

**SUBJECT: Web-based Test Administrator Training Modules and Certificates of Completion Available on the Texas Assessment Management System Website**

December 15, 2015

TO THE ESC AND DISTRICT TESTING COORDINATORS ADDRESSED:

The Web-based Test Administrator Training Modules, along with Certificates of Completion, are now available through the Texas Assessment Management System website at <http://www.TexasAssessment.com/administrators/training/>.

This online training, which currently consists of three modules, is designed to supplement the mandatory training required of all personnel involved in Texas assessments. The training modules are applicable to all of the assessments included under the Texas assessment program and are described below.

Completion of these modules is not a requirement. It is, however, recommended that districts and charter schools use these modules to enhance the mandatory training required of all personnel involved in testing.

Participants will be able to obtain a Certificate of Completion at the end of each module. Individuals will be prompted to fill in their first and last name and date of completion prior to printing or saving a copy of the certificate. Note that any unsaved certificates will not be retrievable at a later time. Certificates are made available for the districts as a convenience and are to be used at the district's discretion.

The topics covered in each training module are outlined below.

**Training Content**

Module 1—Active Monitoring

- correct implementation of active monitoring
- differentiation between active monitoring and unauthorized viewing
- correct implementation of active monitoring
- identification of blank or incomplete answer documents through active monitoring

Module 2— Distribution of Test Materials

- common errors made when assigning or distributing tests to students monitoring
- prevention of mistakes that occur while distributing materials to students
- procedures for preparing for a test administration
- implications of improper distribution of test materials

Module 3—Proper Handling of Secure Materials

- expectations for the protection of the security and confidentiality of secure materials
- common errors made in handling of secure materials
- importance of following secure materials accounting procedures
- risks of not properly accounting for all materials

If you have questions regarding policies or procedures as described in the modules, contact the TEA Student Assessment division at (512) 463-9536 or at [studentassessment@tea.texas.gov](mailto:studentassessment@tea.texas.gov).

If you have questions about accessing the modules or for technical support, contact the Texas Assessment Support Center at (855) 333-7770, or through email at [STAAR3-8@ets.org](mailto:STAAR3-8@ets.org) or [STAAREOC@ets.org](mailto:STAAREOC@ets.org).