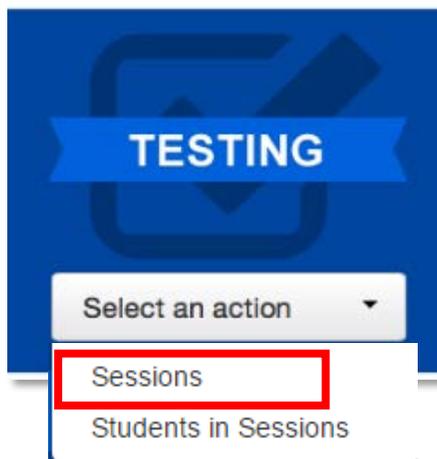
Do Not Report Reason

# Creating Online Sessions



[Manage Testing Training Module](#)

How to create a TELPAS online session:



# Creating Online Sessions

**SESSIONS (0)**

[+ Create Session](#)

**DETAILS**

**New Session** [Create](#) [Reset](#)

**Session Name\***

**Organization\***  
AOC H S (260999001) x ▾

**Test & Form**

**Test Assigned\***

Proctor Reads Aloud

**Form Group Type\***

[Use Custom TestNav Settings](#)

**Precaching Computer\***  
Gabriel PC x ▾

A pre-caching computer is required when there is one or more available.

Find by Name or ID in AOC H S (260999001) ▾

**Students**

**Scheduling**

**Scheduled Start Date\***

**Scheduled Start Time**  
01:00 AM CST ⌄

**Lab Location**

\* Required

[Create](#) [Reset](#)

**Test List:**

- TELPAS Holistic Ratings Grade 8-9
- TELPAS Holistic Ratings Grade K-1
- TELPAS Reading Grade 10-12 Sp 16
- TELPAS Reading Grade 2 Sp 16

# Manage Online Test Sessions



[Day of Testing: Online Test Session Monitoring Training Module](#)

**Sessions** [Go to Students in Sessions »](#)

**Tasks** 0 Selected Start

**Sessions** 2 Selected [Clear](#) Manage

Select Tasks

- Create / Edit Sessions
- Precaching Test Content
- Delete Sessions
- [Show Students in Sessions & Control Sessions](#)

**Filters** [Clear](#) [Hide](#)

**Session Status**  
Select one or more

**Organization**  
Select one or more

**Test**  
Select one or more

4 Results

**Session**  **Search**  Show all results

This action clears the search and filters

<input type="checkbox"/>	Session	Start Date	Test	
<input type="checkbox"/>	GABRIEL G10 READING <a href="#">i</a>	Not Started	03/07/2016	TELPAS Reading
<input checked="" type="checkbox"/>	TEST <a href="#">i</a>	Not Started	01/15/2016	TELPAS Holistic
<input checked="" type="checkbox"/>	LAURA TELPAS TEST <a href="#">i</a>	Not Started	01/04/2016	TELPAS Holistic
<input type="checkbox"/>	TEST <a href="#">i</a>	Not Started	01/29/2016	TELPAS Holistic

# Manage Online Test Sessions

**Students in Sessions** [Go to Sessions »](#)

**Tasks** 0 Selected  [Start](#)

**Students in Sessions** 0 Selected [Clear](#)

**Session List**

Add

2 Selected | [Clear](#)

Combined View

- LAURA TELPAS TEST
- TEST

[Start](#) [Download Resources](#) [Update Cache](#) [Refresh](#)

- Seal Codes
- Scheduled Sessions
- STUDENT TESTING TICKETS
- Grid View
- List View
- Detail View - 4 per page
- Detail View - 1 per page

[Search](#)

**Filters** [Clear](#) [Hide](#)

**Organization**

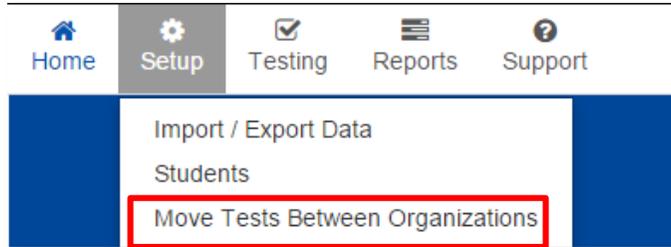
Select one or more

PEIMS ID

No Results Displaying 25 [Manage Columns](#)

<input type="checkbox"/>	PEIMS ID	Last Name	First Name	Middle Name	Username	Session	Form
Search or select a filter to view results.							

