TELPAS

Texas English Language Proficiency Assessment System

Test Administrator Manual

Grades 2–12



TELPAS
Texas English Language Proficiency Assessment System

Spring 2020

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Contact Information/Resources

2020 Contact Information	
For questions about	**Contact**
TELPAS testing policies	Texas Education Agency's Student Assessment Division Telephone: 512-463-9536 Fax: 512-463-9302 Email: Assessment.SpecialPopulations@tea.texas.gov
accessing online resources, online test administration procedures, the TELPAS Online Training Center, or help with technical concerns or issues	Customer Service Center Telephone: 800-627-0225 Online Form: Go to http://tx.pearsonaccessnext.com and select Pearson Customer Support Form under "Contact Us." Live Chat: Go to http://tx.pearsonaccessnext.com and click "Chat Now."

2020 General Information Resources	
For general information related to	**Access**
student assessment program	TEA Student Assessment Division website at http://tea.texas.gov/student.assessment/
EL assessments	http://tea.texas.gov/student.assessment/ell/
TELPAS Rater Manual	https://tea.texas.gov/student.assessment/ell/telpas/
TELPAS online basic training courses, online calibration activities, and related training materials	http://www.TexasAssessment.com/TELPASTrainingCenter/
TELPAS online test training and administration materials	http://www.TexasAssessment.com/TELPAS/
TELPAS online test student tutorials	http://TexasAssessment.com/TELPAS-tutorials/
online testing technology information	http://www.TexasAssessment.com/technology/

2020 Resource Materials	
Resources online include	**Located at**
2019–2020 District and Campus Coordinator Resources	http://txetests.com/dccr/
Accommodation Resources	http://tea.texas.gov/student.assessment/accommodations/
Language Proficiency Assessment Committee Resources	http://tea.texas.gov/student.assessment/ell/lpac/
STAAR Alternate 2, TELPAS, and TELPAS Alternate Assessment Management System User's Guide	https://www.texasassessment.com/administrators/technology/

Calendar of Events

Spring 2020	
Events	**Dates**
Administration procedures training for holistically rated assessments	By 2/21
Online training courses for holistically rated assessments	
• Assembling and Verifying Grades 2–12 Writing Collections	Opens 1/13
• Basic Training Course for K–12	Opens 1/27
Online calibration window	Opens 2/10
Earliest eligibility date for TELPAS writing samples	2/10
TELPAS assessment window	2/24–4/3
Districts receive TELPAS printed reports	5/22–5/29

Icons Used in This Manual

The following icons are used throughout the manual.



This icon refers to the Calendar of Events. The text below the icon is a link to the calendar. The Calendar of Events is also found on the District and Campus Coordinator Resources website.



This icon indicates additional information that is available online. Text below the icon links to specific online resources.

General Information About TELPAS

The Texas English Language Proficiency Assessment System (TELPAS) fulfills federal requirements for assessing the English language proficiency of English learners (ELs). The online assessment components for grades 2–12 include the following:

- multiple-choice online reading tests in six grade clusters: 2, 3, 4–5, 6–7, 8–9, and 10–12
- online listening and speaking tests in four grade clusters: 2–3, 4–5, 6–8, and 9–12

The instructions in this manual explain the responsibilities of test administrators for the spring 2020 TELPAS online tests. Testing coordinators and other personnel with oversight roles should be familiar with the contents of this manual, the *TELPAS Rater Manual*, and the TELPAS information in the *District and Campus Coordinator Resources*. Assessment procedures must be followed exactly so that all students eligible for testing are assessed in a uniform manner.



District and Campus Coordinator Resources

In rare circumstances that prevent a student from testing online, the Texas Education Agency (TEA) may grant approval for a special administration of the domains of reading, listening, and speaking for grades 2–12. This manual does not contain instructions for a special administration. If you are approved for a special administration, you will follow the instructions that are provided with the approval for the special administration.

Scheduling

Each district is responsible for developing a local schedule for the TELPAS assessments during the designated test administration window specified in the Calendar of Events. Your campus testing coordinator will inform you of the schedule to follow.



Calendar of Events

Submission of Student Data and Assessment Information for TELPAS

TELPAS is administered as an online assessment program. Two types of information are submitted.

- **Student data consisting of student identification, demographic, and program information**

  This includes the student's Public Education Information Management System (PEIMS) student-ID, name, date of birth, ethnicity/race, number of years in U.S. schools, special language program type, etc. Instructions for entering and verifying this information in the online system are not found in

NOTES

this manual. If you are needed to assist in this process, your campus coordinator will give you a separate set of instructions.

- **TELPAS assessment information**

  This includes students' answers to the reading and listening and speaking tests for grades 2–12, the holistic proficiency ratings of each student, rater information, any designated supports used for testing, and any reasons why a student was unable to be assessed. Instructions for submitting this information are provided in the *STAAR Alternate 2, TELPAS*, and *TELPAS* Alternate *Assessment Management System User's Guide*.

Eligibility Requirements

All K–12 ELs are required to participate in TELPAS, including students classified as limited English proficient (LEP/EL) in PEIMS who have parents who have declined bilingual/English as a second language (ESL) program services (PEIMS code C). ELs are required to be assessed annually until they meet bilingual/ESL program reclassification criteria and are reclassified as non-LEP/English proficient.

There are circumstances in which a student may not be required to participate in the general TELPAS or in one or more language domains.

