TELPAS ONLINE TESTING TETN
#35319

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Topics

- Use of TELPAS electronic submission process
  - to enter/verify identification, program, and demographic information
  - to submit holistic ratings and rater information
  - to submit grades 2-12 reading tests
  - to verify data
- Final three-day verification window
- Interface assignments
- Student tutorials
Technology for Online Testing
eMeasurement System

- Key guides
  - District and Campus Coordinator Manual
  - Technical User’s Guide
  - TELPAS Manual for Raters and Test Administrators

- See page 207 of Coordinator Manual for comprehensive list of online testing resources
Electronic Submission Process
Electronic Data Submission Process

Used to submit all information through the secure eMeasurement system:

- student identification, demographic, and program information
- holistic ratings
- “do not score” information
- rater information
- testing accommodation categories
3 Key Screens

- **3 screens** for entering/verifying student data:
  - Two screens where data will be entered/verified
    - **Edit Student** screen
    - **Student Test Details** screen
  - Third screen where key data for each student will be verified as complete
    - **TELPAS Student Status** screen
The Edit Student Screen is where student identification, demographic, and program information is found.

Updated to reflect revised ethnicity/race field and clarified phrasing for Y in US schools.

JJAEP/DAEP student data is no longer being collected in Agency Use field.

Drop-down menus for identification and program information reflect the code values that are included in Appendix A of the 2010 District and Campus Coordinator Manual.
At least 2 weeks before testing window, districts to receive electronic (PDF) precoded list of students loaded in eMeasurement system.

Data loaded reflects option districts selected in fall (October PEIMS vs. district-supplied file).

Campus lists can be e-mailed to campus coordinators.

Lists to be verified against current information to update data if needed and add any new enrollees.

Changes and additions to be entered on Edit Student screen.

Instructions for adding students and updating data can be found in the Coordinator Manual.
Edit Student Screen

- TELPAS Manual does not contain instructions for entering or verifying information on this screen

- Campuses to give raters and TAs separate instructions if they want them to assist in this process
Student Test Details Screen

Student Test Details screen is where holistic ratings, “do not score” designations, rater information, and accommodation categories are entered.

For K-1 screen: The accommodation areas have been removed. Accommodations not collected for holistically rated domains.
Student Test Details Screen

Listening drop-down menu shown here. For grades 2-12, the listening, speaking, and writing selections will be the same. For grades K-1, all four language domains will have the same selections.

Only use the accommodations area if a student was allowed an accommodation on the reading test. If the student does not receive accommodations, fields should be left in “Select” position.

After any selections are made, user must click **Apply**.
Student Test Details Screen

The rater info fields gather information about TELPAS raters and whether they collaborated with others in determining each student’s TELPAS ratings.

<table>
<thead>
<tr>
<th>Test Administration Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening:</td>
</tr>
<tr>
<td>Speaking:</td>
</tr>
<tr>
<td>Writing:</td>
</tr>
<tr>
<td>Reading:</td>
</tr>
<tr>
<td>Presentation:</td>
</tr>
</tbody>
</table>

*Indicates required fields

**Rater Info**

A: | B: | Select |
---|---|---|
1. Bilingual Education Teacher | 1. Yes |
2. ESL Teacher | 2. No |
3. Elementary General Education Teacher | 3. No Domains Rated |
4. MS or HS General Ed Teacher of Core Subjects | |
5. Special Education Teacher | |
6. Gifted and Talented Teacher | |
7. Teacher of Enrichment Subjects | |
8. No Domains Rated | |

“No Domains Rated” must be selected if a student is marked Extenuating Circumstances or ARD Decision in every domain.
Mark Test Complete Button on Student Test Details Screen

- Individuals entering ratings and rater information must **not** click Mark Test Complete button.
- It is to be used **only** for grades 2–12 reading test if student’s test **should not be scored** (absent, ARD decision, etc.) **or if a student didn’t submit a completed test**.
- If button is selected, student cannot take reading test and Pearson will need to be contacted.
- Testing coordinator can restrict access users have to this button so it will **not** appear on **Student Test Details** screen.
The student has not ended the test. To mark the test complete input a reason and click OK, or click Cancel to return to the student detail screen.

