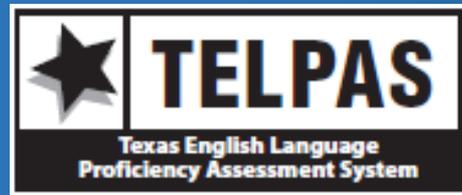


# 2019-2020 Holistic Rating Training Requirements



Texas Education Agency  
Student Assessment Division

- TELPAS Raters
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  - Responsibilities
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## K-1 Rater Credentials

Each K-1 teacher selected to rate an EL must

- have the student in class at the time of the spring assessment window,
- be knowledgeable about the student's ability to use English in instructional and informal settings,
- hold valid Texas education credentials, such as a teacher certificate or permit,
- be appropriately trained in the holistic rating process, and
- rate the student in all eligible domains

## 2-12 Rater Credentials (Writing Only)

- New for 2019–2020: A rater does not need to have the student in class at the time of the spring assessment window.
- The rater (including a substitute teacher) selected to rate an EL must
  - hold valid Texas education credentials, such as a teacher certificate or permit
  - be appropriately trained in the holistic rating process

## 2-12 Rater Credentials (Listening, Speaking, and Writing)

- In rare circumstances, an EL may be approved for a special administration for the listening and speaking domains.
- In this situation, the teacher must rate the student in all the eligible domains. A campus is not permitted to use different raters for different domains.
- A teacher (including a substitute teacher) selected to rate an EL must
  - have the student in class at the time of the spring assessment window
  - be knowledgeable about the student's ability to use English in instructional and informal settings
  - hold valid Texas education credentials, such as a teacher certificate or permit
  - be appropriately trained in the holistic rating process

# TELPAS Rater Responsibilities

- A student's TELPAS rater is the person designated by the district as the official rater of the student's English language proficiency.
- A kindergarten or 1<sup>st</sup> grade student's rater must rate the student in all domains for which the student is eligible. It is not permitted for a student to have one rater for some domains and another rater for other domains.

# New and Returning Rater Definitions for K–1 and 2–12

K–1 New	K–1 Returning
Individuals who have not completed K–1 holistic rating training requirements	Individuals who completed K–1 holistic rating training requirements in a previous year

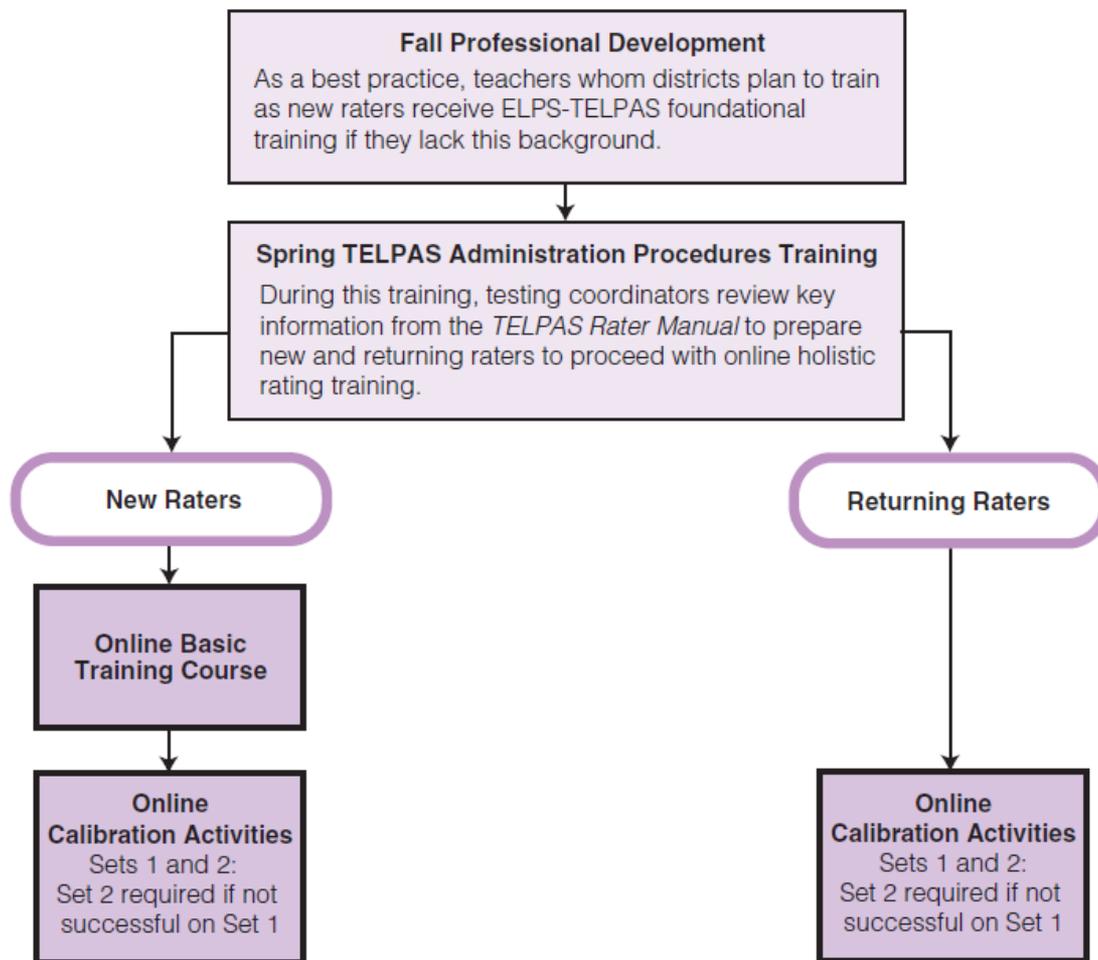
2–12 New	2–12 Returning
Individuals who have not completed 2–12 holistic rating training requirements	Individuals who completed 2–12 holistic rating training requirements in a previous year

