

# Appendices



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# Appendix A



# GRIDDING INFORMATION

## Identification Information\*

ANSWER DOCUMENT HEADING	EXPLANATION	PEIMS DATA ELEMENT ID
	LAST-NAME	E0705
	FIRST-NAME	E0703
	MI (PEIMS ELEMENT IS MIDDLE-NAME)	E0704
	DISTRICT-NAME	E0213
	CAMPUS-NAME	E0267
	STUDENT-ID (AS USED FOR PEIMS) EITHER THE STUDENT'S SOCIAL SECURITY NUMBER OR A STATE-APPROVED ALTERNATIVE ID NUMBER CONSISTING OF AN "S" FOLLOWED BY EIGHT DIGITS	E0001
	SEX-CODE	E0004
	GRADE-LEVEL-CODE	E0017
	DATE-OF-BIRTH	E0006
	TEST FORM	n/a
	LOCAL-STUDENT-ID — ASSIGNED BY SCHOOL DISTRICT	E0923
E	ETHNICITY-CODE (MARK ONE)  1 = AMERICAN INDIAN OR ALASKAN NATIVE 2 = ASIAN OR PACIFIC ISLANDER 3 = AFRICAN AMERICAN 4 = HISPANIC 5 = WHITE, NOT OF HISPANIC ORIGIN	E0005

\*Not all codes are applicable to every testing program. TELPAS information is issued prior to testing separately with the TELPAS data file layout and TELPAS student list.

## Program Information\*

Program information submitted on the answer document should reflect the student’s status at the time of testing. Current information should be provided on the scorable document if the student is new to the district or if the student’s program or demographic information has changed since the fall 2008 PEIMS submission.

If a demographic or program information field is left blank for any student, data from the October 31, 2008, PEIMS submission will be used to complete the field, if possible. If it is not possible to match a student’s answer document to the appropriate PEIMS record, data from any field left blank will be aggregated and reported as “No information provided” for that data element.

TAKS, TAKS (Accommodated), TAKS–M, or LAT		
ANSWER DOCUMENT HEADING	EXPLANATION	PEIMS DATA ELEMENT ID
ED	<p>ECONOMIC-DISADVANTAGE-INDICATOR-CODE (MARK ONE)</p> <p>01 = ELIGIBLE FOR FREE MEALS UNDER THE NATIONAL SCHOOL LUNCH AND CHILD NUTRITION PROGRAM</p> <p>02 = ELIGIBLE FOR REDUCED-PRICE MEALS UNDER THE NATIONAL SCHOOL LUNCH AND CHILD NUTRITION PROGRAM</p> <p>99 = OTHER ECONOMIC DISADVANTAGE</p> <p>00 = NOT IDENTIFIED AS ECONOMICALLY DISADVANTAGED</p>	E0785
TIA	<p>TITLE-I-PART-A-INDICATOR-CODE (MARK ONE)</p> <p>6 = STUDENT ATTENDS CAMPUS WITH SCHOOLWIDE PROGRAM</p> <p>7 = STUDENT PARTICIPATES IN PROGRAM AT TARGETED ASSISTANCE SCHOOL</p> <p>8 = STUDENT IS PREVIOUS PARTICIPANT IN PROGRAM AT TARGETED ASSISTANCE SCHOOL (NOT A CURRENT PARTICIPANT)</p> <p>9 = STUDENT DOES NOT ATTEND A TITLE I, PART A SCHOOL BUT RECEIVES TITLE I, PART A SERVICES BECAUSE THE STUDENT IS HOMELESS</p> <p>0 = STUDENT DOES NOT CURRENTLY PARTICIPATE IN AND HAS NOT PREVIOUSLY PARTICIPATED IN PROGRAM AT CURRENT CAMPUS</p>	E0894

\*Not all codes are applicable to every testing program. TELPAS information is issued prior to testing separately with the TELPAS data file layout and TELPAS student list.

TAKS, TAKS (Accommodated), TAKS–M, or LAT

ANSWER DOCUMENT HEADING	EXPLANATION	PEIMS DATA ELEMENT ID
MS	<p>MIGRANT-STUDENT-INDICATOR-CODE STUDENT HAS BEEN IDENTIFIED AS A MIGRANT STUDENT (MARK ONE)</p> <p>1 = YES 0 = NO</p>	E0984
L	<p>LEP-INDICATOR-CODE LIMITED ENGLISH PROFICIENCY STUDENT HAS BEEN IDENTIFIED AS LIMITED ENGLISH PROFICIENT BY THE LANGUAGE PROFICIENCY ASSESSMENT COMMITTEE (LPAC) (MARK ONE)</p> <p>C = STUDENT IS CURRENTLY IDENTIFIED AS LEP (INCLUDES STUDENTS WITH PARENTAL DENIALS).</p> <p>M1 = STUDENT HAS MET CRITERIA FOR BILINGUAL/ESL PROGRAM EXIT, IS NO LONGER CLASSIFIED AS LEP IN PEIMS, AND IS IN HIS OR HER <b>FIRST</b> YEAR OF MONITORING AS REQUIRED BY 19 TAC §89.1220(L).</p> <p>M2 = STUDENT HAS MET CRITERIA FOR BILINGUAL/ESL PROGRAM EXIT, IS NO LONGER CLASSIFIED AS LEP IN PEIMS, AND IS IN HIS OR HER <b>SECOND</b> YEAR OF MONITORING AS REQUIRED BY 19 TAC §89.1220(L).</p> <p>0 = ALL OTHER ENROLLED STUDENTS</p> <p><b>NOTE:</b> MARK M1 OR M2 IF A STUDENT IS IN THE FIRST OR SECOND YEAR OF MONITORING BUT IS INCORRECTLY IDENTIFIED AS LEP IN PEIMS. THE M1 AND M2 CATEGORIES INCLUDE STUDENTS WITH PARENTAL DENIALS WHO HAVE MET THE STATE CRITERIA FOR RECLASSIFICATION AS NON-LEP AND ARE IN THEIR FIRST OR SECOND YEAR OF MONITORING.</p>	
B	<p>BILINGUAL-PROGRAM-CODE (MARK ONE)</p> <p>2 = TRANSITIONAL BILINGUAL/EARLY EXIT 3 = TRANSITIONAL BILINGUAL/LATE EXIT 4 = DUAL LANGUAGE IMMERSION/TWO-WAY 5 = DUAL LANGUAGE IMMERSION/ONE WAY 0 = STUDENT DOES NOT PARTICIPATE IN A BILINGUAL EDUCATION PROGRAM</p>	E1042
ESL	<p>ESL-PROGRAM-TYPE-CODE (MARK ONE)</p> <p>2 = ENGLISH AS A SECOND LANGUAGE/CONTENT-BASED 3 = ENGLISH AS A SECOND LANGUAGE/PULL-OUT 0 = STUDENT DOES NOT PARTICIPATE IN AN ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM</p> <p><b>NOTE:</b> FOR BILINGUAL OR ESL STUDENTS, PROGRAM INFORMATION SHOULD REFLECT ENROLLMENT IN <b>EITHER</b> A BILINGUAL <b>OR</b> AN ESL PROGRAM.</p>	E1043

TAKS, TAKS (Accommodated), TAKS–M, or LAT

ANSWER DOCUMENT HEADING	EXPLANATION	PEIMS DATA ELEMENT ID
SE	<p>SPECIAL-ED-INDICATOR-CODE (MARK ONE)</p> <p>1 = STUDENT IS PARTICIPATING IN A SPECIAL EDUCATION PROGRAM</p> <p>0 = STUDENT IS NOT PARTICIPATING IN A SPECIAL EDUCATION PROGRAM</p>	E0794
G/T	<p>GIFTED-TALENTED-INDICATOR-CODE STUDENT IS PARTICIPATING IN A STATE- APPROVED GIFTED/TALENTED PROGRAM (MARK ONE)</p> <p>1 = YES</p> <p>0 = NO</p>	E0034
AR	<p>AT-RISK-INDICATOR-CODE STUDENT IS DESIGNATED AS BEING AT RISK OF DROPPING OUT OF SCHOOL UNDER STATE-MANDATED ACADEMIC CRITERIA ONLY (MARK ONE)</p> <p>1 = YES</p> <p>0 = NO</p>	E0919
CT	<p>CAREER-AND-TECHNICAL-ED-IND-CODE INDICATES WHETHER STUDENT IS ENROLLED IN ONE OR MORE STATE-APPROVED VOCATIONAL EDUCATION COURSES (MARK ONE)</p> <p>1 = ENROLLED IN ONE OR MORE STATE-APPROVED CAREER AND TECHNICAL COURSES AS AN ELECTIVE</p> <p>2 = PARTICIPANT IN THE DISTRICT'S CAREER AND TECHNICAL COHERENT SEQUENCE OF COURSES PROGRAM</p> <p>3 = PARTICIPANT IN THE DISTRICT'S TECH PREP PROGRAM</p> <p>0 = NO PARTICIPATION IN CAREER AND TECHNICAL COURSES</p>	E0031

# Scoring Information\*

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TAKS, TAKS (Accommodated), TAKS–M, or LAT

ANSWER

DOCUMENT

HEADING

EXPLANATION

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## ACCOMMODATIONS:

- P = PRESENTATION ACCOMMODATION (MARK IF APPLICABLE)
- R = RESPONSE ACCOMMODATION (MARK IF APPLICABLE)
- S = SETTING ACCOMMODATION (MARK IF APPLICABLE)
- T = TIMING AND SCHEDULING ACCOMMODATION (MARK IF APPLICABLE)
- BR = BRAILLE ADMINISTRATION (MARK IF APPLICABLE)
- LP = LARGE-PRINT ADMINISTRATION (MARK IF APPLICABLE)
- OA = ORAL ADMINISTRATION (MARK IF APPLICABLE)
- DB = DYSLEXIA BUNDLED ACCOMMODATIONS (MARK IF APPLICABLE)

**NOTE:** SEE THE ACCOMMODATIONS MANUAL FOR MORE INFORMATION REGARDING ACCOMMODATIONS.

## TAKS, TAKS (ACCOMMODATED), TAKS–M, LAT:

- W = WRITING    M = MATHEMATICS
- R = READING    ELA = ENGLISH LANGUAGE ARTS
- S = SCIENCE    SS = SOCIAL STUDIES

(MARK ONLY ONE SCORE CODE FOR EACH SUBJECT AREA)

SCORE CODE

- A = ABSENT (DO NOT MARK IF AN ELIGIBLE STUDENT WILL TAKE A MAKE-UP TEST.)
- L = EXEMPT-LEP: STUDENT IS EXEMPT ON THE BASIS OF LIMITED ENGLISH PROFICIENCY, AS DETERMINED BY A LANGUAGE PROFICIENCY ASSESSMENT COMMITTEE (LPAC) AND DOCUMENTED IN THE STUDENT'S PERMANENT RECORD FILE, ACCORDING TO 19 TAC §101.1007(B).
- O = OTHER, SUCH AS TEST ADMINISTRATION IRREGULARITY, ILLNESS DURING TESTING, ONE-TIME LEP POSTPONEMENT, OR FOREIGN EXCHANGE STUDENT WAIVER
- P = PREVIOUSLY MET PASSING STANDARD
- \* = THE STUDENT DID NOT TEST ON THE ANSWER DOCUMENT FOR THE SUBJECT INDICATED.

\*Not all codes are applicable to every testing program. TELPAS fields are described in Campus Coordinator Activities 9 and 11.

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TAKS, TAKS (Accommodated), TAKS–M, or LAT

ANSWER  
DOCUMENT  
HEADING

---

EXPLANATION

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ARD = ARD COMMITTEE HAS DETERMINED THAT THE TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS (TAKS) OR TAKS–M IS NOT APPROPRIATE FOR THE STUDENT IN GRADE 3 READING, GRADE 5 READING, GRADE 8 READING, GRADE 5 MATHEMATICS, OR GRADE 8 MATHEMATICS

PW = PARENTAL WAIVER: PARENT OR GUARDIAN REQUESTED THAT THE STUDENT NOT PARTICIPATE IN THE THIRD TAKS OR TAKS–M TESTING OPPORTUNITY IN GRADE 3 READING, GRADE 5 READING, GRADE 8 READING, GRADE 5 MATHEMATICS, OR GRADE 8 MATHEMATICS (SEE 19 TAC §101.2015 FOR MORE INFORMATION.)

X = ARD DECISION: STUDENT DOES NOT PARTICIPATE ON THE BASIS OF SPECIAL EDUCATION, AS DETERMINED BY AN ARD COMMITTEE AND DOCUMENTED IN THE STUDENT’S INDIVIDUALIZED EDUCATION PROGRAM (IEP), ACCORDING TO 19 TAC §101.5(C).