<table>
<thead>
<tr>
<th>Test Status</th>
<th>Student Name</th>
<th>Grade</th>
<th>Unique ID</th>
<th>Login ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>LASTNAME, FIRSTNAME A</td>
<td>02</td>
<td>411111111</td>
<td>411111111</td>
</tr>
</tbody>
</table>

**Test to be Administered**

- TELPAS Reading Grade 2 Sp 09
- Test Code: 7NF42C

**Termination Reason**

**Form Taken**

**Assigned Form Group Type**

- Main

**Report Exclusion Reason**

- Yes

**Report Group**

- TELPAS SP 09 GR 2 GRP 01

**Test Administration Data**

- Listening: Select
- Speaking: Select
- Writing: Select
- Reading: Select
- Presentation: Select

**Response**

**Setting**

**Timing Scheduling**

**Rater Info A**: Select

**Rater Info B**: Select
Reading Test Score Codes

- There is no reading test score code on the Student Test Details screen. For students who test, the Reading field will simply be left in Select position, which is the default setting.

- “Do not score” codes must be selected for students who do not test. These codes are:
  - Absent
  - Second Semester Immigrant Non-English Reader
  - ARD Decision
  - TEA-Approved Paper Administration
  - Other Student Not to Be Scored
Student Test Details Screen

- TELPAS manual for raters *does* contain instructions for this screen

- Raters and TAs are informed that they, *or other individuals designated by campus coordinator*, will enter this information
2 Ways to Get to Student Test Details Screen

1. By clicking on student’s name in test session to which student is assigned

2. By clicking on first edit icon in row with student’s name on TELPAS Student Status page
   - This page allows students to be viewed in larger groupings than single test session
1. Getting to **Student Test Details** Screen Through **Test Session**

Clicking on session takes user to a session roster.
Clicking on student name takes user to **Student Test Details** screen.
2. Getting to Student Test Details Screen Through TELPAS Student Status Page

Clicking in first edit column takes user to Student Test Details screen.
TELPAS Student Status page allows key data for each student to be verified as complete by testing coordinators.

Clicking in first edit column takes user to Student Test Details screen. Clicking in second edit column takes user to Edit Student page.
Student records whose key elements are complete show checkmark in **Complete** column

Fields with incomplete key elements are shaded

**Edit Student** screen (for student demographics, etc.) and **Student Test Details** screen (for ratings, etc.) can be accessed from this page to complete missing information

Lists all students assigned to test sessions on a campus

Student status roster can be sorted by student name, PEIMS ID, class group, or grade
Additional Steps for K–1

- If rating information is entered through **TELPAS Student Status** page, user will click “K-1” link in **Reading Test Status** column for each student. Page refreshes and “Stopped” is indicated. This can be done before or after ratings are entered.

- If rating information is entered by **test session**, coordinator or other designee must go to **TELPAS Student Status page** at some point during testing window to click “K-1” link for each student.

- See screenshot next slide

Although K–1 students don’t take an online reading test, it is necessary to complete this step before end of testing window for K–1 assessment information to be submitted.
Changes:

- “K-1” replaces “Stop Test”
- No need to select “K-Not Applicable to Kinder” for preloaded students
Finalizing TELPAS Student Data

- Checkmarks on **TELPAS Student Status** page mean **key** data elements (not all data elements) have been filled in.

- Checkmarks do **not** mean that key information has been verified as accurate.

*Don’t FORGET!*
Campus Status Report

- Campus Status Report will be available on [www.etesttx.com](http://www.etesttx.com) in the Training and Tutorials section of the Resources page.

