

January 4, 2011

Subject: Spring 2011 TELPAS Holistic Rating Training Information

TO ESC AND DISTRICT TESTING COORDINATORS:

Please DO NOT reply to this e-mail.

The purpose of this e-mail is to provide information to assist you in coordinating TELPAS spring holistic rating training activities.

Launch of TELPAS TrainingCenter

The TELPAS TrainingCenter website at <http://www.texasassessment.com/telpasonlinetraining> is now available. Access to the TrainingCenter requires a username and password (which is separate from the Texas Assessment Management System username and password).

Individuals will use this site to access the required online basic training course and calibration activities as well as the optional Assembling and Verifying Grades 2–12 Writing Collections course. See page 223 of the *2011 District and Campus Coordinator Manual* for the dates that the various training components will become available.

Testing coordinators and their designees will use this site to run reports to monitor fulfillment of online training requirements. Supplemental support providers will use the site to access materials for their training sessions.

Raters and other testing personnel should be reminded to update their user information if they have recently changed campuses or districts. This is especially important for ensuring that raters appear on the correct reports.

Site Code

All individuals registering as new users on the TELPAS TrainingCenter site must enter a site code to access the registration page. The site code is: telpas2011.

Note that the site code is found only in this e-mail.

Local Media Option (LMO)

The Local Media Option (LMO) software application for districts to use as a contingency-plan alternative for accessing student video clips in the TELPAS online basic training courses is available for download and installation.

In completing the basic training course, raters view student video clips and practice rating students in listening, speaking, reading (K–1 only), and writing. For individuals and campuses that may have difficulty streaming video over an Internet connection, an alternative Flash-based media application has been developed. This contingency-plan alternative is designed to help campuses or districts that

- have limited Internet connections,
- have network bandwidth limitations, and/or
- experience slow response times when multiple users access online media at the same time.

If any of your campuses fit the descriptions above, you are strongly encouraged to install the local media application. You may install the application at any time during the training window if users experience slowness or other technical limitations when completing the online basic training courses. The application

has been created for both Mac and PC platforms, and there are no technical requirements other than those that have been specified for this school year.

The LMO software application is available at <http://www.texasassessment.com/telpassecure>.

Instruct technology personnel to use the following login credentials to access the local media installers:

Username: secureuser

Password: Cactus45

This application is for the basic training courses, not the calibration activities. For more information about the local media option, refer to the *TELPAS Rater's User Guide for Online Holistic Rating Training* in Appendix D of the *Spring 2011 TELPAS Manual for Raters and Test Administrators*. The manual is posted on the TEA Student Assessment website at <http://www.tea.state.tx.us/student.assessment/manuals/> and is due in districts the week of January 3.

January 7 TETN on Spring Holistic Rating Training

On January 7 from 9:00 a.m. to 12:00 p.m., TEA will host a TETN titled "TELPAS Spring Online Training System" (event # 8302). This session for testing and technology coordinators will include a review of the streamlined holistic rating training procedures, the updated TELPAS TrainingCenter website, the monitoring reports, and the Local Media Option. This optional TETN is designed to supplement (not replace) other state-required training.

TETN participants may wish to bring copies of the *2011 District and Campus Coordinator Manual* and the *Spring 2011 TELPAS Manual for Raters and Test Administrators* to the session.

Supplemental Support Provider Training of Trainers

As communicated to ESC and district testing coordinators in the fall, TEA will conduct several supplemental support training-of-trainer (TOT) WebEx sessions between January 18 and February 1. Note the following:

- The registration process for the WebEx TOTs ended December 17.
- The training is Web-based. Trainees will need a computer with Internet access to view the training and a telephone to access the teleconference and be able to hear the training. It is important for trainees to be able to both see and hear the training. If you plan to have staff view the training in groups, be sure that computer and phone setups are adequate. You may need to use a projector to adequately display the computer screen and a telephone with a high-quality speakerphone. The sessions will not be recorded.
- All computers used for this and other online training must meet the computer system requirements outlined in the *Unified Texas Minimum System Requirements* document at <http://www.texasassessment.com/unifiedsystemreqs>.
- Supplemental support providers will need printed copies of a number of WebEx training materials. These materials will be posted in the *Resources* section of the TELPAS TrainingCenter site by January 14. Note that only personnel with *coordinator* access to the TrainingCenter will be able to download the materials. Please take the necessary steps to ensure that all trainees are either provided the materials or have coordinator access to the site to download and print them ahead of time. The registration confirmation e-mail to be sent to registered supplemental support providers in the next few days will specify the materials to be downloaded and direct individuals who do not have coordinator access to consult with their testing coordinator as needed to get the materials.
- Two resources are attached to assist testing coordinators with monitoring that supplemental support providers complete their training—a training certificate and a training sign-in/sign-out sheet. These resources are provided as a courtesy. If desired, testing coordinators may use other methods of documenting that designated personnel have been trained.

Access Code for Calibration Set 3

Raters not successful on calibration set 1 or 2 will need an access code to open set 3, which becomes available on February 16. An e-mail with the access code will be sent to you shortly before this date. The code will also be communicated to supplemental support providers so that they can provide the code to raters upon completion of supplemental training.

Support

If you have questions about TELPAS training requirements, send an e-mail to the TEA Student Assessment Division at ell.tests@tea.state.tx.us, or call the TEA Division of Student Assessment and ask for a member of the ELL assessment team. For TELPAS TrainingCenter technical support, call Pearson at 800-627-0225, or contact Pearson at the following e-mail address: telpas.techhelp@support.pearson.com.

This e-mail is being forwarded to ESC and district bilingual/ESL contacts on record with TEA for their awareness. Please forward this e-mail to other ESC, district, and campus personnel as needed.

Assessment Contact Information

Texas Education Agency

Department of Assessment, Accountability, and Data Quality, Criss Cloudt, Associate Commissioner
Division of Student Assessment, Gloria Zyskowski, Deputy Associate Commissioner, and Laura Ayala,
Director of ELL Assessments

(512) 463-9536