ENHANCING TELPAS ADMINISTRATION: TIPS TO LEAD, PLAN & SUPPORT

2024 Texas Assessment Conference

WELCOME

Monica Spottsville

- Assessment Supervisor
- Alief ISD- Houston, TX
- TELPAS Roster (K-12)- 21,000 students
- 26 years in education
  - 9 years (LPAC Facilitator & TELPAS CTC)
  - 4 years (DTC)

AGENDA

- Fall Preparations (Before)
  o New CTC Training
  o Fall Updates Training
  o Principal Training

- Spring Administration (During)
  o Checkpoints
  o Help Sessions

- Debrief (After)
  o CTC Reflections
  o Documentation check

BEFORE | FALL PREPARATIONS

New CTC Training- Purpose

Review best practices & Cambium testing features.

- Held in September.

- Introduce the Assessment Team.

- Build rapport.

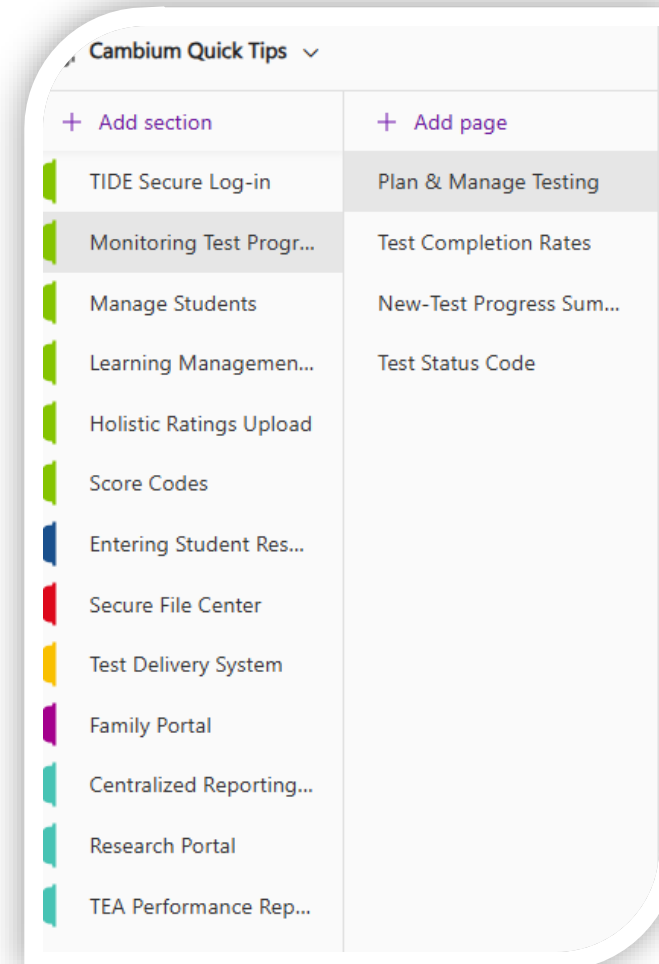- Testing Coordinator responsibilities.

- Assessment Updates.

New CTC Training- Communication & Collaboration

- Emphasize the importance of effective communication & collaboration with all stakeholders.

- Verbal & electronic communication must be precise & accurate. Reference TEA guidelines.

- Collaborate with program representatives: Special Ed., 504, alternative & contract campuses.

New CTC Training- Cambium Overview

- Become familiar with features.

- Assign the TIDE module (LMS).

- One Note created as a quick reference.

New CTC Training- Testing Scenarios

Scenario 1	Scenario 2	Scenario 3
A student is actively online testing when you, the CTC, receive a call from the front office stating a parent is there to pick up the student for a dental appointment. **Explain the procedures for this situation. If the student leaves before submitting their test, can they resume testing the next day?**	List at least 4 requirements to ensure a proper testing environment.	A very good friend and colleague congratulates you on your new role as campus testing coordinator and then asks you to not place them on the proctor list for an upcoming assessment. **How should this situation be handled?**

Fall Updates Training- Purpose

Review assessment updates & begin planning for the spring administration.

- Held in October

- Assessment Updates

- Review Events Calendar

- Planning

- CTC Check-in Meetings

Fall Updates- Events Calendar

- Include holistic & online events.

- Review deadlines.

- Set calendar reminders.

Trainings

Jan. 16	TELPAS Alternate & TELPAS Holistic Rating Training
Jan. 21	TELPAS Online & Accommodations Training
Feb. 12	Optional TELPAS Help Session #1
March 20	Optional TELPAS Help Session #2 (Zoom)
April 4	TELPAS Debriefing (Zoom)

Test Administration Events

Jan. 6	Assembling & Verifying Grades 2-12 Writing Collections course begins. *Only for Special Administrations.
Jan. 20	Online Basic Training Course opens for K-1 & 2-12 raters (special admin.)
Jan. 27	Can begin creating online sessions.
Feb. 3	Calibration window opens.
Feb. 14	Deadline for CTCs to train test administrators.
Feb. 17- March 28	TELPAS & TELPAS Alternate Assessment Window

Fall Updates- CTC Planning

- Verify testing decisions & accommodations.

