

October 06, 2015

To the District Testing Coordinator addressed:

As previously announced in the September 4, 2015 communication from the Texas Education Agency about important changes to the Texas assessment program for the 2015–2016 school year, TELPAS holistic rating training will include changes to calibration procedures. Raters will be required to complete calibration activities in proctored sessions that have been established by the district or campus. In order to help coordinators plan for and schedule monitored calibration sessions, the following guidance is provided.

Scheduling Monitored Calibration Sessions

- Both new and returning raters must complete calibration in a monitored session. New raters (and those who have not completed calibration in the last three school years) must complete the online basic training course before attending a calibration session. All raters must receive administration procedures training prior to completing any holistic rating training.
- Monitored calibration sessions must be completed before students may be holistically rated for TELPAS. The number of calibration sessions needed for each campus or district will depend on the number of raters needed to serve the ELLs on each campus.
- Raters will need 1-2 hours to complete a calibration set. If needed, calibration sets 1 and 2 can be completed in one session or in separate sessions as time allows. Raters must finish a calibration set once it is started. They will not be able to save their progress and return later to complete a calibration set.
- Each calibration session must be actively monitored. A person designated as a proctor should be scheduled for each session. A testing coordinator or administrator who has received administration procedures training may serve as a proctor.
- Raters will need to complete calibration activities individually within the monitored group session. In order to accomplish this while listening to student samples, the use of headphones is required. Computers used for training should meet minimum system requirements. A printer should be available for printing certificates.

More detailed information about TELPAS holistic rating training will be available in the *TELPAS Rater Manual* and the *2016 District and Campus Coordinator Manual*, which will be shipped to districts in early spring.

If you have additional questions or need more information, please contact the Student Assessment Division at 512-463-9536.

Assessment Contact Information

Texas Education Agency

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