- It shows campuses within a district that still have students who are not in Stopped status or who do not have the green checkmark.
New 3-Day Final Data Verification Window

- Allows districts time to verify completeness and accuracy of student records before scoring begins
- Assessment window closes Friday, Apr. 9
- Verification window closes Wednesday, Apr. 14

All information will be extracted from the system at midnight on April 14.
Test Sessions

- All enrolled K–12 ELLs must be assigned to test sessions in online system
  - **K–1**
- Applies to K–1 even though students don’t take TELPAS reading test
- K–1 test sessions can be organized by rater, for example **2–12**
- Students can’t be sorted one way for reading TA and another way for rater
- If raters and reading TAs of students differ, test sessions should be organized by reading TA
Creating Test Sessions

When setting up test session, remember that students should have all the time they need to complete the test.
Creating Test Sessions

Be careful to add the correct student to the correct test session.
This report reflects all activity as of the end of the prior test day. Students not assigned to sessions are not included in the data used to generate this report.

<table>
<thead>
<tr>
<th>Campus Code</th>
<th>Campus Name</th>
<th>Students in Session</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>012345678</td>
<td>EXAMPLE CAMPUS 1</td>
<td>15</td>
<td>Complete</td>
</tr>
<tr>
<td>012345678</td>
<td>EXAMPLE CAMPUS 2</td>
<td>32</td>
<td>Not Complete</td>
</tr>
<tr>
<td>012345678</td>
<td>EXAMPLE CAMPUS 3</td>
<td>25</td>
<td>Complete</td>
</tr>
<tr>
<td>012345678</td>
<td>EXAMPLE CAMPUS 4</td>
<td>41</td>
<td>Complete</td>
</tr>
<tr>
<td>012345678</td>
<td>EXAMPLE CAMPUS 5</td>
<td>36</td>
<td>Complete</td>
</tr>
<tr>
<td>012345678</td>
<td>EXAMPLE CAMPUS 6</td>
<td>12</td>
<td>Not Complete</td>
</tr>
<tr>
<td>012345678</td>
<td>EXAMPLE CAMPUS 7</td>
<td>18</td>
<td>Complete</td>
</tr>
<tr>
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<td>EXAMPLE CAMPUS 8</td>
<td>77</td>
<td>Complete</td>
</tr>
<tr>
<td>012345678</td>
<td>EXAMPLE CAMPUS 9</td>
<td>54</td>
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<tr>
<td>012345678</td>
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<td>EXAMPLE CAMPUS 13</td>
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<td>Complete</td>
</tr>
<tr>
<td>012345678</td>
<td>EXAMPLE CAMPUS 14</td>
<td>32</td>
<td>Complete</td>
</tr>
<tr>
<td>012345678</td>
<td>EXAMPLE CAMPUS 15</td>
<td>25</td>
<td>Complete</td>
</tr>
</tbody>
</table>
Interface Assignments and Student Tutorials
Transition to New Interface

- Transition this spring to enhanced online interface for grades 2–12 reading tests
- Tests to be administered in assigned interface
- One interface assignment per district
  - Interface A = enhanced interface
  - Interface B = original interface
- Interface assignments communicated in fall 2009
Transition to New Interface

- Test administration “read aloud” directions are interface-specific
- Student tutorials and administration directions are interface-specific
- For JJAEPs with students from different districts: test sessions are interface-specific so different test sessions needed if some students are from Interface A districts and others from Interface B districts (Appendix F of Coordinator Manual)
Transition to New Interface

- Comparability of student performance across interfaces to be studied following spring testing
- Adjustments to be made if needed to maintain score comparability
- No delay of score reporting
Transition to New Interface

Interface A Enhancement Highlights

- Scrolling through passages eliminated; “paging” function similar to book pages used
- Items presented next to passages rather than separate window or split-screen
- Improved functionality for filling in blanks in content-area cloze passages
- Other enhancements – screen resolution, font style, color images, and more
Reminder:

There is a new version of TestNav software to install (as communicated to districts in the fall)
Changes in Student Tutorials and Administration Previews

