March 1, 2011

TO THE ESC AND DISTRICT TESTING COORDINATOR ADDRESSED:

Please DO NOT reply to this e-mail.

The purpose of this e-mail is to notify you of updates to the 2011 District and Campus Coordinator Manual. Testing personnel will need this information for upcoming administrations.

2011 District and Campus Coordinator Manual:
Page 295
Under “Answering Questions,” the first bullet has been corrected to delete “except sign language.” Translation of TELPAS reading test questions and selections into sign language is not allowable.

Page 382
The language at the top of the page regarding forgotten username for the TrainingCenter has been updated to reflect the correct system functionality.

Page 393
The information regarding updating personal information has been corrected to show that the First Name, Last Name, Month of Birth, and Day of Birth cannot be updated.

Pages 403–404
Information has been added and clarified regarding TELPAS processes for moving students within and across districts in the Texas Assessment Management System.

These pages have been updated and the revised manual will be posted soon on the Texas Education Agency website at http://www.tea.state.tx.us/student.assessment/manuals/dccm. Please communicate these updates to relevant testing personnel and place the revised pages in your manual.

Please call the Student Assessment Division at 512-463-9536 if you have any questions about this information.