ALT = A STATE-APPROVED ALTERNATE ASSESSMENT WAS ADMINISTERED INSTEAD OF THE THIRD TAKS TESTING OPPORTUNITY FOR THE GRADE 3 READING ENGLISH-VERSION TEST (SEE 19 TAC §101.2011 IN APPENDIX C FOR MORE INFORMATION.)

S = TEST TO BE SCORED

LEP POST-  
PONEMENT

MARK IF A STUDENT WHO IS A RECENT IMMIGRANT WITH LIMITED ENGLISH PROFICIENCY QUALIFIES FOR AND IS TAKING A ONE-TIME LEP POSTPONEMENT OF THE EXIT LEVEL TAKS TESTS ACCORDING TO 19 TAC §101.1005

FOREIGN  
EXCHANGE  
STUDENT  
WAIVER

MARK IF A FOREIGN EXCHANGE STUDENT QUALIFIES TO BE AND IS EXCUSED FROM TAKING THE TAKS TESTS, ACCORDING TO 19 TAC §101.7(A)

### TEST TAKEN INFO:

#### TAKS FORM

MARK EACH SUBJECT AREA FOR WHICH THE STUDENT WAS ADMINISTERED THE TAKS FORM. FOR GRADES 3–6, MARK WHICH VERSION OF THE TEST FOR EACH SUBJECT AREA THE STUDENT WAS ADMINISTERED. (MARK ONE)

EN = ENGLISH VERSION

SP = SPANISH VERSION

FORM # = WRITE THE NUMBER OF THE TAKS FORM THE STUDENT USED, AND MARK THE BUBBLES ACCORDINGLY

#### TAKS ACCOMM FORM

MARK EACH SUBJECT AREA FOR WHICH THE STUDENT WAS ADMINISTERED THE TAKS (ACCOMMODATED) FORM. FOR GRADES 3–6, MARK WHICH VERSION OF THE TEST FOR EACH SUBJECT AREA THE STUDENT WAS ADMINISTERED. (MARK ONE)

EN = ENGLISH VERSION

SP = SPANISH VERSION

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TAKS, TAKS (Accommodated), TAKS–M, or LAT

ANSWER  
DOCUMENT  
HEADING

---

EXPLANATION

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**LAT FORM**

MARK EACH SUBJECT AREA FOR WHICH THE STUDENT WAS ADMINISTERED THE LAT FORM. FOR GRADES 3–6, MARK WHICH VERSION OF THE TEST FOR EACH SUBJECT AREA THE STUDENT WAS ADMINISTERED. (MARK ONE)

EN = ENGLISH VERSION

SP = SPANISH VERSION

**LAT INFO**

**COLUMN A:**

THIS COLUMN INDICATES WHICH LINGUISTIC ACCOMMODATIONS WERE USED WITH THE STUDENT. MORE THAN ONE ACCOMMODATION MAY BE COMPLETED.

**MATHEMATICS AND SCIENCE:**

1 = LINGUISTIC SIMPLIFICATION

2 = ORAL TRANSLATION

3 = READING ASSISTANCE

4 = BILINGUAL DICTIONARY

5 = BILINGUAL GLOSSARY

6 = ENGLISH AND SPANISH TESTS SIDE BY SIDE (GRADES 3–6)

7 = ACCOMMODATIONS AVAILABLE BUT NONE USED

**READING/ELA:**

1 = BILINGUAL DICTIONARY

2 = ENGLISH DICTIONARY

3 = READING ALOUD—WORD OR PHRASE

4 = READING ALOUD—ENTIRE TEST ITEM

5 = ORAL TRANSLATION—WORD OR PHRASE

6 = CLARIFICATION—WORD OR PHRASE

7 = ACCOMMODATIONS AVAILABLE BUT NONE USED

**COLUMN B:**

THIS COLUMN SHOULD BE COMPLETED IF ANY OF THE FOLLOWING OCCURRED.

I = INCOMPLETE: THE TEST WAS ATTEMPTED BUT NOT COMPLETED FOR REASONS SUCH AS ILLNESS DURING TESTING OR OTHER TESTING IRREGULARITIES.

A = ABSENT: THE LEP-EXEMPT STUDENT WHO WAS ELIGIBLE FOR A LAT ADMINISTRATION WAS ABSENT FROM TESTING.



# Appendix B



State of Texas  
County of \_\_\_\_\_

Texas Education Agency  
Student Assessment Program  
2009

## Oath of Test Security and Confidentiality for Campus Testing Coordinator

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the State Assessment Program and do hereby certify the following:

(Initial each statement.)

- \_\_\_\_\_ I have received training on the appropriate administration of the statewide assessments;
- \_\_\_\_\_ I will read all coordinator directions and applicable manuals governing the administration of the statewide student assessment program;
- \_\_\_\_\_ I will train the appropriate campus personnel or ensure that appropriate campus personnel are trained in general test administration procedures;
- \_\_\_\_\_ I will train the appropriate campus personnel or ensure that appropriate campus personnel are trained in testing procedures specific to each administration during the 2009 testing year;
- \_\_\_\_\_ I understand my obligations concerning the security and confidentiality of the state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and
- \_\_\_\_\_ I am aware of my obligation to report any suspected violations of test security to the district testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

IN WITNESS WHEREOF I affix my hand on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

_____ Signature of Campus Coordinator	_____ Printed Name of Campus Coordinator
_____ District Name	_____ Campus Name
_____ County-District Number	_____ Area Code/Telephone #

Initial and sign the above portion of this form **before** handling any secure test materials. After all testing for the 2009 testing year for your campus has been completed and all materials have been returned to the district testing coordinator, sign and date the statement below.

I do hereby certify, warrant, and affirm that I have fully complied with all the requirements governing the State Assessment Program and that I have reported any suspected violations of test security or confidentiality to the District Testing Coordinator.

\_\_\_\_\_  
Signature of Campus Coordinator

\_\_\_\_\_  
Date

Return this form along with the signed campus principal security oath to the district testing coordinator.

**Campus coordinators need to sign only one oath for the 2009 testing year. Any person who has more than one testing role (for instance, a principal who serves as campus coordinator) must sign an oath for *each* role.**

Duplicate this form as needed.



State of Texas  
County of \_\_\_\_\_

Texas Education Agency  
Student Assessment Program  
2009

## Oath of Test Security and Confidentiality for Campus Principal

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the State Assessment Program and do hereby certify the following:

(Initial each statement.)

- \_\_\_\_\_ I have received training in test security and general testing procedures;
- \_\_\_\_\_ All appropriate campus personnel will be trained and will sign an oath of test security and confidentiality;
- \_\_\_\_\_ I am aware of my obligations concerning the proper administration of each assessment;
- \_\_\_\_\_ I understand my obligations concerning the security and confidentiality of the state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and
- \_\_\_\_\_ I am aware of my obligation to report any suspected violation of test security to the district testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

IN WITNESS WHEREOF I affix my hand on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

_____ Signature of Campus Principal	_____ Printed Name of Campus Principal
_____ District Name	_____ Campus Name
_____ County-District Number	_____ Area Code/Telephone #

Initial and sign the above portion of this form **before** handling any secure test materials. After all testing for the 2009 testing year for your campus has been completed and all materials have been returned to the district testing coordinator, sign and date the statement below.

I do hereby certify, warrant, and affirm that I have fully complied with all the requirements governing the State Assessment Program and that I have reported any suspected violations of test security or confidentiality to the district testing coordinator.	
_____ Signature of Campus Principal	_____ Date

Return this form to the campus coordinator.

**Principals need to sign only one oath for the 2009 testing year. Any person who has more than one testing role (for instance, a principal who serves as campus coordinator) must sign an oath for each role.**

Duplicate this form as needed.



Duplicate this form as needed.

## ACCOMMODATION REQUEST FORM

### DISTRICT INFORMATION

District Name: \_\_\_\_\_ Campus Name: \_\_\_\_\_

Name/Title of Person Making Request: \_\_\_\_\_

Signature of Person Making Request: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Other: \_\_\_\_\_

### REQUEST

Assessment(s) (*circle*): TAKS\* TAKS (Accommodated)\* TAKS-M\* TELPAS Reading, Gr. 2-12

Student's Grade: \_\_\_\_\_ Administration Date(s): \_\_\_\_\_

Subject(s): \_\_\_\_\_

Description of accommodation (*attach another sheet if necessary*):

Why does this student need this accommodation?

Does this student routinely receive this accommodation in classroom instruction?

Yes \_\_\_\_\_ No \_\_\_\_\_

Is this student receiving support/services through special education or Section 504 of the Rehabilitation Act of 1973?

Yes, Special Education \_\_\_\_\_ Yes, 504 \_\_\_\_\_ No \_\_\_\_\_

Is this accommodation documented in the student's paperwork?

Yes \_\_\_\_\_ IEP (Special Ed.)  IAP (504)  Other  No \_\_\_\_\_

District Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sent to TEA via: \_\_\_\_\_ on: \_\_\_\_\_ by (initials): \_\_\_\_\_

### ACCOMMODATIONS TASK FORCE ACTION (for TEA use only)

Approved/Denied by: \_\_\_\_\_ via: \_\_\_\_\_ date: \_\_\_\_\_

Please indicate accommodation category \_\_\_\_\_ on the scorable document.

Comments:

**Please send this form to the TEA Student Assessment Division. All requests MUST be received by TEA at least two weeks prior to testing to ensure a response. In most cases, this form will be returned to the district testing coordinator.**

\* Includes LAT administrations for eligible students in grades 3-8 and 10.



# Appendix C



# TEXAS ADMINISTRATIVE CODE

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The Texas Administrative Code (TAC) and updates to the TAC are available on the Internet in PDF format, which allows users to print copies as needed and search the electronic version for specific topics.

The TAC in whole is available at <http://www.tea.state.tx.us/rules/tac/>.

Updates are made periodically to the TAC. These updates reflect the latest published adopted rule actions taken by the State Board of Education and the commissioner of education. The updates are available at <http://www.tea.state.tx.us/rules/tacupdates/>.

The following is a list of subchapters and direct links to the subchapters pertaining to testing.

## Table of Contents

### Subchapter A. General Provisions

<http://www.tea.state.tx.us/rules/tac/chapter101/ch101a.html>

- §101.1. Scope of Rules.
- §101.3. Policy.
- §101.5. Student Testing Requirements.
- §101.7. Testing Requirements for Graduation.
- §101.9. Grade Advancement Requirements.
- §101.11. Remediation.
- §101.13. Notice to Students and Parents.

### Subchapter B. Development and Administration of Tests

<http://www.tea.state.tx.us/rules/tac/chapter101/ch101b.html>

- §101.21. Test Development.
- §101.23. Performance Standards.
- §101.25. Schedule.
- §101.27. Administrative Procedures.
- §101.29. Accommodations.
- §101.31. Private Schools.
- §101.33. Release of Tests.

### Subchapter C. Security and Confidentiality

<http://www.tea.state.tx.us/rules/tac/chapter101/ch101c.html>

- §101.61. Security of Tests.
- §101.63. Confidentiality.
- §101.65. Penalties.

### **Subchapter D. Scoring and Reporting**

<http://www.tea.state.tx.us/rules/tac/chapter101/ch101d.html>

- §101.81. Scoring and Reporting.
- §101.83. National Comparative Data.

### **Subchapter E. Local Option**

<http://www.tea.state.tx.us/rules/tac/chapter101/ch101e.html>

- §101.101. Group-Administered Tests.

### **Subchapter AA. Commissioner's Rules Concerning the Participation of Limited English Proficient Students in State Assessments**

<http://www.tea.state.tx.us/rules/tac/chapter101/ch101aa.html>

- §101.1001. English Language Proficiency Assessments.
- §101.1003. Role of the Language Proficiency Assessment Committee.
- §101.1005. Limited English Proficient Students at the Exit Level.
- §101.1007. Limited English Proficient Students at Grades Other Than the Exit Level.
- §101.1009. Limited English Proficient Students Who Receive Special Education Services.

### **Subchapter BB. Commissioner's Rules Concerning the Student Success Initiative**

<http://www.tea.state.tx.us/rules/tac/chapter101/ch101bb.html>

- §101.2001. Policy.
- §101.2003. Grade Advancement Testing Requirements.
- §101.2005. Test Administration and Schedule.
- §101.2007. Role of Grade Placement Committee.
- §101.2009. Notice to Parents or Guardians.
- §101.2011. Alternate Assessment.
- §101.2013. Accelerated Instruction.
- §101.2015. Parental Waiver.
- §101.2017. Scoring and Reporting.
- §101.2019. Credit for High School Graduation.

### **Subchapter CC. Commissioner's Rules Concerning Implementation of Testing Program**

<http://www.tea.state.tx.us/rules/tac/chapter101/ch101cc.html>

- §101.3001. Implementation of New Assessment Instruments.
- §101.3003. Graduation Requirements.
- §101.3005. Required Test Administration Procedures and Training Activities to Ensure Validity, Reliability, and Security of Assessments.