- View LMS modules.

- Designate raters & test administrators.

- Create training & test schedules.

- Inventory electronic devices.

- Utilize practice tests.

Fall Updates- CTC Planning

Accessing Resources

- Schoology
  - TEA Updates
  - Event Calendars
  - Presentations
  - Handouts (oaths, seating charts, materials control form...)
  - Online resources
  - TELPAS Results Interpretive Guide

Fall Updates- Communication & Collaboration

- Clear, effective communication among program leads: Special Ed., 504, Homebound, alternative & contract campuses.

- Assemble a roster of CTCs/program leads and contact information.

- CTCs must schedule a time to meet with colleagues, verify testing decisions & accommodations & address any concerns/errors during the fall semester. Update documentation as needed.

- Assigned LMS Modules
  - LPAC Decision-Making
  - Accessibility
  - TELPAS Alt.

Fall Updates- Years in U.S. Schools

- **The "Years" in TIDE must be the same as the one listed for the 2024-2025 school year, which is signed by the LPAC representative.**

- Recommend updating the Student History Worksheet during the fall semester. Keep an electronic copy.

- Verify "Years" in TIDE after Nov. 29 registration deadline.

- Resources
  - LPAC Decision-Making webinar (LMS)
  - Assessments for Special Populations website

KEEP IN PERMANENT RECORD FILE

Student History Worksheet

| Student Name: | | Initial Date of Enrollment in U.S. Schools: |
| Student ID: | | Date Identified as an EB Student: |

		Schooling Outside U.S.			Schooling in U.S.					
School Year	Grade	Where	All or Partial School Year? (A,P)	Total Time Enrolled if Partial (NS = no schooling)	Where	Enrolled 60 Consecutive Days (Y or N)	Program Participation	School Year of Enrollment in U.S. (Designated LPAC member to sign and date each year)	TELPAS/TELPAS Alternate Reading Rating	Test Decision

This form can help:
- keep track of a student's EB status, program participation, years in U.S. schools, and TELPAS or TELPAS Alternate reading rating;
- monitor extensive absences of schooling outside the U.S. and the schooling patterns of students who move in and out of the U.S.; and
- summarize a student's test history.

Fall Updates- Consolidation Plan

• Review the test duration for each grade level & test (Spring 2024).

• CTCs must submit consolidation plans as part of their TELPAS Test Schedule submission.

• Reminders
  o Maintain test security throughout the transition.
  o Ensure test administrators inform students. *Manual pg. 32.
  o Do not exceed the allowable number of students per test administrator.
  o Students should place their name & current testing room on any scratch paper.
  o Create new seating chart.

Fall Updates- CTC Check-in Schedule

Optional individual meetings with testing coordinators (virtual/in-person).
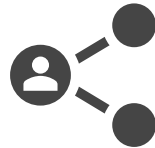
Provide additional support to new coordinators.

CTCs set the agenda-

Q & A.

Discuss schedule.

Fall Updates- Principal Trainings

October	November
Purpose- To discuss assessment updates & review Cambium features.	**Purpose**-To discuss assessment updates & campus preparations.

• Topics
   o Updates & TEA Calendar of Events
   o Secure File Center
   o TIDE (Monitoring Test Progress)
   o CRS
   o Research Portal
	• Topics
	   o Updates & TELPAS Events Calendar
	   o Holistic & online testing
	   o Test Security & Confidentiality
	   o Student Response Alerts & the Secure File Center

Checkpoints

January- February (prior to the assessment window)

- Ensure all eligible students are registered in TIDE.

- Assemble a list of students at alternative campuses/homebound. Maintain effective communication with representatives.

- Verify testing decisions & accommodations in TIDE.

Help Sessions

Session #1	Session #2
• In-person • Held 1 week prior to the assessment window. • Verify all eligible students are in TIDE. • Test security reminders. • TAs & raters have completed all training requirements. • Monitoring Test Progress in TIDE.	• Virtual • Held 1 week prior to end of the testing window. • Verify all eligible students were presented with an opportunity to test. • Verify all holistic ratings & observable behaviors have been submitted. • All demographic information has been entered accurately. • Review Test Status Codes. • Set Score Codes.

Beginning in January, a weekly email is sent to CTCs if the eligibility roster in TIDE does not match the one in PowerSchool.

AFTER | DEBRIEF

Debrief

- Meet with CTCs a week after the window closes.

- Discussion topics
  - District Completion Rates
  - Assessment Reporting Dates
  - Data Correction windows
  - CTC Reflections (Keep/Change)
  - Wish List (recommendations for District Assessment/Cambium)

Binder Checks

- All CTCs retain required documentation in a binder.

- Binder checks are conducted in May.
    - Stored in a secure location.
    - Coversheet includes the administration year.
    - All required documentation (training roster, oaths, seating charts...)

QUESTIONS

Contact Information

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- TSNAP member