

# Principal Checklist

This checklist will help you keep track of the activities and steps involved in preparing for the administration, conducting the administration, and returning materials. Follow the dates on the Calendar of Events and other dates given to you by your campus coordinator. Check off the steps below as you complete them to make sure you have fulfilled your responsibilities as a principal. This page may be duplicated as needed.

## Prepare for Administration

---

- ☐ Attend Training Session on Administration Procedures
- ☐ Know Your Responsibilities in Ensuring Rating Accuracy
- ☐ Collaborate with Your Campus Coordinator to Designate Raters, Writing Collection Verifiers, and Other Testing Personnel and Implement Effective Assessment Procedures
- ☐ In Cooperation with Your Campus Coordinator, Select a Sufficient Number of Test Administrators to Meet Your Campus Needs
- ☐ In Cooperation with Your Campus Coordinator, Implement Procedures to Help Ensure the Validity and Reliability of the Holistic Rating Process During the Telpas Administration

## Conduct Administration

---

- ☐ In Cooperation with Your Campus Coordinator, Ensure That All Eligible ELLs on the Campus Are Assessed and That Test Security Is Maintained
- ☐ Ensure Proper Testing Procedures

## Complete Administration Process

---

- ☐ Sign the TELPAS Student Rating Rosters