### **Subchapter DD. Commissioner's Rules Concerning Alternative Exit-Level Assessments**

**<http://www.tea.state.tx.us/rules/tac/chapter101/ch101dd.html>**

- §101.4001. Testing Requirements for Graduation.
- §101.4003. Determining Eligibility.
- §101.4005. Verification of Results.

### **Subchapter EE. Commissioner's Rules Concerning the Statewide Testing Calendar and UIL Participation**

**<http://www.tea.state.tx.us/rules/tac/chapter101/ch101ee.html>**

- §101.5001. Testing Calendar.
- §101.5003. Alternate Test Dates.



# Appendix D



# GENERAL INSTRUCTIONS FOR ADMINISTERING BRAILLE AND LARGE-PRINT TESTS

## Introduction

This set of general instructions explains how to administer the braille and large-print versions of the state standardized tests, and it will also be included in the braille and large-print kits that the district testing coordinator receives. Unless otherwise stated in the secure Specific Braille Instructions, the instructions contained in the test administrator manual should be followed.

The braille and large-print versions of the tests are available to students with visual impairments. The TAKS tests, including the TAKS (Accommodated) and Spanish versions, and the TAKS–M tests are available in both braille and large print. The same braille form will be administered for TAKS and TAKS (Accommodated). The TELPAS reading test and LAT administrations are available in large print. With the exception of TAKS–M, braille versions of LAT are not available. Students eligible for a LAT TAKS–M braille administration will use the braille version of the TAKS–M test. The TELPAS reading test is not available in braille.

## Test Materials in Large Print and Braille

Large-print materials are shipped with the initial secure shipment for each administration. Only districts that have identified eligible students during the enrollment process will receive large-print materials. As with a regular test booklet, each subject-area test of a large-print booklet is sealed. Braille materials must be ordered online and will arrive in a separate shipment one week prior to testing. The braille test booklets are not sealed; each subject area is presented in a separate booklet.



**In most cases large-print tests should be ordered only for a student with a visual impairment. The decision to use a large-print test booklet should be made in accordance with the guidelines on page 25 of the Accommodations Manual. In general, large-print tests should not be ordered for an entire class.**

For students who are visually impaired and who require a point size larger than the type used on the large-print versions of the tests, submit an Accommodation Request Form requesting to duplicate and enlarge the test materials. Such requests will be handled on a case-by-case basis. Charts containing the point sizes for the regular and large-print tests are provided on pages 107–109 of the Accommodations Manual. Submission of an Accommodation Request Form does not constitute an order of materials. Accommodation Request Forms must be received by TEA at least two weeks prior to testing.

Braille tests are available for TAKS grades 3–exit level and TAKS–M grades 3–11 in both contracted and uncontracted braille. Orders for contracted braille versions must be placed two weeks prior to testing. Uncontracted braille must be ordered at least 90 days prior to each test administration using the standard ordering process for contracted braille. Uncontracted braille tests may be ordered only for students who use uncontracted braille materials routinely in classroom instruction.

Because there is only one braille form per grade and subject area for both TAKS and TAKS (Accommodated), a TAKS braille test booklet should be ordered for a student designated to take TAKS (Accommodated). The braille version of the TAKS/TAKS (Accommodated) test booklet corresponds to the TAKS (Accommodated) print test booklet; any test items that have been replaced are noted on the specific braille instructions for that test. If a student needs an oral administration, a TAKS (Accommodated) print test booklet should also be ordered.

## Specific Braille Instructions

Specific braille instructions supplement the test administrator manual and are designed to help a test administrator understand and meet the needs of a student taking a test in braille. Specific braille instructions are included in the shipment of braille materials.

Specific braille instructions are divided into three sections:

- **General Information:** This section gives the test administrator specific information about the braille test booklet and the scorable document. Instructions on how to transcribe the student's responses are included in this section.
- **Specific Instructions:** This section tells the test administrator how the braille test differs from a regular-print test, including information about test items that have been modified, replaced, or omitted to ensure that the test is accessible to a student who reads braille. This section also provides related administration instructions. For example, test items with a visual element that cannot be rendered in braille will include a description of what is depicted in the print version of the test booklet. Although such descriptions are provided in the braille test booklet, a student may request to have a description read aloud from the specific braille instructions. This section informs test administrators of any manipulatives (for example, a braille ruler or three-dimensional geometric figure) that a student will need in order to complete the test.
- **Test Administrator Directions:** This section includes general and specific information about the braille test that should be read aloud to the students (for example, whether special symbols or standard braille codes are used on the braille test). Any information that is on the Transcriber's Note Page in the braille test booklet is provided in this section.



**After the braille shipment arrives, but prior to the day of testing, the test administrator should read the specific braille instructions to determine which manipulatives and/or materials a student may need for the test.**

## Training

Campus coordinators are responsible for issuing the test materials to the appropriate test administrators. It is important that test administrators be given their test administration materials, including the specific braille instructions, in time to prepare for testing.

**The specific braille instructions are secure. When administering a braille version of a test, keep in mind that you must follow the same security measures as for the administration of a regular print test.**

Districts should plan appropriately to ensure that individuals who are administering the large-print or braille versions of the tests have received training prior to testing. Only test administrators who have been trained in the procedures and special instructions for testing students with visual impairments should administer the tests.

## Student Materials and Accommodations

All materials and equipment needed by the student should be furnished before testing begins. Typewriters, computers, and low-vision devices such as a closed-circuit television (CCTV) are allowed. If a student uses a computer to generate a response to the writing prompt, the document may not be saved. As appropriate, the test administrator should have available braille paper, typing paper, pens, crayons, pencils, placeholders, and any manipulatives specified in the specific braille instructions. For tests that require the availability of a dictionary, students taking the braille version of a test may use an electronic dictionary/thesaurus. When a graphing calculator must be provided at grades 9 through 11/exit level for mathematics tests, students using a braille version of the test may use the audio-graphing calculator (AGC). Other programs that perform graphing functions may not be used if they include a computer algebra system (CAS). Students taking the braille version of the grades 8, 10, and 11/exit level science tests may use a periodic table that is routinely used in the classroom in addition to the Periodic Table of the Elements included with the test booklet.

Students who take the braille version of the tests may use slate and stylus, electronic braille devices, rulers, or a Cranmer modified abacus. If a student needs an accommodation not listed above, it is recommended that the Student Assessment Division's Accommodations Task Force be contacted at 512-463-9536. Depending on the accommodation, a request form may not be necessary.

## Students Requiring More Than One Day

Students taking a braille or large-print test may require considerably more time than is required by a student without a visual impairment. If the student requires more than the one day designated for each subject-area test, the district testing coordinator must submit an Accommodation Request Form.

## Student Response Procedures

Campus coordinators are responsible for monitoring braille and large-print test administrations to ensure that they are conducted in the same manner as the administration of regular-print tests. Test administrators should not need an extra regular-print test booklet unless otherwise indicated by the procedures outlined in the test administrator manuals.

The test administrator and the student should determine the best method for the student to respond to the test items. The student may respond by writing on the test booklet or answer document, by typing, by using braille, or by indicating the answer to the test administrator. Special consideration should be given to the type of paper that a student will need to generate a response for the written composition and open-ended items. All of the student's response must fit onto the lined pages on the answer document. Students with visual impairments may need to receive individual or small-group administrations in cases where their methods of response might distract other students. Students responding orally will require individual administrations. Special consideration should also be given to lighting conditions for students with low vision.

In the large-print test booklets, the printing on a page is faintly visible through the page that precedes it. To reduce this show-through effect, a large colored sheet is provided with each large-print test. The test administrator should instruct the students to insert this sheet behind the page on which they are working. If a student chooses to mark answers on the large-print test, it is essential that the marks do not bleed through to such a degree that the student is unable to respond to subsequent test items.

A separate sheet for griddable items will be included with large-print materials for TAKS grades 4–exit level mathematics tests and for all TAKS science tests. This sheet must be provided to the student so that the student is aware of the maximum number of boxes available for an answer to a griddable item. If a student writes on the separate sheet, then it should be destroyed. The braille test booklets have braille cells that correspond to the boxes in print for griddable items.

## Transcribing

**Student responses for all braille and large-print tests must be transferred to a scorable test booklet or answer document. If this is not done, the student's test cannot be scored.**

A scorable test booklet or answer document is provided with each braille or large-print test. The instructions for completing the student identification information and the FOR SCHOOL USE ONLY section of the scorable document can be found in the test administrator manuals. The Braille (BR) or the Large Print (LP) bubble on the scorable document must also be marked for the tests to be scored properly.

Transcribing may be done by the test administrator during testing (for oral responses) or after testing (for brailled, typewritten, or handwritten responses). The student's responses should be transferred as follows:

- Transcribe the student's responses onto the regular-print scorable document exactly as written by the student.
- Write "Transcribed by (NAME) because student used a large-print/braille version" at the top of the front of the scorable document.
- All transcriptions must be done in No. 2 pencil.

## Returning Materials

All braille and large-print materials, including handwritten, typewritten, or brailled responses, must be returned to the district coordinator. All regular-print test booklets or answer documents onto which students' responses have been transcribed should be returned in the shipment of scorable materials. The braille and large-print test booklets, the specific braille instructions, and anything on which the student has written answers should be returned in the nonscorable shipment. The students' written compositions before they were transcribed should also be returned in the nonscorable shipment. The scorable documents for students taking braille and large-print versions of the tests will be processed in the same manner as all other scorable documents.

Contact the Texas Education Agency's Student Assessment Division at 512-463-9536 if you have any questions regarding the administration of braille or large-print tests.



# Appendix E



# ADMINISTRATIONS IN ALTERNATIVE EDUCATION SETTINGS

All TAKS, including TAKS (Accommodated), LAT, TAKS–M, and TELPAS assessments required by the Texas Education Code, Chapter 39, must be administered to all eligible students assigned to an alternative education setting at the time of regularly scheduled testing. Refer to the Calendar of Events for testing dates.

The instructions contained in this appendix apply only to tests administered in the following alternative education settings:

- juvenile justice alternative education programs (JJAEPs)
- disciplinary alternative education programs (DAEPs)



**Note that there are two types of JJAEPs:**

- *Mandated JJAEPs, which will receive their test materials from and return their nonscorable materials to the state’s testing contractor. (One mandated JJAEP exists in each of these 26 counties with populations of 125,000 or more: Bell, Bexar, Brazoria, Brazos, Cameron, Collin, Dallas, Denton, El Paso, Fort Bend, Galveston, Harris, Hidalgo, Jefferson, Johnson, Lubbock, McLennan, Montgomery, Nueces, Smith, Tarrant, Taylor, Travis, Webb, Wichita, and Williamson.) Mandated JJAEPs will return answer documents to students’ regular, or “home,” campuses.*
- *Voluntary JJAEPs, which will receive their test materials from and return them to the school districts.*

For 2009 accountability purposes, campus accountability subset determines attribution of test data to alternative education campuses (AECs) registered with the Texas Education Agency for evaluation under alternative education accountability (AEA) procedures. The 85-day rule no longer determines attribution of test data to registered AECs.

If students are assigned to a JJAEP (voluntary or mandatory) or a DAEP, their test results must be attributed to their locally assigned regular campus (that is, the regular campus they would be attending if they were not attending the JJAEP or DAEP). **The school district should submit these students’ answer documents under the Campus and Group Identification Sheet of each student’s regular campus.**

After testing, the school district is responsible for submitting answer documents for scoring as follows, according to the program to which a student is assigned:

- JJAEP and DAEP — regular campus
- registered AEC — registered AEC

**The regular campus of a student going from one district to another to enroll in an alternative setting depends on the attribution of the student’s average daily attendance.** If the alternative

setting is a cooperative program (as most JJAEPs) attributing daily attendance to the “home” districts from which the students come, the regular campuses are in those other districts. If the new district is counting the student’s daily attendance because the alternative setting is not a cooperative program (which is true of some AECs), a student must be assigned to a campus in the receiving district.

## Summary of TAKS, TAKS (Accommodated), LAT, and TAKS–M Testing Procedures for JJAEPs and DAEPs

### Before Testing

#### School District Responsibilities

*JJAEPs (voluntary) and DAEPs receive their test materials from the school districts.* The following is a list of school district responsibilities in regard to testing at JJAEPs (voluntary) and DAEPs:

- Conduct training sessions for all test administrators in the JJAEPs (voluntary) and DAEPs in their district.
- If a student attends a JJAEP (voluntary), bubble in the “1” in Column B of the Agency Use field of the answer document to designate a JJAEP student.
- If a student attends a DAEP, bubble in the “2” in Column B of the Agency Use field of the answer document to designate a DAEP student.
- Forward precoded answer documents and other testing materials received from the state’s testing contractor to district JJAEPs (voluntary) and DAEPs.