- **Admission, Review, and Dismissal (ARD) Decision:** In rare cases, it may be necessary for the ARD committee, in conjunction with the language proficiency assessment committee (LPAC), to determine that an EL receiving special education services should not be assessed in reading, writing, listening, and/or speaking for reasons associated with the student's particular disability. Participation must be considered on a domain-by-domain basis. The reason for not assessing the student must be well supported and documented in the student's individualized education program (IEP) by the ARD committee and the student's permanent record file by the LPAC. It is also important to note that special administrations of the TELPAS online test(s) are available, which may allow the student to participate. Refer to the *Coordinator Resources* for more information.
- **ELs with Significant Cognitive Disabilities (SCD):** TEA has developed TELPAS Alternate to assess ELs with significant cognitive disabilities. To determine an EL's eligibility to participate in TELPAS Alternate, refer to the TELPAS Alternate Participation Requirements found on the TELPAS Alternate Resources webpage. A separate test administrator manual for TELPAS Alternate is posted on the TELPAS Alternate Resources webpage.
- **Newly Enrolled EL—Holistically Rated Domains:** An EL from another Texas school district, state, or country who enrolls on or after the first day of the TELPAS testing window will not be assessed by the receiving district in the holistically rated domains. However, newly enrolled students in grades 2–12 are required to take the TELPAS reading and listening and speaking tests.

TELPAS Resources

TELPAS Alternate Resources

ARD Resources
LPAC Resources
Coordinator Resources

Test Security and Confidentiality

Test Security

Maintaining the security and confidentiality of the Texas student assessment program is critical for ensuring fair and equal testing opportunities for all students. Given the high stakes associated with student performance and the need to assure educators, parents, students, and the public that test results are meaningful and valid, it is imperative that individuals participating in the program preserve the integrity of all test content and student data through strict adherence to the instructions and procedures contained in the *District and Campus Coordinator Resources* and the test administrator manuals.

All assessment instruments specified in the Texas Education Code (TEC), Chapter 39, Subchapter B are considered secure, and the contents of these tests, including student information used or obtained in their administration, are confidential. The superintendent and campus principals in each school district, the chief administrative officer of each charter school, and any private school administering tests must develop procedures to ensure the security and confidentiality of the state assessments. These administrators must also ensure that the Texas Education Agency (TEA) Student Assessment Division is notified in accordance with assessment program reporting requirements of any conduct that potentially violates the security or confidentiality of a test. Failure to properly report that an individual has potentially engaged in conduct that violates the security or confidentiality of a test or failure to cooperate with TEA in an investigation is itself a violation and could result in disciplinary actions.

Test security involves accounting for all secure materials before, during, and after each test administration. Districts must ensure that all district and campus personnel who participate in state-mandated testing or handle secure test materials meet the eligibility requirements detailed in the appropriate test administration materials, be trained, and sign an Oath of Test Security and Confidentiality.

Districts allowing certified or noncertified paraprofessionals (e.g., teacher aides) to access secure materials or to administer tests must identify a certified staff member who will be responsible for supervising these individuals. If a violation of test security or confidentiality occurs under these circumstances, the supervising certified professional is subject to penalty.

Maintaining Security of Test Materials

All secure test materials must be handled in strict accordance with the instructions contained in this resource and the test administrator manuals. Districts are required to implement the controls necessary to ensure the proper storage and accurate tracking of secure materials throughout each stage of all test administrations. Districts and campuses must identify a suitable location where secure test material can be kept in locked storage when not in use. Access to these secure locations should be limited to no

more than a few essential personnel and these individuals should be the only people who possess keys to the storage area.

Maintaining the confidentiality of the Texas student assessment program involves protecting the contents of all secure test materials including test booklets, online assessments and test tickets, and completed answer documents. This requires compliance with, but is not limited to, the guidelines listed below.

- All testing personnel who participate in statewide testing must undergo training and sign the appropriate security oath, located in the Security section of the *Coordinator Resources*, affirming that they understand their obligations concerning the security and confidentiality of the state assessments **before** handling secure test materials or administering assessments.
- Upon first accessing the secure online administrative features of the Assessment Management System, trained and qualified testing personnel who will be administering online assessments must read and accept a statement of confidentiality.
- All tests must be administered in strict accordance with the instructions contained in the test administration materials.
- No person may view, reveal, or discuss the contents of a test booklet or online assessment before, during, or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials.
- No person may duplicate, print, record, write notes about, or capture (electronically or by any other means) any portion of a secure assessment instrument (paper or online) without prior approval from T E A. Districts may not duplicate and retain student compositions.
- Only students may respond to test questions, perform calculations, and create rough drafts to written responses.
- Test administrators who have permission to view secure materials in order to provide an approved accommodation or as part of the program-specific test administration process must be reminded that they are viewing secure content and that responding to test questions, recording the information they see, scoring the test, or discussing the content of the test at any time is strictly prohibited.
- No person may review or discuss student responses or solicit information from students about secure test content during or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials.

Technology Use During Assessments

Districts are required to have procedures in place to prevent the use of cell phones and personal electronic devices during test administrations. When using allowable or approved technology, including technology-based accommodations (i.e., accessibility features, designated supports), the following guidelines for test security and validity must be followed and reviewed prior to its use during an assessment. Appropriate review

requires knowledge of both the Texas Essential Knowledge and Skills (TEKS) for the specific subject and grade, and the capabilities and functions of the device or software.

Test administrators must actively monitor the use of the technology, including technology-based accommodations, during an assessment. Some technology may be useful during a daily academic setting but cannot be used during a state assessment if it has functionality that creates an assessment concern that cannot be addressed. Additional reviews of technology, including technology-based accommodations, after an upgrade or update must be conducted to determine if it continues to meet the TEA Student Assessment Division guidelines for use during a state assessment. Test administrators must actively monitor the use of the technology, including technology-based accommodations, during an assessment. For a device or software to be considered appropriate for state assessment use, it must:

- be set in a mode that locks the user into a specific software program;
- block the user from accessing functionality that may violate test security, such as
  - the ability to send secure test content (e.g., messages, captured images, videos);
  - the ability to send or receive any person-to-person communication about secure test content (e.g., chat, video); and
  - the ability to save secure test content.

When using applications on a tablet, laptop, or desktop computer, districts must ensure the application does not provide functionality that compromises the content being assessed.

For additional information, including steps districts can take to maintain test security and confidentiality, and for more detail about security requirements, refer to the Security section of the *Coordinator Resources*.

