

# TELPAS Coordinator Supplement for Paper Administrations

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# Overview

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## General Information

This document supplements the *2010 District and Campus Coordinator Manual* with instructions testing coordinators need for administering TEA-approved paper versions of the grades 2–12 Texas English Language Proficiency Assessment System (TELPAS) reading tests. A supplement to the *2010 TELPAS Manual for Raters and Test Administrators* contains additional instructions for test administrators. These documents do not duplicate information already in the manuals and should be used in conjunction with the manuals. The supplements can also be accessed at the Texas Education Agency (TEA) Student Assessment Division website at [http://www.tea.state.tx.us/student.assessment/resources/guides/test\\_admin](http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin).

- **Test security and confidentiality requirements.** Coordinators should follow the test security and confidentiality requirements in the manuals as applicable to paper-version test administrations.
- **Training.** Coordinators and test administrators involved in TELPAS paper-version testing must be trained in the TELPAS administration procedures outlined in the regular manuals and must review and follow the additional instructions in the paper administration supplements. Ensure that testing personnel have the information they need in time to ask questions and prepare for the test administration. Coordinators must be familiar with the contents of both the coordinator and test administrator supplements.
- **Information submitted on scorable documents.** Precoded documents are not supplied for TELPAS paper administrations. All student information must be hand-gridded on blank scorable documents consisting of scorable test booklets for grades 2 and 3 and answer documents for grades 4–12. Testing personnel must complete the holistic ratings, rater information, score code information, any reading test accommodations, and all student data elements on the scorable documents. **In addition, the campus coordinator (or individual he or she designates) must select “TEA-Approved Paper Administration” in the reading field of the online *Student Test Details* screen if the student is in a test session in the online system.**

## Distributing Materials to Campuses

A district will receive a shipment of test materials for each TEA-approved request. If a district submits separate requests, materials will be sent upon approval of each request. The following materials are included:

- Packing list
- Coordinator supplement
- Test administrator supplement(s)
- Blank answer document(s)
- Test booklet(s) (including large-print, if applicable)
- Class Identification Sheet(s)

- Campus and Group Identification Sheet(s)
- Voided Answer Document Identification Sheet(s)
- Answer Document Packing List
- Return shipping label
- Return carrier memo

A small overage of materials will be included per grade cluster on a campus to account for possible unusable materials. The district coordinator should verify that the shipment is complete and forward the test booklets, answer documents, and identification sheets to the campus coordinator without delay.

### Review of Shipment by Campus Coordinator

- Retain the packing list throughout the testing process. Use the list to check in the test booklet(s).
- A white form is visible through the plastic wrap around the test booklets. **Verify that the quantity of booklets matches the quantity indicated on the white form** by counting the booklets through the plastic.
- Verify that the nine-digit security number range stated on the white form matches the range of numbers on the packing list.

### Hand-Gridding Scorable Documents

The scorable documents will not be precoded. Campus coordinators may distribute them to school personnel before the day of testing to have information hand-gridded. Only school personnel designated by the campus coordinator may hand-grid information. The seals on scorable booklets must not be broken until the student takes the test, and the materials must be kept in locked storage when not in use.

**It is important to complete all information accurately.** Remember that the student must take the grade-cluster test corresponding to his or her **enrolled** grade.

Hand-gridding should be done only under the campus coordinator’s supervision. No. 2 pencils must be used, and sign-out/sign-in procedures must be followed. (See the Materials Control Form at the end of this supplement.) At least the Student Name field must be hand-gridded on the scorable document prior to testing. The information on the electronic preloaded student list should be used to complete the student data elements. Campus coordinators obtain this list from the district coordinator. Test administrators/raters will assist in completing and verifying the student data elements only as directed by the campus coordinator.

Write the letters of the student’s name in the boxes provided and fill in the corresponding circle below each letter. If the length of a student’s name exceeds the number of boxes provided, grid as many letters of the name as will fit. For blank boxes, fill in the blank circles without letters. If a student does not have a middle name, fill in a blank circle under “MI” (middle initial). To complete the date of birth, fill in the circle next to the correct month, write the day of the month and year in the appropriate boxes, and then fill in the appropriate circles. If the day of the month has only one digit, add a zero before the number.

## Recording Information about Holistically Rated Components

When a student takes a paper version of the TELPAS reading test, information related to the holistically rated components must be submitted on the scorable document. The following fields of the scorable documents must be completed:

- HR Code
- RATER INFO
- SCORE CODE for listening, speaking, and writing

**The campus coordinator or school personnel designated by the campus coordinator is responsible for completing this information using the following instructions. Instructions for completing these fields are not in the test administrator supplement.**

These fields may be completed before or after the administration of the reading test. Answer documents containing student answers are secure and may be handled by school personnel only under the direct supervision of the campus coordinator. At least the student's name must be hand-gridded on the scorable document before these fields are completed.