#### JJAEP (Voluntary) and DAEP Responsibilities

- Ensure that all test administrators attend training sessions.
- Verify that Column B of the Agency Use field of the answer document has been marked “1” for JJAEP students or “2” for DAEP students.

#### JJAEP (Mandatory) Responsibilities

*Mandated JJAEPs will receive their test materials from, and return their nonscorable materials to, the state’s testing contractor.*

- Ensure that all test administrators attend training sessions.
- Receive test materials from state testing contractor.
- If a student attends a JJAEP, bubble in the “1” in Column B of the AGENCY USE field of the answer document to designate a JJAEP student.

## After Testing

### JJAEP (Voluntary) and DAEP Responsibilities

- Return scorable documents to the school district no later than the date indicated on the Calendar of Events to return materials to the campus coordinator.
- Return nonscorable test materials to the school district.

### JJAEP (Mandatory) Responsibilities

- Return scorable documents to the school district no later than the date indicated on the Calendar of Events to return materials to the campus coordinator.
- Return nonscorable test materials to the state testing contractor.
- If a student attends a JJAEP, bubble in the “1” in Column B of the AGENCY USE field of the answer document to designate a JJAEP student.

### School District Responsibilities

- Receive scorable documents from JJAEPs (voluntary and mandatory) and DAEPs after testing; place them under the appropriate identification sheets and return them to the state’s testing contractor.
- Return nonscorable test materials from JJAEPs (voluntary) and DAEPs to the state’s testing contractor.



**If you will be testing students at a JJAEP or DAEP in an online format, follow these steps to allow the students’ test results to be reported to their regular or registered campuses:**

1. The district testing coordinator needs to assign the test administrator security access to the regular campuses of all the students at the JJAEP or DAEP who are scheduled to test online. (Refer to the Technical User’s Guide, section 3.0 Security “Assigning a User’s Organizational Access” for directions on assigning multi-campus security access.)
2. Once granted access to the students’ regular campuses, the test administrator will need to move each student to be tested from the alternative education program Student Roster to the students’ regular campus roster.
3. The test administrator should create a test session and add online testing students from their local campus rosters. The test session is not restricted by campus identification, so the session may include students from different campus rosters. While they will test at the JJAEP or DAEP, the students’ results will be automatically reported to their regular local campus.

**If you have questions or need additional assistance, contact Texas Online Testing at 800-252-9186 (Option 3).**



# Appendix F



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# TELPAS

Texas English Language Proficiency Assessment System

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## COORDINATOR'S USER GUIDE FOR ONLINE TRAINING AND QUALIFICATION

Spring 2009





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## TEXAS TRAININGCENTER OVERVIEW

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### Overview

This guide is a resource for region, district, and campus personnel authorized to use the Texas TrainingCenter Learning Management System (LMS) website to monitor TELPAS online training and qualification activities. The TELPAS TrainingCenter is the portion of the LMS specific to TELPAS.

If you have problems accessing or navigating the Texas TrainingCenter, contact Pearson using the contact information below.

Phone: 800-252-9186

Monday–Friday, 7:00 AM to 7:00 PM CT

E-mail: [TELPAS.techhelp@support.pearson.com](mailto:TELPAS.techhelp@support.pearson.com)

### Introduction

It is the responsibility of the district and campus test coordinator, in coordination with other designated personnel, to monitor spring online training and qualification activities completed by TELPAS raters to ensure that all necessary individuals are identified and properly trained in the TELPAS holistic rating process.

Authorized district and campus personnel have access to the online training and qualification **administrative features**, which include access to reports and managing access for district test coordinator assistants and campus test coordinators. The TrainingCenter is available at <http://www.texasassessment.com/telpasonlinetraining>.

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## TECHNICAL REQUIREMENTS

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<b>Unified Texas Minimum System Requirements 2008–2009</b>		
<b>Hardware</b>		
<b>Processor</b>	Pentium III 733 MHz (PIII/IV 1.3 GHz recommended)	G3 500 MHz (G4 800 MHz recommended)
<b>Memory</b>	512 MB RAM	512 MB RAM (1 GB RAM recommended)
<b>Software</b>		
<b>Operating System</b>	Microsoft Windows XP (up to SP3), Vista	Mac OS X 10.4, 10.5
<b>Browser</b>	Internet Explorer 6.0, 7.0; Firefox 2.0, 3.0	Firefox 2.0, 3.0; Safari 2.0, 3.0 (Safari 2.0.4 required for TAKS–Alt Assessment)
<b>Internet Connection</b>	High-Speed (DSL, T1, etc.)	
<b>Plug-ins:</b> Depending on the computer's operating system and configuration, all or some required plug-ins might already be installed. Users can install or upgrade plug-ins themselves if they have administrative rights to their computer. Otherwise, installation should be arranged through the local computer support staff.		
	Adobe Acrobat Reader 7.0 ( <a href="http://www.adobe.com">http://www.adobe.com</a> )	
	Adobe Flash Player 9.0 ( <a href="http://www.adobe.com">http://www.adobe.com</a> )	
	Sun Java Virtual Machine 1.5 (required for TestNav only)	
<b>Screen Resolution</b>	800x600 (1024x768 for Online Study Guides, TELPAS Online Training, TAKS-Alt Online Training, and end-of-course tests)	
<b>Sound</b>	16-bit sound card/speakers	

## LEVELS OF ADMINISTRATIVE ACCESS IN TEXAS TRAININGCENTER

### **Administrative Access**

The Texas TrainingCenter provides coordinators with the ability to administer both TELPAS and TAKS–Alt online training and qualification. Pearson coordinates with TEA to identify region and district test coordinators. Upon verification, test coordinator accounts for access to the Texas TrainingCenter are created and distributed to the email address on file for the respective coordinator. If you do not have your account information, please contact Pearson Support for assistance.

Availability of the administrative features in the Texas TrainingCenter depends on the role the user has in the system. There are five roles:

<b>Region Test Coordinators</b>	Use the system to: <ul style="list-style-type: none"> <li>• Access reports for their region</li> <li>• Promote region test coordinator assistants to have access to administrative features available to a region test coordinator</li> </ul>
<b>Region Test Coordinator Assistants</b>	<ul style="list-style-type: none"> <li>• Access reports for their region</li> </ul>
<b>District Test Coordinators</b>	Use the system to: <ul style="list-style-type: none"> <li>• Access reports for their district</li> <li>• Promote district test coordinator assistants to have access to administrative features available to a district test coordinator</li> <li>• Approve users who have a campus test coordinator role</li> </ul>
<b>District Test Coordinator Assistants</b>	Use the system to: <ul style="list-style-type: none"> <li>• Access reports for their district</li> <li>• Assist district test coordinators with approving users who have a campus coordinator role</li> </ul>
<b>Campus Test Coordinators</b>	<ul style="list-style-type: none"> <li>• Use the system to access reports for their campus</li> </ul>

# DISTRICT TEST COORDINATOR ACCESS

## TrainingCenter Login

To access the Texas TrainingCenter for coordinators, follow the list of steps below.

**Home**

**Login**

**Username:**

**Password:**

Please note that your password is case sensitive.

[Forgot Password](#)  
[Forgot Username](#)  
[Self-Registration](#)

### Welcome to the Texas TrainingCenter

This site currently offers access to the online training system for TELPAS raters and TAKS-Alt users. Region, district, and campus test coordinators (or their designees) also have access to this site for their administrative use.

If you are required to self-register in the Texas TrainingCenter, you will need the TrainingCenter site code from your district or campus testing coordinator for TELPAS, TAKS-Alt or both. The site code is unique to each program.

If you already have a username and password for this site, please log in at the left.

To ensure that your computer is appropriately configured, please click [here](#) for a system check before you attempt to login.

For assistance, please call 800-627-0225.

[Show me how to reset my password.](#)

[Show me how to retrieve my username.](#)

1. Enter your coordinator username and password. If you do not have your username and password, you may use the assistance available through the LMS or contact Pearson.
2. Click on the **Login** button to access the Texas TrainingCenter.

## My Home

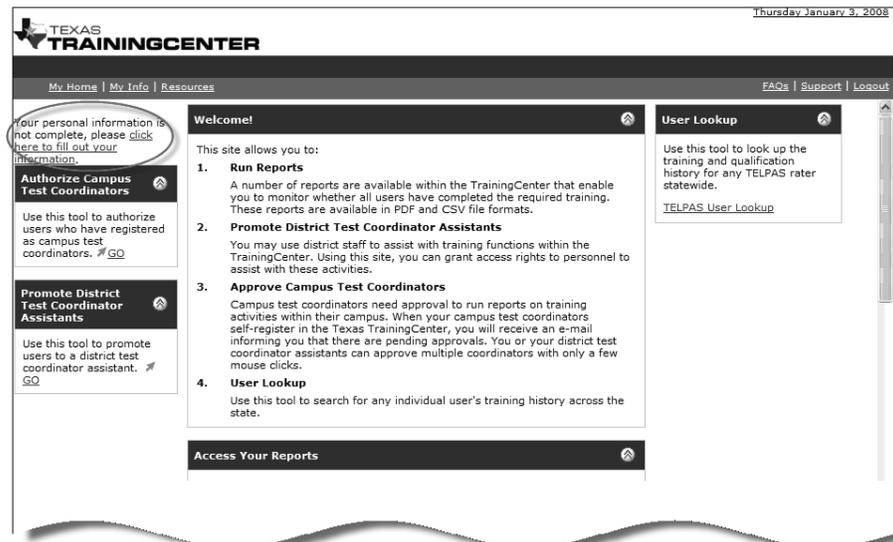
This screen summarizes all functionality available to district test coordinators. This is where district test coordinators can access reports, authorize campus test coordinator access to reports, and grant access to other district individuals to assist with administering the training process.

The screen for the regional test coordinator is similar to the district test coordinator *My Home* screen; the exception is that regional test coordinators do not have access to the Authorize Campus Test Coordinators box.

Upon successful login, check your personal information for accuracy. If your personal information is not complete, you will see a message prompting you to enter your information (as shown below in the top left part of the screen).

**NOTE: It is important to select three secret questions and provide answers to those questions. This allows you to retrieve your username and password without calling Pearson for assistance. Region and district test coordinators cannot update their region and district information. If you need to change this information, contact Pearson for assistance.**

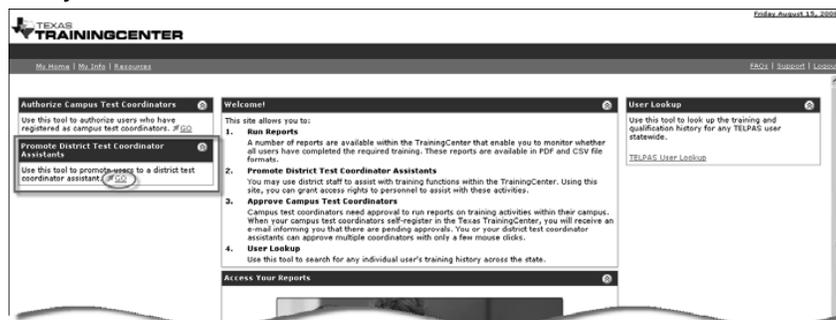
1. Click on the *My Info* link.
2. Complete your personal information, if needed.
3. Click on the **Save** button to save the changes.



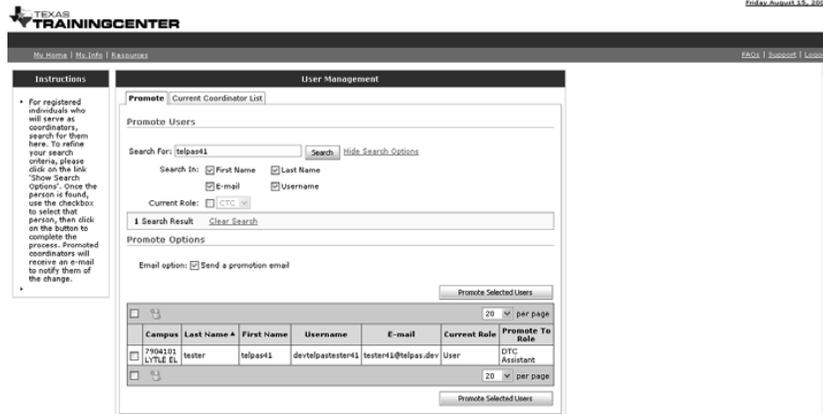
## Promoting Region/District Test Coordinator Assistants

Region and district test coordinators may choose to grant administrative access to individuals to assist them in their role. After instructing these individuals to register as users, region and district test coordinators should use the *Promote Region Test Coordinator Assistants* or *Promote District Test Coordinator Assistants* box to grant them an administrative role. Region and district test coordinator assistants have access to the TELPAS training and qualification reports, and also have access to the lookup tool. In addition, district test coordinator assistants are able to authorize campus test coordinators. **NOTE: Region and district test coordinator assistants will not have the ability to promote others to the region and district test coordinator assistant role. This capability is only available to region and district test coordinators.**

1. Click on the Go link in the *Promote Region Test Coordinator Assistants* or *Promote District Test Coordinator Assistants* box on the *My Home* screen.