# TELPAS Move Tests Between Organizations



**Tasks for Students** ➕ Add Task < Previous Task Next Task > Exit Tasks ✕

Move Tests Between Organizations

**Success**  
Changes saved

Organizations\*

LASTNAME, FIRST B (000999051)

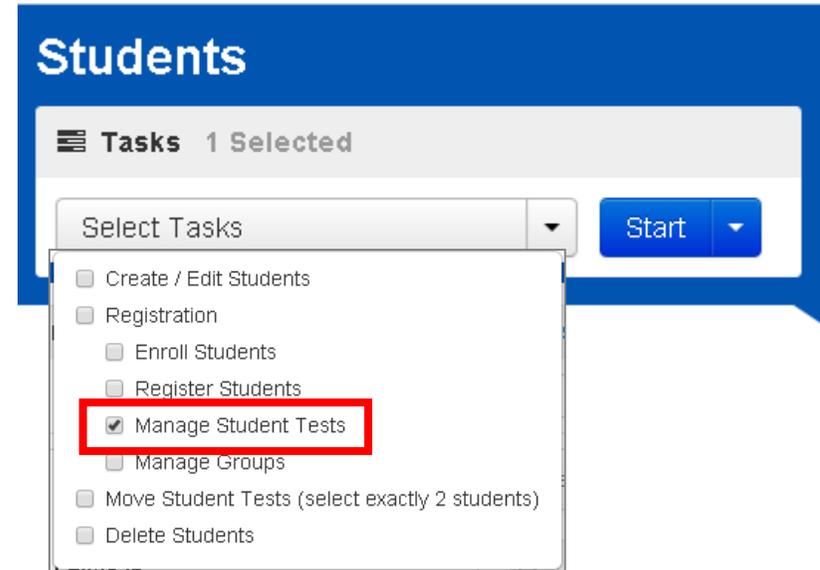
Test	Status	From
<input type="checkbox"/> TELPAS Reading Grade 3 Sp 16	Assigned	AOC J H (260999041)

\* Required

Local Student ID	LASTNAME	FIRST	000999052	True	10/03/2007	F = Female
<input type="checkbox"/>	LASTNAME	FIRST	000999052	True	10/03/2007	F = Female
<input type="checkbox"/>	LASTNAME	FIRST	000999053	True	10/04/2006	M = Male

# Testing Irregularities

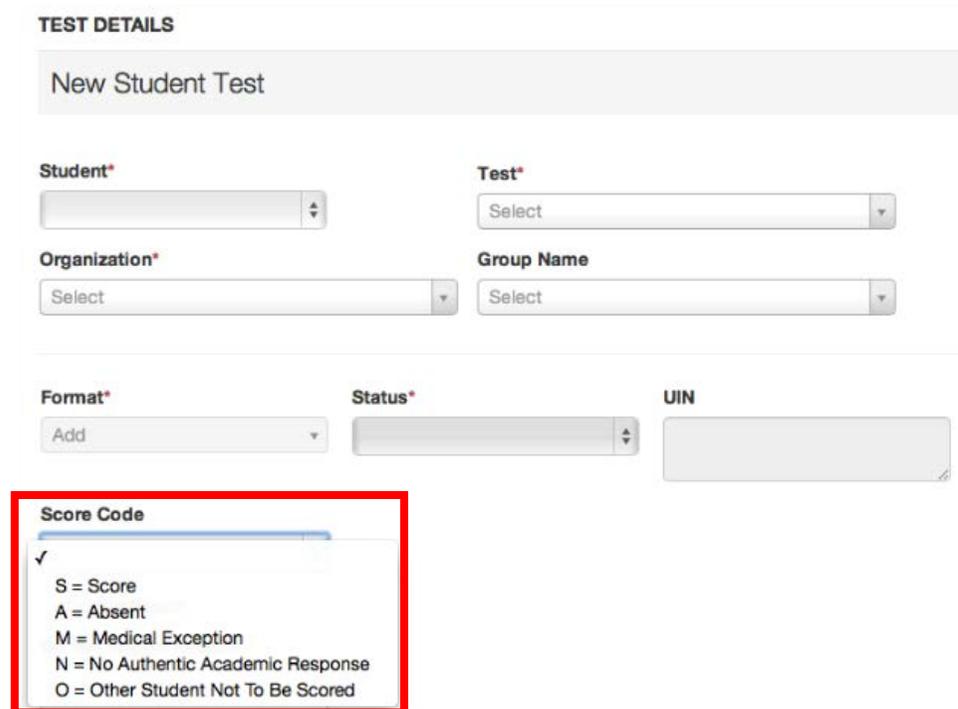
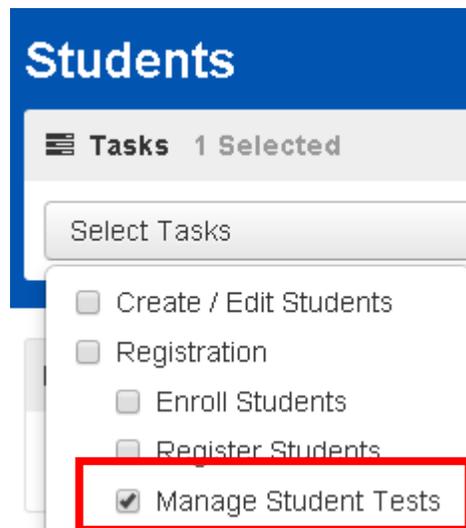
If there is a testing irregularity that requires the online test to be marked as *Do Not Report* – the District Testing Coordinator will be able to do that in the Assessment Management System directly. The DTC can then reassign a test to the student if that is required and then put the student into a new test session. *Do Not Report* is available in the *Manage Student Test* task.