### HR Code

The Holistic Rating (HR) Code is the field where the student's holistic ratings are recorded for score reporting. This information should be transferred onto the scorable document from the TELPAS Student Rating Roster that raters are required to complete.

- For each language domain assessed, bubble in one of the following: "B" for a rating of beginning, "I" for a rating of intermediate, "A" for a rating of advanced, or "H" for a rating of advanced high.

HR Code				
L	<input type="radio"/> B	<input type="radio"/> I	<input type="radio"/> A	<input type="radio"/> H
S	<input type="radio"/> B	<input type="radio"/> I	<input type="radio"/> A	<input type="radio"/> H
W	<input type="radio"/> B	<input type="radio"/> I	<input type="radio"/> A	<input type="radio"/> H

### Rater Info

Information for the RATER INFO field should be transferred onto the scorable document from the TELPAS Student Rating Roster.

RATER INFO	
A	B
<input type="radio"/> 1	<input checked="" type="radio"/> Y
<input type="radio"/> 2	<input checked="" type="radio"/> N
<input type="radio"/> 3	
<input type="radio"/> 4	
<input type="radio"/> 5	
<input type="radio"/> 6	
<input type="radio"/> 7	

- A. THIS COLUMN INDICATES THE RELATIONSHIP OF THE RATER TO THE STUDENT. ONLY ONE CODE SHOULD BE MARKED FOR THIS COLUMN.
- 1 BILINGUAL EDUCATION TEACHER
  - 2 ESL TEACHER
  - 3 ELEMENTARY GENERAL EDUCATION TEACHER
  - 4 MIDDLE OR HIGH SCHOOL GENERAL EDUCATION TEACHER OF FOUNDATION (CORE) SUBJECT(S)
  - 5 SPECIAL EDUCATION TEACHER
  - 6 GIFTED AND TALENTED TEACHER
  - 7 TEACHER OF ENRICHMENT SUBJECT(S)
- B. THIS COLUMN INDICATES WHETHER THE RATER COLLABORATED WITH OTHER INDIVIDUALS FAMILIAR WITH THE STUDENT'S PROGRESS. MARK ONLY ONE BUBBLE FOR THIS COLUMN.
- Y YES  
N NO

Note that option 8 in column A and option 3 in column B on the TELPAS Student Rating Roster are used only for online administrations.

### Score Code for Holistically Rated Components

A score code must be completed for listening (L), speaking (S), and writing (W).

Instructions for completing the reading (R) score code are in the supplement for reading test administrators.

For the listening, speaking, and writing domains, mark one of the following score codes:

SCORE CODE			
L	S	W	R
			(A)
			(N)
(X)	(X)	(X)	(X)
(EC)	(EC)	(EC)	(O)
(S)	(S)	(S)	(S)

X = ARD Decision

Student does not participate in the TELPAS holistically rated assessment on the basis of the student's disability, as determined by the ARD committee in conjunction with the LPAC and documented in the student's IEP, according to 19 TAC, Chapter 101.

**NOTE:** For each domain, the ARD decision for the student must be made on the basis of the appropriateness of the holistic assessment or reading test for the student.

EC = Extenuating Circumstances

Eligible student is unable to be rated due to extenuating circumstances.

**NOTE:** Such extenuating circumstances should be rare. There is not a score code for absence because the ratings are based on observations over time. If the "EC" score code is marked, documentation of the extenuating circumstances is to be maintained on the campus.

S = Holistic ratings to be scored

### Distributing Materials for Reading Test Session

To account for the test booklets signed out to test administrators, use the Materials Control Form at the end of this supplement to record the range of security numbers of the test booklets assigned to each test administrator. Each test booklet has a nine-digit security number printed on it. The digit after the hyphen is used only as a check digit and should be ignored.

After test administrators have verified that they have received the exact number of test booklets required, they must initial the "Out" box. The test administrators' initials signify that they have received the test booklets assigned to them, as recorded on the Materials Control Form, and that they have signed their security oath.

Test administrators are responsible for the test booklets and answer documents until returning them to you. **All reading test materials assigned must be returned after the testing session.** When the materials are returned to you, you must initial the "In" box. Your

initials indicate that test administrators have returned all test materials checked out to them as listed on the Materials Control Form.

## **Materials for Reading Test Sessions**

On the day of the reading test, give test administrators the materials listed below.