2. On the 'Promote tab,' click on 'Search' to display the list of all registered users in your district.
3. You may either select from the full list or use the search tool to find a specific registered user in your district whom you wish to approve.
4. **Be sure to checkmark "Notify users of your decision" to notify the district test coordinator assistant of the approval.**
5. Place a checkmark next to the registered user(s) you wish to promote.
6. Click on the *Promote Selected Users* button to complete the authorization process.



7. Click on the **Yes** button to confirm.



8. Authorized district test coordinator assistants will receive an e-mail confirming their administrative access.

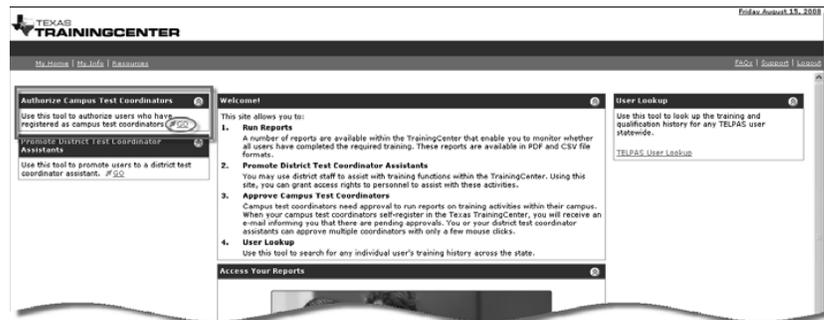
9. On the 'Current Coordinator List' tab, Click on the 'Search' tab to retrieve the list of authorized coordinators.

District test coordinators are able to remove the administrative access rights of district test coordinator assistants who are no longer fulfilling those responsibilities. These individuals will then have only rater access to the TrainingCenter.

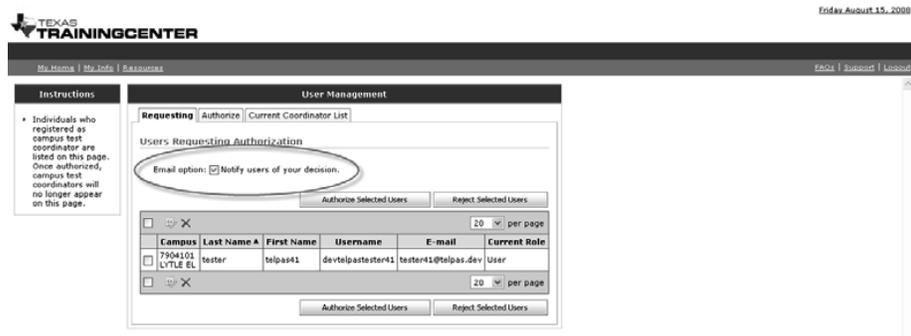
## Authorizing Campus Test Coordinators

As a security measure campus test coordinators receive administrative access only upon approval by the district test coordinator or district test coordinator assistant. After instructing campus test coordinators to register as such in the TrainingCenter, follow these steps to authorize their administrative privileges. This tool is only available to district test coordinators and district test coordinator assistants.

1. Click on the *Go* link in the Authorize Campus Test Coordinators box on the *My Home* screen.



- The screen will refresh, displaying the list of campus test coordinators in your district that are currently waiting for your authorization under the *Requesting* tab. Approve only those individuals you designate as campus test coordinators for their campuses. To review the list of campus test coordinators that have already been approved, click on the *Current Coordinator List* tab. Click on the 'Search' tab to retrieve the list of authorized coordinators. Use the 'Authorize' tab to search for users you would like to assign to the role of campus test coordinator.
- To notify campus test coordinators that you have authorized their request, be sure to checkmark the "E-mail option: Notify users of your decision."** Each authorized campus test coordinator will receive an e-mail confirming administrative access.



- Place a checkmark in the box next to the campus test coordinator(s) you are authorizing.
- Click on the **Authorize Selected Users** button to complete the authorization process.
- Click on the **Yes** button to confirm.
- Once individuals are approved, they will no longer appear on this list.



District test coordinators and district test coordinator assistants are able to remove the administrative access rights of campus test coordinators who are no longer fulfilling those responsibilities. These individuals will then have only rater access to the TrainingCenter.

**Resources and FAQs**

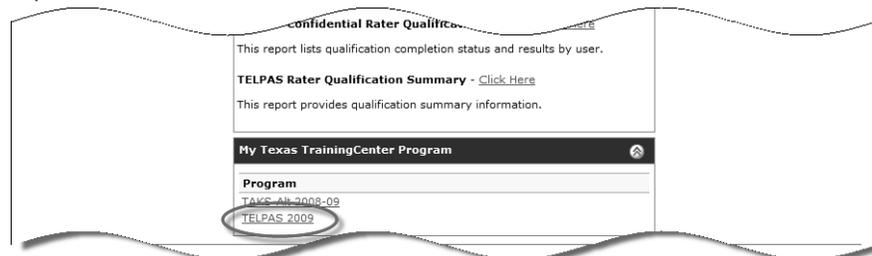
You may access the *Resources* and *FAQs* from the *My Home* screen by clicking on the *Resources* or *FAQs* links on the top navigation bar.

**Access to the TELPAS Home Page**

Because the TAKS–Alt online training and qualification program is now hosted within the Texas TrainingCenter, the *My Texas TrainingCenter* box shows two links: one for TELPAS and the other for TAKS–Alt.

Refer to the *TAKS–Alt Coordinators User Guide for Online Training and Qualification* for more information on administering the TAKS–Alt program.

Click on the *TELPAS 2009* link toward the bottom of the *My Home* screen to launch the TELPAS TrainingCenter. There you will find the online training courses and qualification activities, roster and summary reports, and other helpful links.



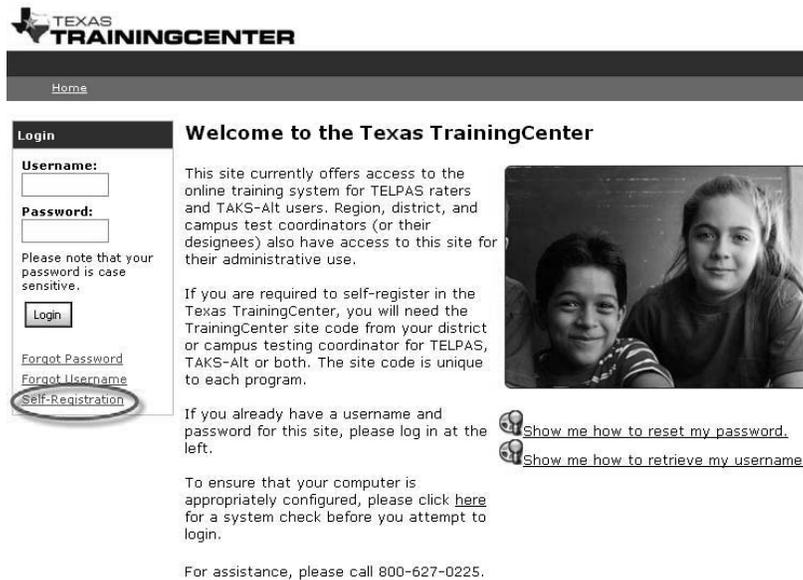
Refer to the **Navigating the TELPAS TrainingCenter** section of this guide for more information.

# NEW USER REGISTRATION

## New User Registration

This section describes the new user registration process for campus test coordinators, district test coordinator assistants and region test coordinator assistants.

1. Click on the *Self-Registration* link.



## TrainingCenter Site Code

Before you can complete the registration form, you will be prompted to enter the TrainingCenter site code. The site code ensures that you have been authorized to access the Texas TrainingCenter. You will only be prompted to enter the TrainingCenter site code the first time you access the Texas TrainingCenter.

**NOTE: TELPAS trainers are responsible for providing the site code to raters who will be registering as new users on the Texas TrainingCenter.**

Enter the TrainingCenter site code in the field provided and then click on the **Submit** button.

The screenshot shows a form titled 'TrainingCenter'. Below the title is a heading 'Enter The TrainingCenter Site Code'. Below this heading is a text input field with the label '\* Site Code:'. Below the input field are two buttons: 'Cancel' and 'Submit'.

**Additional  
TrainingCenter  
Site Codes for  
Other Programs**

As the TAKS–Alt online training and qualification program is now hosted in the Texas TrainingCenter, TAKS–Alt users will use the TAKS–Alt site code to register in the TAKS–Alt program.

For users who need to be trained in both TELPAS and TAKS–Alt online training and qualification, the Texas TrainingCenter allows a user to register for the other program provided that they have the program site code for that program.

These users can cross-register inside the Texas TrainingCenter using the link shown on the navigation bar once logged in.

2. Complete the registration form.

**Enter Registration Details**

Required fields are marked with \*

---

**Personal Information**

\* First Name:

\* Last Name:

\* E-mail:

\* Job function:  ▼  
(Select the option that BEST describes your position)

\* Month of birth:  ▼

\* Day of birth:  ▼

\* Daytime Phone #:

---

**Username/Password**

\* Username:   
(Please create a username to use each time you visit the TrainingCenter)

\* Password:   
(Please create a password to use along with your username, each time you visit the TrainingCenter)

\* Confirm Password:   
(Please re-type the same password to confirm)

\* Secret Question #1:  ▼

\* Secret Question #1 Answer:

\* Secret Question #2:  ▼

\* Secret Question #2 Answer:

\* Secret Question #3:  ▼

\* Secret Question #3 Answer:

---

**Region, District, Campus**

\* Region:  ▼ [select region](#)

\* District:  ▼

\* Campus:  ▼

---

**Role**

Additional Role Authorization:  CTC  
(If you have been asked to enroll as a campus test coordinator, please check this box. An e-mail will be sent to confirm this role upon approval from your district test coordinator.)

**Description of  
Registration  
Fields**

FIRST NAME	Enter your first name.
LAST NAME	Enter your last name.
E-MAIL	Enter your e-mail address. Use an e-mail address that you check regularly, such as your work e-mail address.
<b>NOTE: An e-mail address can be used only once in the Texas TrainingCenter. This is a unique field.</b>	
JOB FUNCTION	From the pull-down list select the job function that <b>best</b> describes your occupation.
MONTH OF BIRTH	Select the month of your birthday from the pull-down list. <b>Example: January = 01</b>
DAY OF BIRTH	Select the day of your birthday from the pull-down list. <b>Example: 2 = 02</b>
DAYTIME PHONE #	Enter your daytime phone number in the space provided. This information will be used by the Texas TrainingCenter technical support staff only if they need to contact you.
USER NAME	You must enter a username to identify yourself in the Texas TrainingCenter.
PASSWORD	Select a password that is easy for you to remember. Your password must be a minimum of eight characters in length. <u>Make a note of your password in a secure place.</u> Do not share your password with other users.
CONFIRM PASSWORD	Re-enter your password for confirmation.
SECRET QUESTION #1	Select a secret question from the list provided.
SECRET QUESTION #1 ANSWER	Enter the answer to secret question #1.
SECRET QUESTION #2	Select a secret question from the list provided.
SECRET QUESTION #2 ANSWER	Enter the answer to secret question #2.
SECRET QUESTION #3	Select a secret question from the list provided.
SECRET QUESTION #3 ANSWER	Enter the answer to secret question #3.