Testing Irregularities

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities. They are viewed by TEA as falling into one of two categories—serious or procedural.

Serious Irregularities

Conduct that violates the security and confidentiality of a test and are considered a serious testing violation includes:

- directly or indirectly assisting students with responses to test questions
- tampering with student responses
- falsifying holistic ratings or student responses
- viewing secure test content before, during, or after an administration unless specifically authorized by TEA or by the procedures outlined in the test administration manuals

- discussing or disclosing secure test content or student responses
- scoring student tests, either formally or informally
- duplicating, recording, or electronically capturing confidential test content unless specifically authorized by TEA or by the procedures outlined in the test administration manuals
- responding to secure test questions
- fraudulently exempting or preventing a student from participating in the administration of a required state assessment
- receiving or providing unallowable assistance during calibration activities (e.g., taking notes, providing answer sheets, or sharing answers)
- encouraging or assisting an individual to engage in the conduct described in the items listed above or in any other serious violation of security and confidentiality
- failing to report to an appropriate authority that an individual has engaged or is suspected of engaging in conduct described in the items listed above or in any other serious violation of security and confidentiality

Any incidents involving alleged or suspected testing irregularities falling under the category of a serious violation must be reported to the TEA Student Assessment Division as soon as the coordinator is made aware of the situation. Testing personnel should contact TEA if they are unsure whether an irregularity has occurred or if they are unclear regarding what constitutes a serious violation.

Procedural Irregularities

Procedural irregularities are less severe, more common, and typically the result of minor deviations in testing procedures. Some examples of procedural irregularities are included below.

Monitoring Errors

Monitoring errors are some of the most common types of testing incidents. Improper monitoring can be detrimental to students. For example, accepting a blank answer document may result in a student not receiving credit for a test that he or she took. Other monitoring-related errors might lead to breaches in confidentiality that could place students' test scores in question.

Examples:

- A test administrator left a room unmonitored while students were testing.
- A test administrator did not verify that a student recorded his or her responses and accepted a blank answer document from the tester.
- A test administrator did not actively monitor students and did not detect the improper use of a dictionary or calculator.
- A test administrator was not actively monitoring when a student went back to the previous day's test and bubbled in answers he had left blank on his answer document.

- A test administrator did not ensure that students worked independently during testing.
- Students were not prevented from using cell phones or any other electronic device to take pictures, share postings, or send messages.
- Students who had not finished testing were not properly monitored during a break.

Accommodation Errors

Accommodation errors typically involve providing or not providing appropriate accommodations or designated supports. Many accommodation errors, when identified in a timely manner, can be resolved with minimal impact to students. Testing personnel should immediately notify their campus or district testing coordinator if they discover an accommodation error. If the error is not detected until after the assessment is complete, the district must determine if the assessment should be invalidated or submitted for scoring. If the district decides to invalidate a student's test, the district should notify the student's parent or guardian. District testing coordinators should contact the TEA Student Assessment Division for guidance in resolving accommodation errors.

Examples:

- A student was provided an unallowable accommodation.
- A student, not approved for an accommodation, was provided the accommodation.
- An allowable and approved accommodation was not provided to a student
- The district failed to get the required TEA approval for an accommodation.

Eligibility Errors

Eligibility errors typically involve administering the incorrect test to a student, not testing an eligible student, or testing an ineligible student. Many eligibility errors, when identified in a timely manner, can be resolved with minimal impact to students. Testing personnel should immediately notify their campus or district testing coordinator if they suspect a student is being or has been tested incorrectly. District testing coordinators should contact the TEA Student Assessment Division for guidance in resolving the issue.

Examples:

- An English learner (EL) whose parents had waived district English as a Second Language (ESL) services was not administered the assessment.
- A grade 9 student who is new to the district, currently enrolled in Algebra I, and eligible to participate in the EOC assessment was not administered the assessment.

Improper Accounting for Secure Materials

Improperly accounting for secure materials typically involves late, lost, or missing materials or failure to maintain the security of the materials. A majority of the situations that involve the loss or late return of secure materials result from not establishing or

implementing basic inventory procedures (e.g., not following check-in/check-out procedures). Testing personnel should immediately notify their campus or district testing coordinator if they locate any secure materials that were not returned after an administration.

Examples:

- Testing personnel lost or misplaced completed answer document(s), test booklet(s), or other secure materials.
- A test administrator did not return testing materials following each day's administration.
- Secure testing materials were left unattended or secure online assessments were left open and visible.
- Secure materials were not returned to the testing contractor by the published dates.
- Scorable materials were found in a closet after testing materials had been returned to the testing contractor.

Other Procedural Irregularities

Procedural testing irregularities that do not fall into one of the four categories listed above are classified as other procedural irregularities.

Examples:

- Testing personnel did not use the test administrator manual or failed to read the test administration script verbatim as outlined in the resources.
- A student was permitted to test beyond the allowed time limit on an assessment or was not provided the full allotment of time to complete an assessment.
- Personnel were permitted to administer tests, monitor test sessions, relieve a test administrator during a break, or handle secure materials even though they had not been properly trained or did not sign the appropriate oath(s).
- A TELPAS writing collection was not submitted in accordance with required assembly criteria.
- A student was issued test materials or a test ticket belonging to another tester.

Incidents Involving Student Cheating

Student cheating on state assessments, either by providing or receiving assistance, requires action by the campus or the district coordinator. After investigating the incident, if the district determines that a student has been involved in cheating on a state assessment, the district is required to:

- invalidate the student's test by marking the score code "O" for "Other" on the student's answer document or in the online form for the corresponding test,

- submit a procedural Online Incident Report if the district determines that a testing irregularity (such as inadequate monitoring) contributed to the cheating,
- submit a serious Online Incident Report if the district determines that testing personnel contributed to the cheating, and
- complete the Locally Determined Disciplinary Action form to report any disciplinary action taken against students who participated in the cheating incident.

