

Campus Coordinator Checklist for TELPAS Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the TELPAS section of the *Coordinator Manual*.

Training

- ☐ Prepare for Training
- ☐ Review TELPAS Administration Resources
- ☐ Attend Training
- ☐ Review and Sign Oath
- ☐ Designate Technology Staff
- ☐ Schedule and Conduct Technology Staff Training Sessions
- ☐ Direct Technology Staff to Review Online Resources
- ☐ Designate Raters and Verifiers
- ☐ Schedule Test Administration Procedures Training for Raters and Verifiers
- ☐ Distribute *TELPAS Rater Manual* to Raters and Verifiers Before Training Session
- ☐ Conduct Administration Procedures Training for Raters and Verifiers
- ☐ Designate Staff to Conduct Calibration Sessions
- ☐ Schedule Monitored Calibration Sessions
- ☐ Conduct Monitored Calibration Sessions
- ☐ Monitor Holistic Rating Training
- ☐ Designate Test Administrators
- ☐ Schedule Test Administrator Training Sessions
- ☐ Distribute *TELPAS Test Administrator Manual*
- ☐ Conduct Test Administrator Training

Prepare for Administration

- ☐ Ensure That Proper Writing Collections Are Assembled and Verified
- ☐ Establish Holistic Rating Procedures
- ☐ Maintain Documentation of Procedures Followed
- ☐ Implement Rating Support Requirements for Individual Raters
- ☐ Create Role-Specific User Accounts
- ☐ Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place
- ☐ Ensure That Technology Staff Have Downloaded and Installed Software for Online Administrations
- ☐ Coordinate and Conduct a Test of Online Testing Environment
- ☐ Become Familiar with the Assessment Management System Training Site
- ☐ Become Familiar with the TELPAS Online Test Student Tutorials
- ☐ Download Files for Data Verification
- ☐ Verify Student Data Elements
- ☐ Update the Information in the Correct Fields in the Registration File
- ☐ Verify Years in U.S. Schools Data Collection in Consultation with LPAC
- ☐ Verify Extenuating Circumstances Data Collection
- ☐ Create Test Sessions and Generate and Print Student Test Tickets
- ☐ Generate and Print Student Test Tickets
- ☐ Sending Campus—Manage Students Who Withdraw BEFORE the Window Opens
- ☐ Sending Campus—Manage Students Who Withdraw ON or AFTER the Window Opens
- ☐ Receiving Campus—Manage Students Who Enroll BEFORE the Window Opens
- ☐ Receiving Campus—Manage Students Who Enroll ON or AFTER the Window Opens

Monitor Administration

- ☐ Ensure Proper Holistic Rating Procedures
- ☐ Ensure Proper Testing Procedures for Online Tests
- ☐ Monitor Online Tests
- ☐ Become Familiar with Reports That Assist in Monitoring Completion of TELPAS Administrations

Complete Administration Process

- ☐ Collect Rater Materials
- ☐ Collect Online Test Administration Materials
- ☐ Enter and Verify Holistic Ratings and Rater Information
- ☐ Verify Score Codes for Grades 2–12 Online Tests
- ☐ Verify Designated Supports
- ☐ Check the TELPAS Combined Status Report
- ☐ Return Signed Security Oaths from Campus Coordinator and Principal to District Coordinator