**NOTE: You cannot select the same question twice. All questions must be unique.**

REGION	Select your region from the drop-down list or use the <i>Select Region</i> lookup tool. Use the <i>Select Region</i> lookup tool to see a map of the state and click on the region where you work.
DISTRICT	Select your district from the drop-down list. Note that the list of available districts will depend on your selection in the REGION field. <b>NOTE: Self-registration is not required for region or district test coordinators. Self-registration is required for all test coordinator assistants. Region test coordinator assistants and staff not associated with a specific district must select the appropriate Educational Service Center (ESC) from the <i>District</i> list.</b>
CAMPUS	Select your campus from the drop-down list. The list of available campuses depends on your selection in the REGION and DISTRICT fields. <b>NOTE: District test coordinator assistants, region test coordinator assistants or other staff who selected the Education Service Center as the district must select the Education Service Center campus ending with “999”. A district test coordinator assistant who selected a specific district should now select any of the available campuses.</b>
ADDITIONAL ROLE AUTHORIZATION	Check this field to specifically request campus test coordinator administrative access from your district test coordinator. <b>NOTE: If you are registering to be a district or region test coordinator assistant, do not check this box.</b>

3. Click on the **Submit** button to continue.
4. Confirm registration details by reviewing your entries. If you need to change any of the information you provided, click on the **Back** button on the bottom of the screen. **NOTE: Do not use the Internet browser Back button to navigate the Texas TrainingCenter. Only use navigation buttons on the screen.**

**Confirm Registration Details**

---

**Personal Information**

First Name: avery  
 Last Name: everybody  
 E-mail: avery.everybody@domain.com  
 Job function: Campus Testing Coordinator  
 Month of birth: 01  
 Day of birth: 01  
 Daytime Phone #: 555-555-5555

---

**Username/Password**

Username: avery  
 Secret Question #1: What is your favorite color?  
 Secret Question #1 Answer: red  
 Secret Question #2: What is your favorite movie?  
 Secret Question #2 Answer: movie  
 Secret Question #3: What was the make of your first car?  
 Secret Question #3 Answer: toyota

---

**Region, District, Campus**

Region: 01 Edinburg  
 District: BROWNSVILLE ISD (031901)  
 Campus: ADULT ED (031901035)

---

**Program & Role**

Your program: TELPAS  
 Your role: User

5. Click on the **Finish** button to complete your registration.

**Additional Role Authorization for Campus Test Coordinator**

By checking the Campus Test Coordinator checkbox, an individual requests authorization of the district test coordinator or district test coordinator assistant to have campus coordinator administrative privileges in the Texas TrainingCenter. Note that the request to be a campus test coordinator applies the campus test coordinator role for administering both TAKS–Alt and TELPAS. The system automatically informs the district test coordinator that a request for approval is pending. Once the request is approved, the campus coordinator will receive a confirmation e-mail. Until the request is approved, the individual will have rater access to the TrainingCenter.

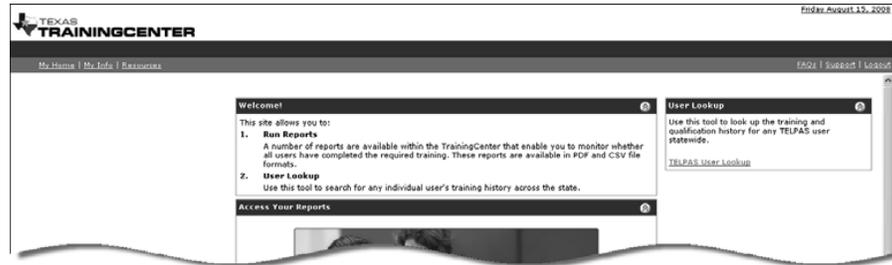
**Role**

Additional Role Authorization:  CTC

(If you have been asked to enroll as a campus test coordinator, please check this box. An e-mail will be sent to confirm this role upon approval from your district test coordinator.)

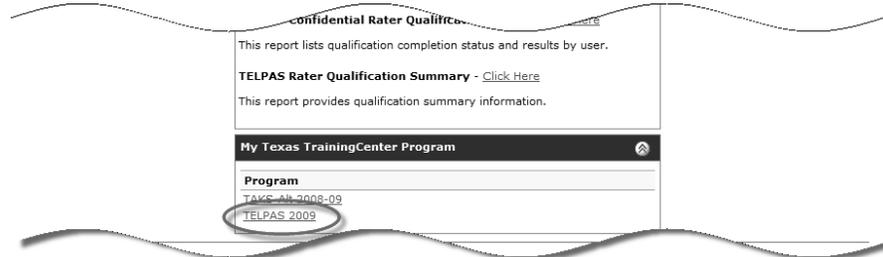
## My Home

This screen summarizes all functionality available to campus test coordinators. This is where you can access reports and the User Lookup tool. Refer to the **User Lookup** section of this guide for more information.



**Access to the  
TELPAS Home  
Page**

Click on the *TELPAS 2009* link toward the bottom of the *My Home* screen to launch the TELPAS TrainingCenter. There you will find the online training courses and qualification activities, roster and summary reports, and other helpful links.



Refer to the **Navigating the TELPAS TrainingCenter** section of this guide for more information.

**Resources and  
FAQs**

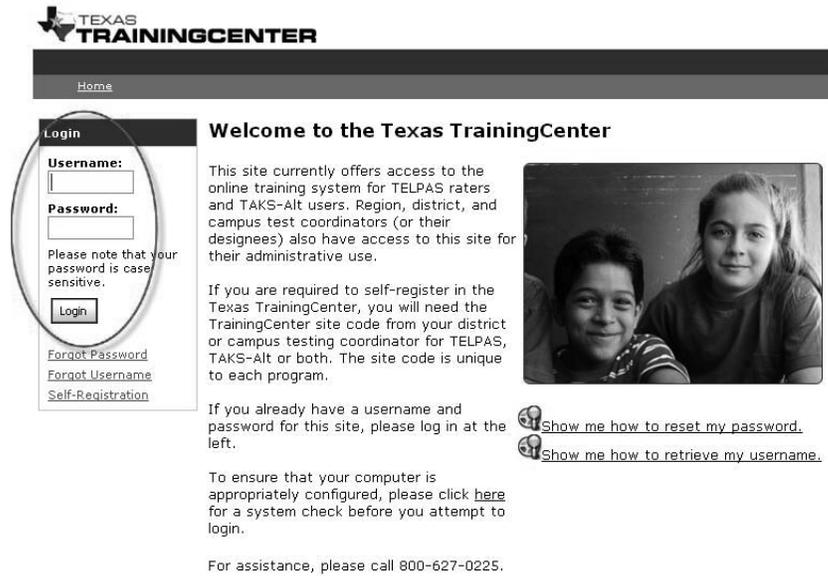
You may access the *Resources* and *FAQs* from the *My Home* screen by clicking on the *Resources* or *FAQs* links on the top navigation bar.

# REGISTERED USER ACCESS

## How to Login

You can access the Texas TrainingCenter as a returning user after you have a user name and password for the site.

To access the Texas TrainingCenter, enter your username and password and then click on the **Login** button.



**TEXAS TRAININGCENTER**

Home

**Login**

**Username:**

**Password:**

Please note that your password is case sensitive.

[Forgot Password](#)  
[Forgot Username](#)  
[Self-Registration](#)

### Welcome to the Texas TrainingCenter

This site currently offers access to the online training system for TEPAS raters and TAKS-Alt users. Region, district, and campus test coordinators (or their designees) also have access to this site for their administrative use.

If you are required to self-register in the Texas TrainingCenter, you will need the TrainingCenter site code from your district or campus testing coordinator for TEPAS, TAKS-Alt or both. The site code is unique to each program.



If you already have a username and password for this site, please log in at the left.

 [Show me how to reset my password.](#)

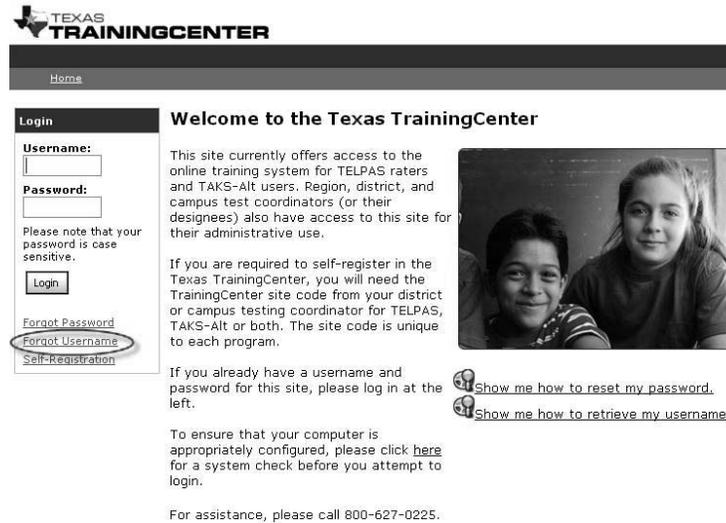
 [Show me how to retrieve my username.](#)

To ensure that your computer is appropriately configured, please click [here](#) for a system check before you attempt to login.

For assistance, please call 800-627-0225.

**Forgot Username** If you have forgotten your Texas TrainingCenter username, follow these steps to retrieve it. Users can click on the *Show me how to retrieve my username* link on the TrainingCenter home page for a short video on the procedure discussed below.

1. Click on the *Forgot Username* link.



2. You will be prompted to enter the e-mail address you used at registration. Enter your e-mail address exactly as you entered it while registering and then click on the ***E-mail Me My Username*** button.

Instructions	Forgot Username
<ul style="list-style-type: none"> <li>Please type in the e-mail address associated with your TrainingCenter account, in order to begin the username retrieval process. Your username will be e-mailed to this address, providing it matches the e-mail address related to your account. If you need assistance please contact the Pearson Support Center at 800-627-0225.</li> </ul>	<p>Enter the e-mail associated with your username</p> <p>E-mail: <input type="text"/></p> <p><input type="button" value="Return to login"/> <input type="button" value="E-mail Me My Username"/></p>

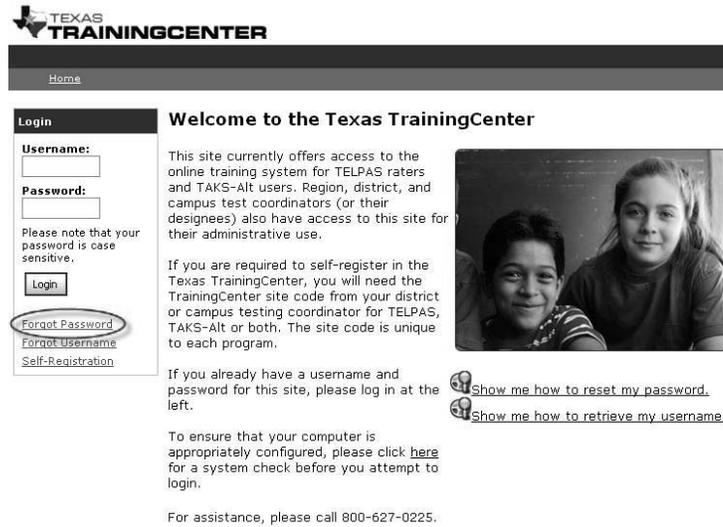
After the e-mail has been sent, your screen will update with a confirmation, as shown below. Check your e-mail mailbox to retrieve your username and click on the **Return to login** button to return to the *Login* page.

Instructions	Forgot Username
<p>▶ Please type in the e-mail address associated with your TrainingCenter account, in order to begin the username retrieval process. Your username will be e-mailed to this address, providing it matches the e-mail address related to your account. If you need assistance please contact the Pearson Support Center at 800-627-0225.</p>	<p>Enter the e-mail associated with your username</p> <p>E-mail: <input type="text"/></p> <p><input type="button" value="Return to login"/> <input type="button" value="E-mail Me My Username"/></p>

## Forgot Password

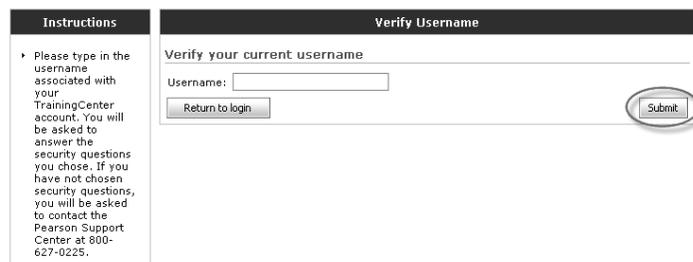
If you have forgotten your Texas TrainingCenter password, follow these steps to change it. Users can click on the *Show me how to retrieve my password* link on the TrainingCenter home page for a short video on the procedure discussed below.

1. Click on the *Forgot Password* link.



The screenshot shows the Texas TrainingCenter login page. At the top is the logo and a 'Home' link. Below is a 'Login' section with fields for 'Username:' and 'Password:'. A note states: 'Please note that your password is case sensitive.' Below the fields is a 'Login' button. A red circle highlights the 'Forgot Password' link. Other links include 'Forgot Username' and 'Self-Registration'. To the right, there is a 'Welcome to the Texas TrainingCenter' section with a video thumbnail of two children. Text explains that the site offers access to an online training system for TEPAS raters and TAKS-Alt users. It also provides instructions for self-registration and a link to 'Show me how to reset my password'.

2. You will be prompted to enter your username. Enter your username exactly as you entered it when you registered and then click on the **Submit** button.



The screenshot shows the 'Verify Username' page. On the left is an 'Instructions' box with a red arrow pointing to the text: 'Please type in the username associated with your TrainingCenter account. You will be asked to answer the security questions you chose. If you have not chosen security questions, you will be asked to contact the Pearson Support Center at 800-627-0225.' The main form has a title 'Verify Username' and a sub-header 'Verify your current username'. It contains a 'Username:' field and a 'Return to login' button. A red circle highlights the 'Submit' button.