Submission of a separate incident report will be necessary only if the district determines that adult testing personnel contributed to, caused, or failed to detect the cheating due to inadequate monitoring. In addition, it is a serious violation if a student photographs, duplicates, posts, or transmits secure test content or disseminates this information using an electronic device. The TEA Student Assessment Division must be contacted immediately.

Penalties for Violating Test Security and Confidentiality



Texas Administrative Code

The Texas Administrative Code (TAC), §101.3031(a)(5) states that any violation of test security or confidential integrity may result in the TEA:

- invalidating student test results;
- referring certified educators to the State Board for Educator Certification (SBEC) for sanctions in accordance with TAC, Chapter 247 (relating to Educators' Code of Ethics) and TAC, Chapter 249 (relating to Disciplinary Proceedings, Sanctions, and Contested Cases); and
- lowering the school district's or charter school's accreditation status or a school district's , charter school's, or campus's accountability rating in accordance with Texas Education Code (TEC), §39.057(d), or appointment of a monitor, conservator, or management team to the school district or charter school in accordance with TEC, Chapter 39A.

As indicated in TAC, §249.15, any person who violates, assists in the violation of, or solicits another to violate or assist in the violation of test security or confidentiality, as well as any person who fails to report such a violation or fails to cooperate with a TEA investigation, is subject to the following penalties:

- placement of restrictions on the issuance, renewal, or holding of a certificate, either indefinitely or for a set term;
- issuance of an inscribed or non-inscribed reprimand;
- suspension of a certificate for a set term or issuance of a probated suspension for a set term;
- revocation or cancellation, which includes accepting the surrender of, a certificate without opportunity for reapplication for a set term or permanently; or
- imposition of any additional conditions or restrictions upon a certificate that the SBEC deems necessary to facilitate the rehabilitation and professional

development of the educator or to protect students, parents of students, school personnel, or school officials.

Further, TAC §249.15(g)(5) stipulates that while charter school test administrators are not required to be certified, any irregularity during the administration of any test required by the TEC, Chapter 39, Subchapter B, would cause the charter itself to come under review by the commissioner of education for possible sanctions or revocation, as provided under TEC, §12.115(a)(4).

As stated in the TEC, §39.0303, Secure Assessment Instruments, Criminal Penalty,

- A person commits an offense if:
  - the person intentionally discloses the contents of any portion of a secure assessment instrument developed or administered under this subchapter, including the answer to any item in the assessment instrument; and
  - the disclosure affects or is likely to affect the individual performance of one or more students on the assessment instrument.
- An offense under this section is a Class C misdemeanor.

Reporting Testing Irregularities

Each person participating in the assessment program is responsible for reporting any violation or suspected violation of test security or confidentiality. Campus staff should notify their campus or district testing coordinator if they witness an irregularity or suspect that one has occurred. All testing personnel have an obligation to report testing irregularities and should follow local reporting procedures. Failure to properly report that an individual has engaged in conduct that violates the security or confidentiality of a test or failure to cooperate with TEA in an investigation is itself a violation under TAC, §249.15(b)(6) and (b)(8).

Oaths of Security and Confidentiality

All district and campus personnel who participate in state-mandated testing or handle or have access to secure test materials must be trained and sign an oath of test security and confidentiality. Any person who has more than one testing role (for instance, a district coordinator who also serves as a test administrator) must receive appropriate training and sign a security oath for each role. Test security oaths are valid for the entire school year, including fall, spring, and summer testing, as well as any field testing and mandatory sampling conducted during this time period.

Test administrators must complete the general oath. General oaths should be printed and/or saved and provided to the campus testing coordinator. All oaths are required to be maintained by the district for a period of five years. The general Oath of Test Security and Confidentiality is available in the Security section of the *Coordinator Resources*.

General Information About TELPAS Online Tests for Grades 2–12

TELPAS online tests are not timed. Students must be allowed to work at their individual speed. Once a student begins a test, he or she must complete it on the same day. Districts are not required to test beyond regular school hours but are free to do so if they choose. Districts should exercise judgment about starting a test session after lunch, as some students may not have enough time to work at their individual speed to respond to the test questions before the end of the school day.

Every effort should be made to assess all eligible students. If students are not present for their assigned test session, they should be moved to another test session in the testing window.

Designated Supports

Specific information regarding allowable designated supports for TELPAS, student eligibility criteria, and special instructions or considerations may be accessed on the Accommodation Resources webpage. If a student was provided a designated support, it must be indicated at the time of testing.

Accommodation Resources

Coordinator Resources

In rare circumstances, a student may need a testing accommodation that is not available with an online administration. In such cases, the district coordinator will need to obtain approval from TEA for a special administration of TELPAS online test(s). Once approved for a special administration, instructions will be provided separately. Braille tests are not available. Refer to the *Coordinator Resources* for additional information.

The following procedures are not permitted, as they may invalidate the test.

- Students may not receive reading assistance.
- Students may not use English-language or foreign-language reference materials.
- Test questions, reading selections, and listening passages may not be translated.
- Test questions, answer choices, and selections may not be rephrased, clarified, or read to students.

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Calendar of Events

Test Administrator Checklist

Follow the dates on the Calendar of Events and other dates given to you by your campus coordinator. Check off the steps below as you complete them to make sure you have fulfilled your responsibilities as a test administrator. Detailed instructions for completing each step are included in the following section of this manual. This page may be duplicated as needed.

Prepare for Administration

- ❒ Attend training session on administration procedures.
- ❒ Prepare students for online testing.
- ❒ Become familiar with the administration directions.
- ❒ Create and manage test sessions if so directed.
- ❒ Gather materials for testing.

Conduct Administration

- ❒ Ensure proper testing environment and procedures.
- ❒ Start and monitor test sessions if so directed.
- ❒ Enter score code and designated supports information online for grades 2–12 online tests if so directed.

Complete Administration Process

- ❒ Prepare materials for return.