### **Grades 2 and 3:**

- two No. 2 pencils with erasers per student
- one scorable test booklet per student

### **Grades 4–12:**

- two No. 2 pencils with erasers per student
- one test booklet per student
- one answer document per student

Instruct the test administrator to keep the materials in locked storage until immediately before testing. **All materials containing student information must be kept in locked storage when not in use.**

## **Receiving Materials from Test Administrators after Testing**

Check the security numbers of the test booklets against those assigned to the test administrators. Keep the Materials Control Form for your records.

Before turning in materials, test administrators must be sure to

- verify that no grades 4–12 answer documents have been left inside test booklets and
- remove the “PULL” tab from the vinyl seals of used grades 2 and 3 test booklets if this has not been done already.

Before submitting TELPAS scorable materials to the district coordinator, the campus coordinator should make sure the following scorable document information has been checked for accuracy and completion:

- student identification, demographic, and program information
- grade
- score codes for listening, speaking, writing, and reading
- Years in U.S. Schools field
- HR code
- Rater Info field
- Accommodations field (if applicable)

**In addition, remember that “TEA-Approved Paper Administration” must be selected in the reading field of the online *Student Test Details* screen only for students who appear in test sessions in the online system.** Campus coordinators or individuals they designate are responsible for completing this task. When this selection is made, the

student's information in the online system will not be used for score reporting. All student information, including holistic ratings, must be marked on the printed scorable documents for these students.

## Returning Materials to District Coordinator

### Scorable materials include:

- used and voided grades 4–12 answer documents
- used and voided grades 2 and 3 scorable test booklets

All **scorable** materials must be returned beneath the appropriate identification sheets. TELPAS scorable documents with **any score code** marked (including those for absences, extenuating circumstances, etc.) **must be returned with the scorable materials**. These documents should be included in the counts on the appropriate identification sheets. Follow the instructions for campus coordinator TAKS Activity 14 in the *2010 District and Campus Coordinator Manual* for returning scorable materials.

### Nonscorable materials include:

- grades 4–12 test booklets grouped by grade cluster
- unused grades 2 and 3 scorable test booklets
- large-print materials (if applicable)
- unused ID sheets
- unused answer documents
- typed or tape-recorded materials (if applicable)

Keep all nonscorable materials in locked storage until they are shipped to the district coordinator. Nonscorable materials must be returned to the district coordinator by the date in the Calendar of Events. Include all test booklets for grades 4–12 in the shipment.

### You do not need to return

- unused paper bands
- packing lists or assembly identification sheets

## Collecting, Preparing, and Returning Materials by District Coordinator

As district coordinators receive scorable materials from campuses, they must verify that campus coordinators have

- submitted all scorable materials and assembled them correctly;
- removed the “PULL” tabs from the vinyl seals on any grades 2 and 3 scorable test booklets to be scored or scanned (regardless of the score code—“A,” “N,” “X,” “EC,” “O,” or “S”— and including voided scorable test booklets);
- filled out the appropriate Class, Campus and Group, and Voided Answer Document Identification Sheets;



- provided accurate counts of the materials submitted; and
- kept TELPAS materials **completely separate** from other testing programs' materials.

Materials for TELPAS must be packaged separately from TAKS, including TAKS (Accommodated), TAKS–M, and EOC test materials. Combining materials may cause your results to be delayed. Follow the instructions for district coordinator TAKS Activities 11–13 in the *2010 District and Campus Coordinator Manual* for returning materials. **NOTE:** There is no Optional Reports Order Form for return shipment.

### **Contacting Shipping Carrier**

The telephone number of the carrier for district coordinators to call for pickup is provided on the return carrier memo. Refer to this memo to find out how you should return your district's materials. **Two working days before the pickup date**, contact your carrier to request that your materials be collected and returned to the address printed on the scorable and nonscorable shipping labels. Questions about the return of test materials may be directed to Pearson's Austin Operations Center at 800-252-9186.

# Materials Control Form

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# 2010 MATERIALS CONTROL FORM FOR TELPAS PAPER ADMINISTRATIONS

Campus coordinators should use this form to account for test booklets and answer documents signed out to test administrators or other school personnel.

Before distributing the materials, the campus coordinator should fill out the name of the individual issued materials and the applicable test booklet /answer document columns.

Individuals issued materials should fill in the date and initial the "Out" box. The initials in the "Out" box signify that they have received the materials assigned to them. The form should not be initialed if the information on it is incorrect.

Any missing secure materials must be located before the campus coordinator initials the "In" box. If a missing booklet cannot be located, the campus coordinator should immediately contact the district coordinator.

Individual Issued Materials	Total # of Booklets	Range of Security Numbers Coded on Booklets	Total # of Answer Documents	Date	Out	In

**Duplicate this form as necessary.**