3. You will be prompted to answer the secret questions associated with that username. Enter your answers in the fields provided and then click on the **Submit** button.

Instructions	Secret Question
<p>▶ Please provide the answers you submitted for each of these security questions. If you have not chosen security questions, you will be asked to contact the Pearson Support Center at 800-627-0225.</p>	<p>Answer your secret question</p> <p>What is your favorite color? <input type="text"/></p> <p>In what city were you born? <input type="text"/></p> <p>What is the name of your favorite pet? <input type="text"/></p> <p><input type="button" value="Return to login"/> <input type="button" value="Submit"/></p>

4. Enter a new password in the NEW PASSWORD field, and then enter the password once again in the CONFIRM PASSWORD field. Click on the **Change Password** button to continue. You will be automatically taken to the *My Home* page of the Texas TrainingCenter.

Instructions	Change Password
<p>▶ Please type in and confirm your new password in order to complete the password reset process.</p>	<p>New Password</p> <p>* New Password: <input type="text"/></p> <p>* Confirm Password: <input type="text"/></p> <p><input type="button" value="Return to login"/> <input type="button" value="Change Password"/></p>

If you are experiencing problems logging in or changing your password, contact Pearson at 800-627-0225.

## Account Deactivation

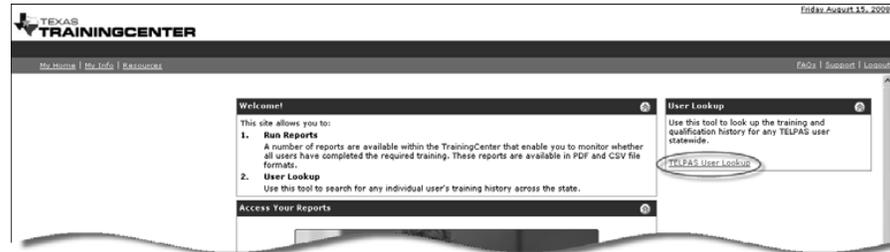
If you have not logged into your account for 18 months or longer, you will automatically receive an Account Deactivation notice upon attempting to login to your user account.

# USER LOOKUP

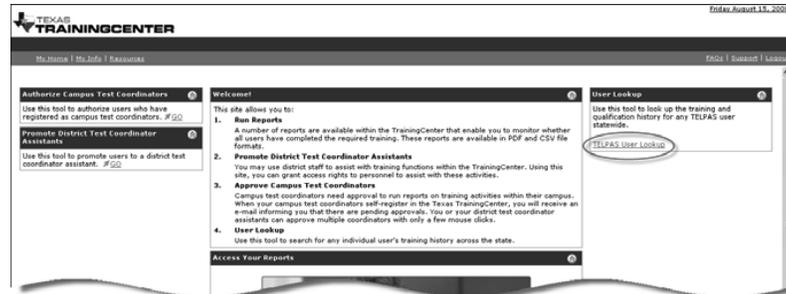
## Overview

Use this tool to look up the training and qualification history for any user statewide. The User Lookup box is available from the *Texas TrainingCenter* home page screen and can be used to look up both TAKS-ALT and TELPAS training and qualification history.

1. Click on the *User Lookup* link in the User Lookup box.

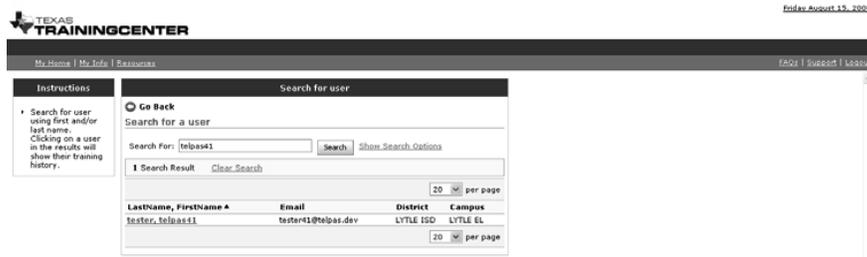


The screenshot above shows the campus test coordinator view of the page.

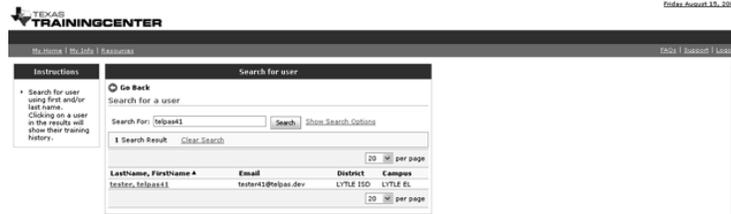


The screenshot above shows the district test coordinator view of the page.

2. Use the SEARCH FOR field to search for the user.



3. Click on the user's name to view the user's past training and qualification history. The screen will update, displaying the user's history (as shown below). As a coordinator, you can change tabs between the user's TELPAS and TAKS–Alt training and qualification history, if you choose to do so.



## ACCESSING REPORTS

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### Overview

Personnel with administrative authorization are able to access reports on demand to monitor TELPAS online training and qualification. **The reports are updated nightly.** These reports enable coordinators to monitor whether each rater has completed the necessary training and is adequately prepared to apply the TELPAS holistic rating rubrics. The reports provide information according to the level of the coordinator's administrative access.

- Region coordinators see reports containing information pertaining to all districts and campuses within their region. A summary report for example, would provide data across the entire region.
- District coordinators see reports for all campuses within their district.
- Campus coordinators see reports for their campus.
- Both TELPAS and TAKS–Alt reports are now available on the Texas TrainingCenter at the same location. Reporting for each individual program will be contained within the TELPAS Report box and TAKS–Alt Report box respectively.

### Available Reports for Online Training and Qualification

**Users registered in the TrainingCenter that have started but not completed a qualification activity are not included in the qualification roster or summary reports. Only completed training and qualification attempts are presented on the reports.**

**However, users that have started a training course will appear in the course roster and the course summary report as being "in progress."**

It is the responsibility of district and campus test coordinators to ensure that all individuals who are required to be trained online establish their username and password so that their training status can be monitored. The following reports are available for TELPAS:

- **TELPAS Confidential Course Completion Roster**  
This report lists online training course completion and in progress status and results by user.
- **TELPAS Course Completion Summary**  
This report provides course completion and in progress summary information.
- **TELPAS Confidential Rater Qualification Roster**  
This report lists qualification completion status and results by user.
- **TELPAS Rater Qualification Summary**  
This report provides qualification summary information.
- **TELPAS At-A-Glance Report for Training and Qualification**  
This report provides a brief but comprehensive list showing rater training and qualification completions for all registered raters.

## Running Reports

1. Click on the *Click Here* link next to the name of the report you wish to view.



2. Select the time period for which you would like to run the report.



3. Click on the **View Report** button. The report will display on the screen.
  - A. You may review the report on the screen by using the **Page (A)** button.
  - B. Click on the **Export to CSV** (B) button to export the report in the CSV format.
  - C. Click on the **Export to PDF** (C) button to export the report to a PDF document.

**Instructions**

► To view a report, select the required year from the drop down menu and click 'View Report'. Once the year is selected, you can click the 'Export to CSV' button to view the raw data in an Excel sheet, or Export to PDF for a standard report to save or print.

**Confidential Course Completion Roster**

**Run Report**

◀ **Go Back**

Year: Spring 2008 View Report

**Report**

Export to CSV
Export to PDF

**Texas English Language Proficiency Assessment System (TELPAS) Online Confidential Course Completion Roster**

Region: **11 Fort Worth**  
District: **220901 ARLINGTON ISD**  
Campus: **220901006 VENTURE ALTER H S**

Page: 1 of 5 ▶

First Name	Last Name	Course Title	Date Starte
<b>Fort Worth</b>			
<b>ARLINGTON ISD</b>			
<b>VENTURE ALTER H S</b>			
AYPFirst	AYPLast	<b>Level 2 TELPAS Rater Online Refresher Course for Grades 2-12</b>	02/18/2008
		Practice: Rating Listening	02/17/2008
		Practice: Rating Speaking	02/17/2008
		Grades 9 to 12	
		Practice: Rating Writing	02/18/2008
		Grades 9 to 12	
BCWKFirst	BCWKLast	<b>Level 1 TELPAS Rater Online Training Course for Grades 2-12</b>	03/12/2008
		Additional Writing Practice	03/12/2008
		<b>Level 2 TELPAS Rater Online Refresher Course for Grades 2-12</b>	03/12/2008
		Practice: Rating Listening	03/12/2008
		Practice: Rating Speaking	03/12/2008
		Grades 9 to 12	
		Practice: Rating Writing	03/13/2008
		Grades 9 to 12	
		Practice: Rating Additional Writing	03/13/2008
		Grades 9 to 12	
CSNPFirst	CSNPLast	<b>Level 2 TELPAS Rater Online Refresher Course for Grades 2-12</b>	02/19/2008
		Practice: Rating Listening	02/19/2008
		Practice: Rating Speaking	02/19/2008
		Grades 9 to 12	

Page: 1 of 5 ▶

This example shows 2008 training data

**Reports Formats** There are three report views available:

- Web view
- PDF file
- CSV file

To view PDF files, you will need the Adobe Acrobat Reader plug-in. To view CSV files, you will need Microsoft Excel.

Presentation of the data in the Web and PDF views is fixed. Exporting data into a CSV file format allows you to manipulate (sort) information in a way that is most useful for you.

The sample reports on the following pages show the PDF file format of the reports.

**TELPAS  
Confidential  
Course  
Completion  
Roster**

The report below shows an example of a campus TELPAS Confidential Course Completion Roster for registered users who have begun or completed a course for a given semester. For security purposes, the names have been hidden for this example.

At the district level, information for all campuses in the district will be presented in alphabetical order by campus name, and then sorted alphabetically by the name of each user within that campus.

At the region level, information for all districts and campuses in the respective region will be presented in alphabetical order by district name and then sorted alphabetically by campus name. As with the district report, the regional report is then sorted alphabetically by the name of each user within that campus.

**Example: TELPAS Confidential Course Completion Roster**

Texas English Language Proficiency Assessment System (TELPAS) Online Training  
Confidential Course Completion Roster

Region: 00 EXAMPLE REGION  
District: 999-001 EXAMPLE ISD  
Campus: 001 EXAMPLE HS

Report Date: 8/7/2008  
Reporting Period: Spring 2008

First Name	Last Name	Course Title	Date Started	Date Completed	Time in Module (mins.)	Percent Correct
Names of the raters have been removed to protect identity.		Level 2 TELPAS Rater Online Refresher Course for Grades 2-12	02/18/2008	02/18/2008		
		Practice: Rating Listening	02/17/2008	02/17/2008	35	100.00 %
		Practice: Rating Speaking	02/17/2008	02/17/2008	39	100.00 %
		Grades 9 to 12				
		Practice: Rating Writing	02/18/2008	02/18/2008	33	80.00 %
		Grades 9 to 12				
		Level 2 TELPAS Rater Online Refresher Course for Grades 2-12	02/19/2008	02/19/2008		
		Practice: Rating Listening	02/19/2008	02/19/2008	10	00.00 %
		Practice: Rating Speaking	02/19/2008	02/19/2008	7	100.00 %
		Grades 9 to 12				
		Practice: Rating Writing	02/19/2008	02/19/2008	10	100.00 %
		Grades 9 to 12				
		Level 2 TELPAS Rater Online Refresher Course for Grades 2-12	02/19/2008	02/19/2008		
		Practice: Rating Listening	02/19/2008	02/19/2008	7	100.00 %
		Practice: Rating Speaking	02/19/2008	02/19/2008	6	100.00 %
		Grades 9 to 12				
		Practice: Rating Writing	02/19/2008	02/19/2008	5	100.00 %
		Grades 9 to 12				
		Assembling and Verifying Grades 2-12 Writing Collections	02/19/2008			
		Assembling and Verifying Grades 2-12 Writing Collections	02/19/2008			0
	Level 2 TELPAS Rater Online Refresher Course for Grades 2-12	02/19/2008	02/19/2008			
	Practice: Rating Listening	02/19/2008	02/19/2008	81	75.00 %	
	Practice: Rating Speaking	02/19/2008	02/19/2008	23	20.00 %	

*This example shows 2008 training data.*

**TELPAS Course Completion Summary Report**

Below is an example of a district TELPAS Course Completion Summary Report for registered users, for a given semester.

At the region level, the report will contain information for districts and all campuses within that district. At the district level, the report will contain information for all campuses within that district. Information for each campus will be on a separate page.

Only users currently in progress or who have completed a course will be included in this report.