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Prepare for Administration

Attend training session on administration procedures.

All TELPAS online test administrators are required to have annual training in the administration procedures for TELPAS. Your campus coordinator will schedule and conduct your training session. If you have been assigned to be a test administrator, you should have access to this manual before your training. Make note of any questions you have and ask them at that time. In addition, carefully review the oath of test security and confidentiality located in the *Coordinator Resources*. Your oath must be signed after training and before handling or viewing any secure test materials or confidential information. Your campus coordinator is the contact person for all test-related matters at your campus.

As a test administrator, you are responsible for starting and stopping a test session, printing student test tickets, guiding students through the opening of their tests to get the test started, helping students exit a test, and resuming a test if needed. In addition, you are responsible for maintaining test security and for managing any interruptions, such as restroom or lunch breaks or student illness. If you are needed to manage online functions within the Assessment Management System, you will need to be assigned as an online session administrator. Your training will cover your assigned responsibilities.

The online session administrator refers to the person who creates and manages test sessions in the Assessment Management System. In addition, the online session administrator is responsible for entering score code designations for students who do not take or complete the online test(s).

It is recommended that personnel involved in managing online test sessions, or using the online testing technology, review the Assessment Management System Training Site. The training site mirrors the operational site and simulates all activities related to managing test sessions. The training site gives users a place to practice test administration tasks without affecting real student data. Follow your campus coordinator's instructions about reviewing this resource.

The *TELPAS Assessment Management System User's Guide* contains technical information for creating and managing online test sessions. Testing personnel should refer to the user's guide, in combination with this manual, to administer the online tests. Technology personnel with an oversight role in online testing should also refer to the TELPAS section of the *Coordinator Resources*.



Assessment Management System Training Site

Assessment Management System User's Guide

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Prepare students for online testing.

TELPAS online test student tutorials and online listening and speaking practice sets are available to assist students in becoming familiar with the online testing environment. The student tutorials are optional and separate from the online tests; however, it is recommended that students have the opportunity to access the tutorials and the listening and speaking practice sets to increase their familiarity with the TestNav app and tools.

The time set aside for the tutorials and practice set should take into account your students' language needs and computer familiarity.

Students should be administered the student tutorials and practice sets prior to testing. Do not plan to complete them and test on the same day.

As with the administration directions for the TELPAS online tests, the tutorial directions are designed to take into account the language needs of ELs and the fact that some of them may have limited experience with standardized testing. You may adjust the language and specificity of the tutorial directions to the level of English proficiency of the students.

Accessing the Student Tutorials and Practice Sets



TELPAS Online Test Student Tutorials

The student tutorials are available at the TELPAS Online Test Student Tutorials webpage. Online listening and speaking practice sets are available from the *TestNav Sign In* screen by selecting the *Practice Tests* link. There is a practice set available for each grade cluster (2–3, 4–5, 6–8, and 9–12).

Become familiar with the administration directions.

Prior to testing, familiarize yourself with the administration directions that you will read aloud to students.

The TELPAS online test administration directions take into account the difficulties that some ELs have in understanding oral administration directions in English, as well as some students' limited experience with standardized testing.

- Sentences are shorter, the language is simpler, and the instructions are more explicit.
- You are permitted to adjust the language and specificity of the administration directions to the level of English proficiency of the students in your test session. This means that you may shorten the directions, explain them further, simplify an explanation, or state the information in a different way in order to make the directions more understandable for your students. **You must not, however, change the substance of the information contained in the directions.**
- You are permitted to translate into the native language of your students the administration directions that you read aloud to the students before the test. (Test questions, reading selections, and listening passages, however, must not be translated.)

The instructions you read aloud to students will help them understand the nature of the TELPAS online tests.

- The administration directions explain to students that they will encounter questions that vary in difficulty, depending on how much English they know, and that this range of difficulty will help measure their progress in learning English from year to year.
- The directions explain to students that they should do their best on the test questions they understand and that they may leave answers to questions they do not understand blank or choose the answers they think might be correct.
- More difficult test questions and selections are interspersed with easier ones so that the most difficult questions and selections are not grouped together. A student who expresses concern about a test question or selection that is difficult to understand should be encouraged to continue working through the test, as easier questions and selections are likely to follow.

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Create and manage test sessions if so directed.

Test sessions are electronic groupings of students within the Assessment Management System. Typically, students in a given test session will take the same test at the same time in the same location. Test sessions can be automatically generated during registration or manually created. Students must be placed in test sessions before they can take the online tests. Your campus coordinator may assign you the role of online session administrator so that you can create and modify test sessions.

Assessment Management System

Refer to the *Assessment Management System User's Guide* for detailed information about creating, adding students to, and modifying test sessions.

Assessment Management System User's Guide

Student responses and ratings for a special administration of a TELPAS online test are submitted through the Assessment Management System. Steps for creating separate test sessions for students approved by TEA for a special administration of TELPAS are included in the *Assessment Management System User's Guide*. The steps listed below are specific to online administrations of TELPAS.

Generating and Printing Student Test Tickets

Each student must have a student test ticket to log in to a test. Student test tickets contain a unique username and password needed to log in.

You can print student test tickets any time before students in the session log in to the test. The test tickets must be kept in a secure location until the test is administered and must be turned in to the campus coordinator after the test session is over.

To print test tickets for students in a particular session, complete the following steps:

Assessment Management System

1. Go to *Testing* > *Students in Sessions*.
2. Add test session(s) to the Session List on the left.
3. Click a session to select it in the Session List.
4. If you want to print only selected test tickets, click the checkbox next to the name of each student whose ticket you want to print.

Contact your campus coordinator if you have questions about printing student test tickets.