- Districts may, at their discretion, require a returning rater to complete the online basic training course prior to online calibration.
- Returning raters that have not completed calibration activities within the last three school years are required to complete the online basic training course before calibrating.

# Holistic Rating Training

- It is recommended that districts and campuses determine in the fall who their spring TELPAS raters will be.
- A training flowchart is provided on the next slide.

## Grades K–12 Holistic Rating Training Flowchart



- As part of annual spring TELPAS administration procedures training, holistic rating training requirements are reviewed with raters, as well as information about how to access the online training and calibration components.
- In addition, raters receive training on assessment procedures such as how to assemble writing collections, how to record students' proficiency ratings, etc.

# Two Types of Training

- **Online basic training course**

This course is for new raters and raters that have not completed calibration in the last three school years. It provides instruction on using the PLD rubrics and gives raters practice rating students. There are separate courses for K–1 and 2–12.

- **Online calibration**

This is for all raters. Raters use the PLDs to rate students. Raters have two opportunities to calibrate on assigned grade cluster.

# Training and Calibration Grade Clusters

- Raters must know their assigned grade cluster to select the appropriate online training.
- Raters should consult with their campus coordinator if they are unsure of their assigned cluster.

## **Grade Clusters**

Grades K–1

Grade 2

Grades 3–5

Grades 6–8

Grades 9–12

## Raters with Students in Multiple Grade Clusters within Grades 2–12

- Raters are required to train and calibrate in the cluster in which they have the most ELs. (This is also applicable for raters that have been designated by the district as centralized raters.)
- As a best practice, these raters should also review online basic training course practice activities in the additional cluster(s).

Example: A grade 2–5 ESL teacher has most of her ELs in grade 3. She must complete training course and calibration in grades 3–5. As a best practice, she should review the online practice activities for grade 2 to check her readiness to apply the rubrics appropriately.

## Raters with Students in Multiple Grade Clusters that Include Grades K–1

- Because of differences in the instructional content and rating rubrics, these raters must complete training and calibration for K–1 and at least one other cluster in 2–12.
- Raters with more than one additional cluster should train in the cluster in which they have the most ELs.
- As a best practice, these raters should also review online basic training course practice activities in the additional cluster(s).

Example: A grade 1–3 ESL teacher has most of his ELs in grade 2. He must complete training course and calibration in grades K–1 and 2. As a best practice, he should review the online practice activities for grades 3–5 to check his readiness to apply the rubrics appropriately for his 3rd grade students.

## When and where do raters take the online basic training course?

- Depending on campus arrangements, raters may either complete the online basic training course during school hours, after school, or on weekends.
- The online training system allows raters to access the training from any computer that meets the minimum system requirements.

It is a violation of state assessment procedures to record, discuss, or share answers to the rating practice and calibration activities. Prior to creating a TELPAS Online Training Center account, raters are required to read an online statement and affirm that they will complete the rating activities independently.

# What resources do raters need for training?

K-1 Raters	2-12 Raters
<ul style="list-style-type: none"> <li>■ K-12 Listening PLDs</li> <li>■ K-12 Speaking PLDs</li> <li>■ K-1 Reading PLDs</li> <li>■ K-1 Writing PLDs</li> </ul>	<ul style="list-style-type: none"> <li>■ 2-12 Writing PLDs</li> </ul> <p>If approved for a special administration of listening and speaking test, 2-12 raters will also need:</p> <ul style="list-style-type: none"> <li>■ K-12 Listening PLDs</li> <li>■ K-12 Speaking PLDs</li> </ul>

It is a violation of state assessment procedures to record, discuss, or share answers to the rating practice and calibration activities. Prior to creating a TELPAS Online Training Center account, raters are required to read an online statement and affirm that they will complete the rating activities independently.

