

District Coordinator Checklist for TELPAS Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the TELPAS section of the *Coordinator Manual*.

Training

- ☐ Prepare for Training
- ☐ Review TELPAS Administration Resources
- ☐ Attend Training
- ☐ Review and Sign Oath
- ☐ Designate Campus Coordinators for Each Campus With Enrolled ELLs
- ☐ Schedule Campus Coordinator Training Sessions
- ☐ Distribute Manuals
- ☐ Prepare for and Conduct Campus Coordinator Training Sessions
- ☐ Designate Technology Staff
- ☐ Schedule and Conduct Technology Staff Training Sessions
- ☐ Direct Technology Staff to Review Online Resources
- ☐ Designate Staff to Conduct Calibration Sessions
- ☐ Schedule Monitored Calibration Sessions
- ☐ Conduct Monitored Calibration Sessions
- ☐ Monitor Holistic Rating Training

Prepare for Administration

- ☐ Establish Holistic Rating Procedures
- ☐ Maintain Documentation of Procedures Followed
- ☐ Implement Rating Support Requirements for Individual Raters
- ☐ Receive Login Information
- ☐ Create Role-Specific User Accounts
- ☐ Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place
- ☐ Ensure That Technology Staff Have Downloaded and Installed Software for Online Administrations
- ☐ Coordinate and Conduct a Test of Online Testing Environment
- ☐ Become Familiar with the Assessment Management System Training Site
- ☐ Become Familiar with the TELPAS Online Test Student Tutorials
- ☐ Enter or Import Student Data
- ☐ Import Corrected Student Data Files to the Assessment Management System
- ☐ Verify Extenuating Circumstances Data Collection
- ☐ Create Test Sessions and Generate and Print Student Test Tickets
- ☐ Generate and Print Student Test Tickets
- ☐ Sending Campus—Manage Students Who Withdraw BEFORE the Window Opens
- ☐ Sending Campus—Manage Students Who Withdraw ON or AFTER the Window Opens
- ☐ Receiving Campus—Manage Students Who Enroll BEFORE the Window Opens
- ☐ Receiving Campus—Manage Students Who Enroll ON or AFTER the Window Opens

Monitor Administration

- ☐ Ensure Proper Holistic Rating Procedures
- ☐ Ensure Proper Testing Procedures for Online Tests
- ☐ Monitor Online Tests
- ☐ Become Familiar with Reports That Assist in Monitoring Completion of TELPAS Administrations

Complete Administration Process

- ☐ Enter and Verify Holistic Ratings and Rater Information
- ☐ Verify Score Codes for Grades 2–12 Online Tests
- ☐ Verify Designated Supports
- ☐ Check the TELPAS Combined Status Report
- ☐ Order Additional Reports Through the Assessment Management System by April 6