NOTES

Preparing TELPAS Online Test Sessions

A week before the TELPAS administration window opens, sessions must be prepared. If your campus is using proctor caching, this step occurs after proctor caching is completed. If your campus coordinator directs you to prepare a test session, complete the following steps:

1. Go to *Testing* > *Students in Sessions*.
2. Select the session in the Session List or select Combined View if preparing multiple sessions.
3. Click the ***Prepare Session*** or ***Prepare All*** button.
   - While the prepare process is running, a session will appear in a "Preparing" status.
   - The prepare session process runs in the background, so you may perform other tasks while a session prepares.
   - Once the process is complete, the session will appear in a "Ready" status.
   - The session is now ready to start.

NOTES



Assessment Management System User's Guide

Assessment Management System

Unified Minimum System Requirements

Gather materials for testing.

Test administrators need the following materials on the day of testing:

- a copy of this manual
- seating chart
- Session Roster(s) (a list of students assigned to the test session)
- printed student test tickets (secure documents that provide unique TestNav login information for each student)
- scratch paper for each student
- pencils for use with the scratch paper

For the listening and speaking test, you will also need to gather headsets or headphones and microphones for students to use to complete the test.

It is recommended that you also have access to the *Assessment Management System User's Guide*. This document contains additional information that may be necessary for managing the technological aspects of online test sessions.

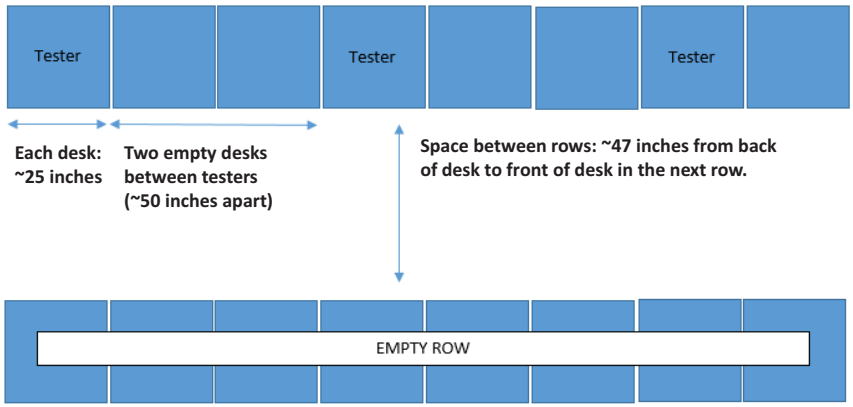
Headphone and Microphone Requirements

It is required that headsets used for the listening and speaking online test be uni-directional, with noise-cancelling microphones. Further headphone and microphone requirements are described in the Unified Minimum System Requirements.

TELPAS Listening and Speaking Recommended Seating Arrangements

The diagrams on the following page outline the recommended seating arrangements for the TELPAS listening and speaking test. Students will need to be seated far enough apart that background noise does not cause interference when students are recording their answers.

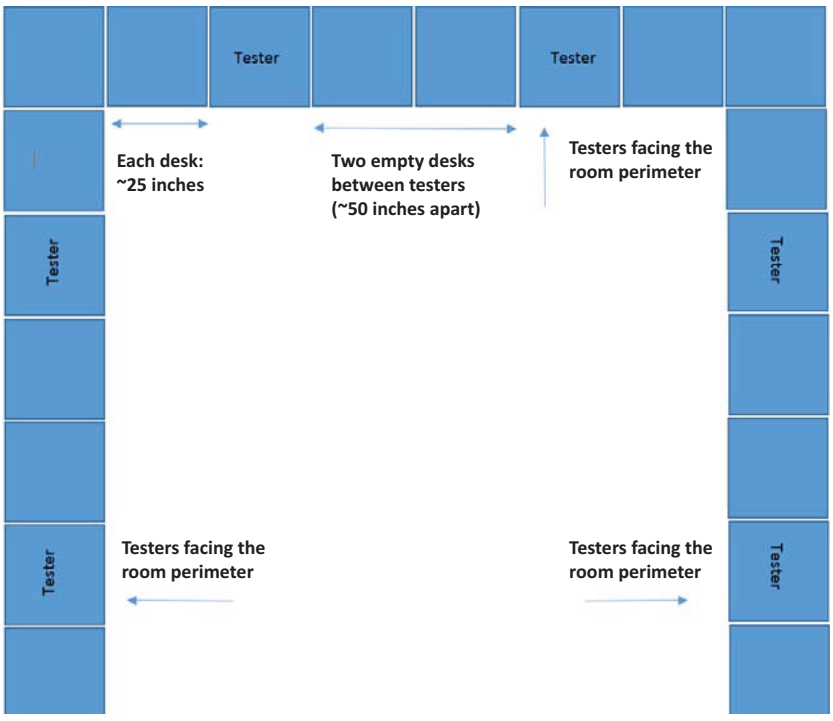
Scenario 1:



Second row of testers staggered from first row (i.e., tester should not be in the same column)



Scenario 2:



NOTES

Conduct Administration

Ensure proper testing environment and procedures.

The campus coordinator will help test administrators conduct test sessions under the best possible conditions. Following the procedures listed will ensure the security and confidentiality of the TELPAS assessment and the uniform evaluation of all students throughout the state.

> A test administrator who has been trained in general test administration procedures as well as TELPAS online testing procedures must be present in the testing room at all times during testing.

Note that student test tickets must be kept in a secure location until the day of the test.

Scheduling

- A student who arrives after a test session has begun may be tested if sufficient time remains in the day to provide the student with the sufficient time for testing.
- Districts should exercise judgment about a student starting his or her test after lunch, as some students may not have enough time to work at their individual speed to respond to the test questions before the end of the school day.
- Every effort should be made to administer the TELPAS online tests to students who are absent on a given day of testing within the TELPAS window. If students are not present for the test session for which they were originally scheduled, they should be moved to another test session and assessed later in the testing window.



Calendar of Events

The 2020 TELPAS online tests must be administered during the testing window specified in the Calendar of Events.