# What resources do raters need to rate students?

## K-1 Raters

- K-12 Listening PLDs
- K-12 Speaking PLDs
- K-1 Reading PLDs
- K-1 Writing PLDs
- TELPAS Student Rating Roster

## 2-12 Raters

- 2-12 Writing PLDs
- TELPAS Student Rating Roster
- Writing Collection Cover Sheet
- Writing Collection Verification Checklist

If approved for a special administration of listening and speaking test, 2-12 raters will also need:

- K-12 Listening PLDs
- K-12 Speaking PLDs

It is a violation of state assessment procedures to record, discuss, or share answers to the rating practice and calibration activities. Prior to creating a TELPAS Online Training Center account, raters are required to read an online statement and affirm that they will complete the rating activities independently.

## When and where do raters complete calibration?

- Both new and returning raters must complete calibration in a monitored session that has been established by the campus or district.
- Monitored calibration sessions may take place during the school day, after school, or as part of professional development. Most raters will need 1 to 2 hours to complete a calibration set.

It is a violation of state assessment procedures to record, discuss, or share answers to the rating practice and calibration activities. Prior to creating a TELPAS Online Training Center account, raters are required to read an online statement and affirm that they will complete the rating activities independently.

## Why is calibration necessary?

- Calibration helps ensure that raters have adequate training, including ample practice and feedback, before they assess their students in the spring.
- Calibration ensures that raters clear their heads and consider only the elements of student performance included in the PLDs.
- Calibration supports assessment validity and reliability and is an important part of holistically scored assessment processes.

# Preparing for Calibration Sets

- 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 have the option to review the online basic training course, which includes practice rating activities, before attending a monitored calibration session.

# Monitored Calibration Sessions

- All raters must receive administration procedures training prior to attending a calibration session and must have a signed oath on file. A roster of participants in each session will be maintained.
- Raters will be given a passcode by the session proctor in order to access calibration.
- Raters may use their TELPAS Rater Manual or a copy of the PLDs.
- Notes taken during calibration should be done on scratch paper. The scratch paper must be turned in to the proctor at the end of the calibration session.
- Raters will need to complete calibration activities individually within the monitored group session. Therefore, the use of headphones is required.

# Monitored Calibration Sessions

- Raters must begin calibration with set 1. If successful, a certificate will be available in the scoring summary tab of the TELPAS Online Training Center. The certificate should be printed and turned in to the proctor.
- If raters are unsuccessful on set 1, they will be notified by the testing coordinator when a monitored session for set 2 will be held.
- After completing a calibration set, raters immediately see their results and annotations explaining the correct ratings.
- Raters will need 1-2 hours to complete a calibration set. Raters must finish a calibration set once it is started. They will not be able to save their progress and return later to complete the set.

## Will raters be able to refer to any resources during calibration activities?

Yes, raters may use a clean copy of the rating rubrics (PLDs). Raters should also have access to scratch paper.

At the end of each calibration session, all notes taken by raters must be turned into the proctor and destroyed.

## How many students must be rated successfully?

- For K–1, each set contains 10 students to be rated. You must rate at least 70 percent of the students correctly within a set to demonstrate sufficient calibration.
- For 2–12 grade clusters, each set contains 10 writing collections to be rated. You must rate at least 70 percent of the collections correctly within a set to demonstrate sufficient calibration.

# Recap of Calibration Process

- Calibration is conducted in monitored sessions.
- A passcode is required to access calibration.
- There are 2 calibration sets.
- Raters who successfully calibrate on set 1 are done.
- Raters who don't successfully calibrate on set 1 must complete set 2.
- Certificates must be printed and turned in to the proctor.

## What happens if a rater is unsuccessful in calibrating?

Two outcomes are possible for individuals who complete the calibration activities but are not successful:

- The district may choose not to assign the individual to be a TELPAS rater.
- If the individual is needed to serve as a rater, the district must implement rater support procedures to ensure that the rater's students are evaluated consistent with the rating rubrics.

Individuals are not authorized to serve as raters unless they complete all required training components.

# Course and Calibration Certificates

- After completing the modules and practice activities for the K-1 or 2-12 online basic training course or the Assembling and Verifying Writing Collections course, a certificate of completion will be available in the scoring summary tab of the TELPAS online training center.
- After you have successfully calibrated, go to the scoring summary tab of the TELPAS Online Training Center to access a certificate. Print a copy and turn it in to the session proctor.

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