**Example: TELPAS Course Completion Summary Report**

Texas English Language Proficiency Assessment System (TELPAS) Online Training  
Course Completion Summary Report

Region: 00 EXAMPLE REGION  
District: 999-001 EXAMPLE ISD  
Campus:001 EXAMPLE HS

Report Date: 8/7/2008  
Reporting Period: Spring 2008

Course Title	Users In Progress	Users Complete	Percent Complete
<b>Level 1 TELPAS Rater Online Training Course for Grades 2–12</b>	4	0	0 %
Overview	1	0	0 %
Writing Practice	1	1	50 %
Grades 3 to 5		1	
Additional Writing Practice	3	0	0 %
<b>Level 2 TELPAS Rater Online Refresher Course for Grades 2–12</b>	1	11	92 %
Practice: Rating Listening	0	11	100 %
Practice: Rating Speaking	0	11	100 %
Grades 6 to 8		1	
Grades 9 to 12		10	
Practice: Rating Writing	0	12	100 %
Grades 6 to 8		1	
Grades 9 to 12		12	
Practice: Rating Additional Writing	4	2	33 %
Grades 6 to 8		1	
Grades 9 to 12		2	
<b>Assembling and Verifying Grades 2-12 Writing Collections</b>	2	0	0 %
Assembling and Verifying Grades 2-12 Writing Collections	2	0	0 %

*This example shows 2008 training data.*

**TELPAS  
Confidential  
Rater  
Qualification  
Roster**

The TELPAS Confidential Rater Qualification Roster report shows qualification completions for all users that completed at least one attempt for a given semester.

Region reports are sorted alphabetically by district and then by campus. Users are listed alphabetically by last name under their campus.

District reports are sorted alphabetically by campus. Users are sorted by campus and listed alphabetically by last name.

At the campus level, users are listed alphabetically by last name.

**Example: TELPAS Confidential Rater Qualification Roster**

*This example shows 2007 training data.*

Texas English Language Proficiency Assessment System (TELPAS) Rater Qualification  
Grades 2 - 12 Writing  
Confidential Rater Qualification Roster

Region: 00 EXAMPLE REGION  
District: 999-001 EXAMPLE ISD  
Campus: 001 EXAMPLE HS

Report Date: 8/7/2008  
Reporting Period: Spring 2008

Rater	Cluster	First Attempt			Second Attempt			Qualified Rater of Writing in Grade 2 or Higher
		% Correct	Qualified	Date	% Correct	Qualified	Date	
Names of raters have been removed to protect identity.	Grades 2-12	73	Yes	02/19/2008				Yes
	Grades 9-12	70	Yes	02/19/2008				Yes
	Grades 2-12	87	Yes	03/26/2008				Yes
	Grades 6-8	##						

**TELPAS Rater Qualification Summary**

This report provides TELPAS rater qualification summary information for all registered users at the region, district, or campus level for a given semester.

Keep in mind that only users that have completed an attempt or qualified are included in the numbers for this report. Qualification attempts that are incomplete are not reflected in either the qualification roster or summary reports.

**Example: TELPAS Rater Qualification Summary**

TELPAS Rater Qualification Spring 2008  
 Grades 2 - 12 Writing  
 Confidential Rater Qualification Summary Information

Report Date: 8/7/2008  
 Reporting Period: Spring 2008

Region and district information has been removed to protect identity.

All Clusters	Number	Percent	Grade 2	Number	Percent
Attempted Qualifications	3	100	Attempted Qualifications	0	100
Successful Qualifications	3	100	Successful Qualifications	0	0
Successful After 1st Attempt	3	100	Successful After 1st Attempt	0	0
Successful After 2nd Attempt	0	0	Successful After 2nd Attempt	0	0
Unsuccessful After Two Attempts	0	0	Unsuccessful After Two Attempts	0	0
Unsuccessful After 1st Attempt/No 2nd Attempt Yet	0*		Unsuccessful After 1st Attempt/No 2nd Attempt Yet	0*	
<b>Grades 2-5</b>	<b>Number</b>	<b>Percent</b>	<b>Grades 3-5</b>	<b>Number</b>	<b>Percent</b>
Attempted Qualifications	0	100	Attempted Qualifications	0	100
Successful Qualifications	0	0	Successful Qualifications	0	0
Successful After 1st Attempt	0	0	Successful After 1st Attempt	0	0
Successful After 2nd Attempt	0	0	Successful After 2nd Attempt	0	0
Unsuccessful After Two Attempts	0	0	Unsuccessful After Two Attempts	0	0
Unsuccessful After 1st Attempt/No 2nd Attempt Yet	0*		Unsuccessful After 1st Attempt/No 2nd Attempt Yet	0*	
<b>Grades 6-12</b>	<b>Number</b>	<b>Percent</b>	<b>Grades 6-8</b>	<b>Number</b>	<b>Percent</b>
Attempted Qualifications	0	100	Attempted Qualifications	0	100
Successful Qualifications	0	0	Successful Qualifications	0	0
Successful After 1st Attempt	0	0	Successful After 1st Attempt	0	0
Successful After 2nd Attempt	0	0	Successful After 2nd Attempt	0	0
Unsuccessful After Two Attempts	0	0	Unsuccessful After Two Attempts	0	0
Unsuccessful After 1st Attempt/No 2nd Attempt Yet	0*		Unsuccessful After 1st Attempt/No 2nd Attempt Yet	0*	
<b>Grades 9-12</b>	<b>Number</b>	<b>Percent</b>	<b>Grades 2-12</b>	<b>Number</b>	<b>Percent</b>
Attempted Qualifications	1	100	Attempted Qualifications	2	100
Successful Qualifications	1	100	Successful Qualifications	2	100
Successful After 1st Attempt	1	100	Successful After 1st Attempt	2	100
Successful After 2nd Attempt	0	0	Successful After 2nd Attempt	0	0
Unsuccessful After Two Attempts	0	0	Unsuccessful After Two Attempts	0	0
Unsuccessful After 1st Attempt/No 2nd Attempt Yet	0*		Unsuccessful After 1st Attempt/No 2nd Attempt Yet	0*	

\* This data is not included in the Attempted Qualifications total

*This example shows 2008 training data*

**TELPAS  
At-A-Glance  
Report for  
Training and  
Qualification**

New for 2009, this report provides rater training and qualification status in a roster format that makes it easy to scan for completion information.

The roster lists all registered users who have completed a 2009 level 1 or 2 training course or are in progress. Qualification information includes qualification status, date, and cluster. For users with multiple qualifications, only the most recent successful qualification is shown. For raters with no successful qualification, the date of the most recent unsuccessful qualification is provided.

Neither completion nor performance information is shown for individual modules.

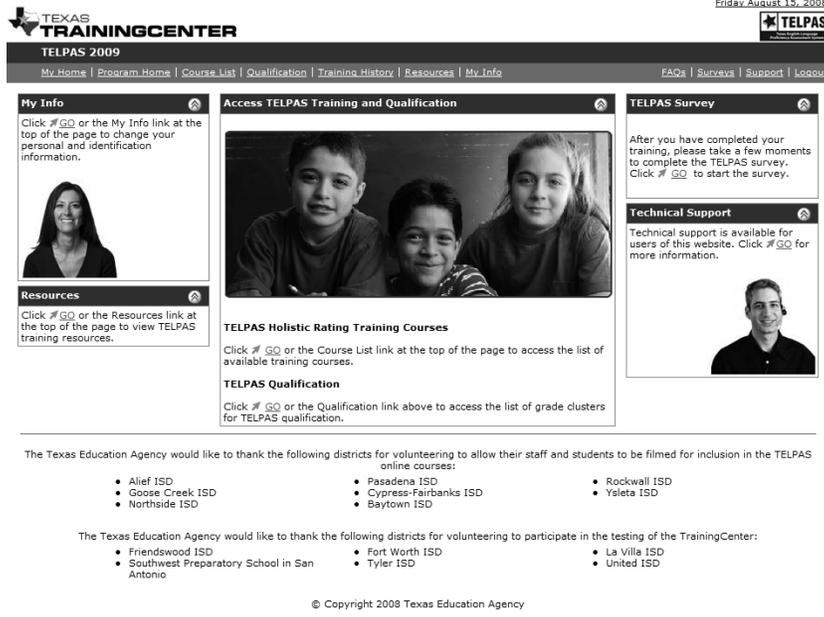
Texas English Language Proficiency Assessment System (TELPAS) Online Training At-A-Glance Training & Qualification Report						
Statewide Region: Sample Region District: Sample District Campus: Sample Campus				Report Date: 12/12/2008 Reporting Period: Spring 2008		
Online Training Spring 2008				Qualification		
First Name	Last Name	Course	Status	Qualified	Date *	Cluster
IJHUF	IJHUL	Grades K-1: Level 2	Complete	N/A	N/A	N/A
JEAI	JEAIL	Grades 2-12: Level 1	Complete	Yes	03/02/2007	Grades 3-5
JLYX	JLYXL	Grades 2-12: Level 1	Complete	Yes	03/02/2007	Grades 3-5
JPVE	JPVEL	Grades K-1: Level 2	Complete	N/A	N/A	N/A
JXGR	JXGRL	Grades 2-12: Level 1	Complete	Yes	03/02/2007	Grade 2
REAR	REARL	Grades 2-12: Level 1	Complete	Yes	03/02/2007	Grades 3-5
RUEF	RUEFL	Grades 2-12: Level 1	Complete	Yes	03/02/2007	Grades 3-5
THDT	THDTL	Grades K-1: Level 2	Complete	N/A	N/A	N/A
TLRI	TLRIL	Grades 2-12: Level 1	Complete	Yes	03/02/2007	Grade 2

\* The qualification date represents the last successful qualification. If no successful is on file, the most recent unsuccessful attempt is shown.

# NAVIGATING THE TELPAS TRAININGCENTER

## TELPAS Home Page

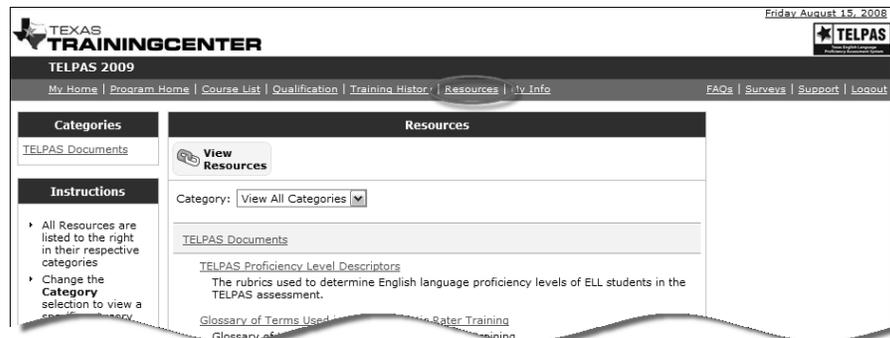
Upon clicking on the *TELPAS 2009* link on the *My Home* screen, you will see the *TELPAS TrainingCenter Home Page*. This is where you can access TELPAS training courses and the qualification activity. You can also update your information and access support links.



You can navigate to various parts of the TrainingCenter by using links on the main page or by clicking on the navigation links at the top of the screen.

## Resources

There are a number of official Texas Education Agency (TEA) resources available to all users. Click on the *Resources* link on the top navigation bar to view the *Resources* screen. Documents available on this screen are the same as those seen by raters on the TELPAS TrainingCenter. To access a specific resource, click on the name of the resource.



## My Info

The *My Info* screen lists your user information.

**TEXAS TRAININGCENTER**  
TELPAS 2009  
My Home | Program Home | Course List | Qualification | Training History | Resource | My Info

### My Info

Required fields are marked with \*

#### Personal Information

\* First Name: AAACFirst  
\* Last Name: AAACLast  
\* E-mail: AAACFirst.AAACLast@invalid\_domain.com  
\* Job function: Bilingual Education Teacher (Select the option that BEST describes your position)  
Month of birth: 11  
Day of birth: 26  
\* Daytime Phone #: 555-555-5555

#### Password / Secret Questions

\* Password: (Please create a password to use along with your username, each time you visit the TrainingCenter)  
\* Confirm Password: (Please re-type the same password to confirm)  
\* Secret Question #1: What is your favorite color? (Answer: red)  
\* Secret Question #2: What is your favorite movie? (Answer: movie)  
\* Secret Question #3: What was the make of your first car? (Answer: toyota)

#### Region, District, Campus

\* Region: 01 Edinburg (select region)  
\* District: BROWNSVILLE ISD (031901)  
\* Campus: ADULT ED (031901035)

Save

You can update all fields except FIRST NAME and LAST NAME. **NOTE: District coordinators are not able to update the region and district fields.**

To update your information:

1. Enter new information.
2. Click on the **Save** button.

To change any other information or if you need additional help, contact Pearson at 800-627-0225.

## User Support

Click on the *Support* link on the top navigation bar to view support contact information.



## Logout

Click on the *Logout* link to exit the TELPAS TrainingCenter and return to the login screen.