Testing Environment

- No element of the testing room's environment should hinder any student's performance.
- A "Testing—Do Not Disturb" sign should be posted outside the testing room.
- Clocks (either analog or digital) in the testing room do not have to be covered or removed.
- All desks or computer work stations used for testing must be cleared of books and other materials not required for the test.

Testing Procedures

- Districts are required to have procedures in place to prevent the use of cell phones and personal electronic devices during test administrations. Electronic devices can disrupt the testing environment and compromise the security and confidentiality of the test. Students are **NOT** permitted Internet access during testing.
- A trained test administrator must be present in each testing room at all times during testing.
- Test administrators must complete seating charts for each test administration.
  - Seating charts must include the names of the students testing, the location of each student while testing, and the names of all test administrators/monitors involved in the session.
  - Additional seating charts must be completed if students are moved to another room during testing.
- Test administrators may not view or discuss individual test questions or responses unless specifically directed to by the test procedures.
- Test administrators should ensure that students' responses remain confidential.
- Students are not allowed to talk to one another while testing is in progress.
- Each student must be allowed to work at his or her individual speed. Because the online tests are **untimed**, each student must be allowed to have as much time as necessary to respond to every test question. Districts are not required to test beyond the regular school hours, but they are free to do so if they choose.
- Students must not use reference materials.
- Students are allowed to use scratch paper. All scratch paper must be turned in to the campus coordinator after testing.
- Test administrators must actively monitor the testing room while students are working. Test administrators should confirm that students do not have access to nonallowable materials.
- After students submit their tests online, they may be allowed to leave the testing room or test administrators can provide the student with an instructional activity (i.e., guided reading activity) while other students continue testing.
- Before a student who has finished testing leaves the room, the test administrator must ensure that the student's test is in "Completed" status.

Immediately after the testing session, return the test materials that your campus coordinator distributed to you.

You are responsible for test security and confidentiality in the testing room. If a situation arises that you do not know how to resolve, contact your campus coordinator.

Report in writing any violation of test security and confidentiality to your district coordinator, providing copies of any correspondence to your campus coordinator and principal.

> Test questions are considered secure information at all times. No unauthorized viewing, discussion, or scoring is allowed. All personnel in the test sessions must be thoroughly familiar with the test security and confidentiality requirements in the test administration manuals.

Answering Questions

You may answer questions about test directions or procedures. You are **NOT** allowed to answer any questions related to the content of the test itself. If a student asks a question that you are not permitted to answer, you may respond, for example, **"I can't answer that for you; just do the best you can."**

Test administrators and school personnel are **NOT** allowed to

- translate test questions, reading selections, or listening passages into another language;
- rephrase or add information to test questions, reading selections, or listening passages;
- provide reading, listening, or speaking assistance to students;
- discuss test content with anyone before, during, or after testing; or
- score test questions or discuss with students how they performed.

NOTE: Test administrators are allowed to translate test administration directions into the student's native language or sign test administration directions to a student who is deaf or hard of hearing.

Screen Glare

Glare from computer or tablet screens may cause student fatigue. If a student experiences glare, correct this by adjusting the student's seating or the angle of the screen. On computer screens, you can tape a blank, unused sheet of heavy paper or a folder to the top of the screen.

Breaks

Students may be allowed to take breaks in the testing room during a test session. Test administrators should be attuned to students' need for breaks and determine whether

breaks are necessary. Breaks are encouraged to avoid fatigue. Testing staff may adjust student workstations or turn off monitors during breaks if students are bothered by glare from their monitors.

Students must be monitored by trained testing personnel and are not allowed to discuss any test content during breaks.

At least one test administrator in the testing room needs to be well-trained on how to exit and resume online tests when giving breaks.

Lunch

If testing continues into the normal lunch period, students should be allowed to break for lunch. Students should exit their test prior to the lunch break. Students must **NOT** click the ***Submit Final Answers*** button at this time. If a student prematurely submits their test, contact your campus coordinator, who will call the Customer Service Center for assistance. During lunch the students must remain together and be closely monitored by a trained test administrator to ensure that the contents of the test are not discussed.

Emergencies

Occasionally an emergency will arise and a student may need to leave the testing room for a brief time. If time allows, instruct the student to exit the test. The student must **NOT** click the ***Submit Final Answers*** button at this time.

School Emergencies

In the event of a schoolwide emergency that causes a disruption in testing, ensuring the safety of students is top priority. In the case of online administrations, testing staff should not instruct students to exit their test sessions. Students should leave and go quietly outside, following the school's regulations for exiting the building. Test administrators must closely monitor their testing groups to make sure that no one discusses the test. The students should resume testing once the building has been cleared for reentry.

Campus coordinators should report the event to the district coordinator. If the emergency prevents students from resuming testing, the district coordinator should call the TEA Student Assessment Division at 512-463-9536 for guidance on how to proceed.

Changing Testing Rooms

The tests are untimed. Students should be given as much time as they need to finish the test, although they are required to finish the test the same day it is started. In certain circumstances, it may be necessary for students to move to another testing room. Test administrators and campus personnel must ensure a proper testing environment in the new location and maintain proper testing procedures during the transition. Another seating chart must be filled out for the new location.

NOTES

Start and monitor test sessions if so directed.

Starting and Unlocking a Test Session



Assessment Management System

If your campus is using proctor caching, contact your campus coordinator or online session administrator to ensure that proctor caching activities have been completed before you start a test session. A test session must be started and unlocked before any students can log in to TestNav and begin the test. A test session does not start until you click the ***Start*** button and select the *Unlock* icon on the *Students in Sessions* screen, regardless of the scheduled start date and time. To start a test session, complete the following steps:

1. Go to *Testing > Students in Sessions*.
2. Add the applicable test session(s) to the Session List on the left. Click ***Refresh*** to update the data displayed.
3. Click a session to select it in the list. If you have trouble finding your session, go to *Testing> Sessions* and select the test session(s). Return to *Students in Sessions* and the session(s) will already be listed.
4. Click ***Start Session***.