For tests that need to be unsubmitted, the district must contact Pearson. Pearson can unsubmit tests as long as the tests have been exited for no longer than 2 hours. If it is over 2 hours since the student has exited the test, the district must contact TEA.

# Enter Score Codes

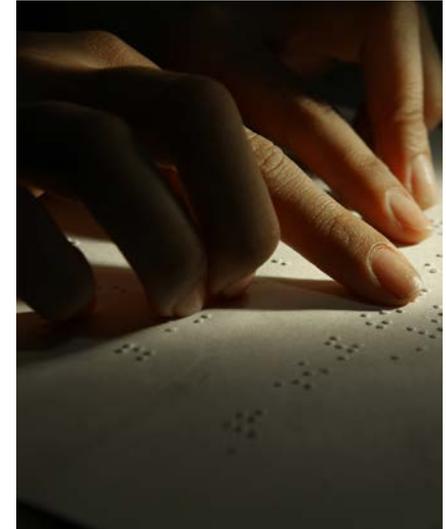
If directed by your campus coordinator, assign score codes on the Student Test Details screen. Some score codes are determined by the ARD committee and must be documented in the student's IEP.



# Enter Accommodations

If a student was provided accommodations, the accommodations must be indicated in the Accommodations menu on the Student Test Details screen.

You will only be able to indicate the accommodations that were used during the assessment after the student's scoring information has been submitted through TestNav.



**Accommodations**

<input type="checkbox"/> Color or Highlight	<input type="checkbox"/> Braille
<input type="checkbox"/> Color Overlays	<input type="checkbox"/> Describe Images
<input type="checkbox"/> Photocopy or Cut Out	<input type="checkbox"/> Presentation
<input type="checkbox"/> Photographs or Objects	<input type="checkbox"/> Isolate Images
<input type="checkbox"/> Textured Materials	<input type="checkbox"/> Picture Presentations
<input type="checkbox"/> Demonstrate	<input type="checkbox"/> Calculator
<input type="checkbox"/> Raise or Darken Outline	<input type="checkbox"/> Reread Text
<input type="checkbox"/> Enlarge	<input type="checkbox"/> Provide Structured Reminders

# Reports



[After Testing Training Module](#)

## Reports

- Operational reports
  - Standard reports for seeing a list of students such as enrolled but not registered for test administration or students registered but not assigned to a test, a test session list or session roster, as well as reports to track shipments and orders
- Published Reports
  - Information about assessment results - when available they can be viewed online, downloaded and printed

A screenshot of a web application interface. At the top, a navigation bar contains icons and labels for Home, Setup, Testing, Reports (highlighted with a red box), Test Config, Tools, and Support. Below this is a blue header for 'Published Reports'. The main content area is divided into two panels. The left panel, titled 'Tasks 0 Selected', has a 'Select Tasks' dropdown and a 'Start' button. The right panel, titled 'Published Reports 0 Selected', has a 'Manage' dropdown and a 'Download' button. Below these panels is a 'Find Reports' section with an 'Enter File Name' input field and a 'Search' button. At the bottom, there is a 'Filters' section with 'Clear Hide' links and a 'Select one or more' dropdown. To the right of the filters, it shows '1 Result', 'Displaying 25', and 'Manage Columns'. A table header is visible with columns for 'File Name', 'Size (KB)', 'Date Published', and 'Organization'.

**Thank you!**