- Administration previews from previous years have been discontinued

- Student tutorial changes
  - Separate tutorials for Interface A and B
  - After sample items (which have directions to be read aloud by teacher), about 20 items have been added that students can complete to help them get used to online testing
Student Tutorials

- TELPAS tutorials
  - are optional
  - should be completed before testing day

- New ePAT launcher needs to be installed on campus computers

- Old versions of tutorials, administration previews, and ePAT launcher need to be removed

- Tutorials are available for download; tutorial must be downloaded for assigned interface

- Tutorials and ePat launcher are available at http://etesttx.com/resources
Tips for Successful Online Testing

- Students should be placed in correct test session for correct test.
- A student should be moved (not removed) if student’s ratings or other test details have already been entered in online system.
  - Student’s data will be lost if student is removed (deleted) rather than moved.
Tips for Successful Online Testing

- **eMeasurement system access**
  - All staff accessing online testing system must be issued login IDs and passwords
  - District coordinators determine how to assign staff’s organizational access and hierarchy
  - Staff can be given access to perform only certain functions
  - Information about this is in Coordinator Manual
  - Specifics are in Technical User’s Guide
  - Testing coordinators are responsible for maintaining and removing user access
Select the data type and value to apply authorizations to, then select the authorizations and hit the apply button.

**Authorizations**

You are changing access for **New Teacher**

<table>
<thead>
<tr>
<th>Select</th>
<th>Customer Configuration Setup</th>
<th>Select</th>
<th>Item and Test Development</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Customer Config</td>
<td></td>
<td>Unlock Items</td>
</tr>
<tr>
<td></td>
<td>Data Alert Setup</td>
<td></td>
<td>Authoring - Items and Tests</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Create Item Bank</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>Objective Structures</th>
<th>Select</th>
<th>Reporting</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>Maintain Objective Structures</td>
<td></td>
<td>System Monitoring</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>View Student Response Data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>View Counts of Students Currently Testing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>Security Management</th>
<th>Select</th>
<th>Test Administration Management</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Delete User</td>
<td></td>
<td>Create/Edit Form Sampling Plans</td>
</tr>
<tr>
<td></td>
<td>Search Authorizations</td>
<td></td>
<td>Create/Edit Administration</td>
</tr>
<tr>
<td></td>
<td>Add/Edit Users</td>
<td></td>
<td>All TAM List Screens</td>
</tr>
<tr>
<td></td>
<td>View Unassigned Accounts</td>
<td></td>
<td>Form Sampling Download</td>
</tr>
<tr>
<td></td>
<td>Backup User/Share Authorizations</td>
<td></td>
<td>Create/Edit Form Groups</td>
</tr>
<tr>
<td></td>
<td>UnDelete User</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>Test Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lock Scoregroups</td>
</tr>
<tr>
<td></td>
<td>QC Forms QC Report</td>
</tr>
<tr>
<td></td>
<td>QC Forms Approval</td>
</tr>
<tr>
<td></td>
<td>Lock Forms</td>
</tr>
</tbody>
</table>
Controlling Access

Leaving box unchecked restricts access
District and Campus Planning

- Become familiar with new electronic submission system and instructions in manuals
- Decide how much to involve raters and reading test administrators in entering/verifying data
Key Training Resources for Online Testing and Electronic Data Submission

- **Texas Online Testing Training Course**
  - Covers basics of setting up and managing online testing (not specific to TELPAS)

- **TELPAS electronic submission system tutorial**
  - Shows how to enter and verify student data
  - Updated version to be available this week

- **Hands-on practice site**
  - Gives hands-on practice using new electronic submission system

- **Best Practices and Deployment for Online Testing**
  - A self-paced tour regarding technology configurations and setup for online testing (Not specific to TELPAS)
Contact Information

- E-mail Address:  ELL.Tests@tea.state.tx.us
- Student Assessment Division phone:
  - 512-463-9536