After a session is prepared and started, it must be unlocked before students can access their tests in TestNav. If a student is added to a session, the new test will be added as locked.

To Unlock All Students' Tests in a Session

1. Go to *Testing > Students* in Sessions.
2. Click the correct session in the Session List.
3. Click the unlock icon on the lock/unlock slider.

Monitoring Students' Online Test Status

After a test session is started and students sign in, you can monitor the status of all students in the session via the *Students in Sessions* screen. To monitor a test session, complete the following steps:

1. From *Testing > Students in Sessions*, add test session(s) to the Sessions list on the left of the page. If you have trouble finding your session, go to *Testing > Sessions* and select the test session(s) that contain the students whose status you wish to view. Return to the *Students in Sessions* screen and the session(s) will already be listed.
   - Click a session to select it from the list.
   - The "Student Test Status" column indicates students' real-time test statuses. A description of each possible status is on the next page.

Status	Explanation
Ready	The student has not yet started the test.
Ready	The student has not yet started the test, and the student's test is locked.
Active	The student has logged in and started the test.
Exited	The student has exited TestNav but has not submitted the answers. (Student cannot resume testing unless authorized by test administrator.)
Resumed	The student has been authorized to resume the test.
Resumed-Upload	The student has been authorized to resume the test, and any responses saved locally can be uploaded when the student is ready to continue testing. The student will be prompted to get assistance from the test administrator to upload saved responses.
Completed	The test has been submitted by the student through TestNav and the data has been processed.
Marked Complete	The student has exited TestNav and will not resume the ***same*** test, or submit the test themselves, or the student never logged in to this test and will not have another opportunity to test within the administration but must be accounted for.

Exiting a Student's Test

If a student needs to exit TestNav temporarily (for example, to take a lunch break) before finishing the test, complete the following steps:

1. Click the user dropdown menu in the upper right corner of the screen next to the student's name.
2. Select "Sign out of TestNav" and then click the ***Save and Return Later*** button.

Exiting TestNav does **NOT** send students' tests for scoring. Exiting the test is for student breaks or if a student must be moved to another location. If the student inadvertently chooses the ***Submit Final Answers*** button, contact your campus coordinator.

Resuming a Student's Test

If a student exits TestNav (either unintentionally or intentionally) before completing a test, then the student's test must be resumed by the test administrator before the student can continue with the same test. The system will automatically choose the appropriate method to resume a student's test.

To resume a student's test, complete the following steps:

1. Return to the *Students in Sessions* screen and select the checkbox next to that student's name.
   - You can resume a test **only** with an "Active" or "Exited" status; you cannot resume a student who has a "Ready," "Resumed," "Resumed-Upload," "Completed," or "Marked Complete" status.
2. If the student has exited TestNav but is in "Exited" status and has not submitted test responses, click the arrow next to the student's status and select "Resume."
   - The student's status changes to "Resumed."
   - The student can be logged in using the same username and password from the original student test ticket if the student is in the same test session.
   - The test has now been resumed and will begin on the last or second-to-last question the student responded to before exiting the test. The student can now continue with the test.
   - The student's status changes to "Active" after logging in to TestNav.
3. If the student has not properly logged out of a test, the student may still be listed in "Active" status. Click the arrow next to the student's status and select "Resume Upload."
   - The student's status changes to "Resumed Upload."
   - The student can be logged in using the same username and password from the original student test ticket if the student is in the same test session.
   - The system will force TestNav to check for a saved response file (SRF) in the designated response file backup location when the student logs back in to continue testing.
   - The student will be prompted to get assistance from the test administrator to upload saved responses.
   - Once saved responses are uploaded, the student can continue with the test.
   - The student's status changes to "Active."

NOTES

Stopping a Test Session

Students must submit answers in order for their tests to be scored and for your district to receive test results for the students. Students (or their test administrators) must click the ***Submit Final Answers*** button to send students' tests for scoring. After all students have completed the test and submitted their responses, you should stop the session.

To stop a test session, complete the following steps:

1. Ensure that each student's status is "Completed" or "Marked Complete" on the *Students in Sessions* screen.
2. Click the ***Stop*** button to stop the test session.

Refer to the *Assessment Management System User's Guide* for more detailed information, including screen shots, about starting and monitoring test sessions.

Contact your campus coordinator if you have questions about test sessions. If necessary, the Customer Service Center can be contacted at 800-627-0225.



Assessment Management System User's Guide

Enter score code and designated supports information online for grades 2–12 online tests if so directed.

The campus coordinator or online session administrator will be responsible for entering score code information in the Assessment Management System for any student who does not take or complete the reading test or the listening and speaking test. You or other designated testing personnel will be responsible for entering any reading test or listening and speaking test designated supports information for students. If you are asked to enter score code and designated supports information, your coordinator will give you step-by-step instructions.

The TELPAS assessment window closes on April 3. Student records must be verified as complete by 5:00 p.m. (CT), April 3. There is not a separate TELPAS data verification window.

> If a student has been approved for a special administration of a grades 2–12 TELPAS test, all information, including student responses and ratings, must be entered into the Assessment Management System.

NOTES

Complete Administration Process

Prepare materials for return.

Review the accuracy of any scoring information, designated support, and other student data you have been asked to enter in the Assessment Management System.

Return the following TELPAS materials to the campus coordinator:

- seating chart
- Session Roster(s)
- student test tickets (secure documents)
- scratch paper
- this manual
- any other testing resources as instructed

Test Administration Directions

Starting TELPAS Online Tests

Before starting a TELPAS online test, the test session must be started and unlocked on the designated test administrator's workstation, and the test administrator must have a student test ticket for each student.

The test administrator should launch TestNav for all students before testing begins using the installable version of TestNav, as directed by your district's testing policy. Access the installable version of TestNav by starting the TestNav app and choosing your test.



TestNav 8
Online Support

If testing personnel will be logging students on to TestNav, the test administrator should launch TestNav on each student's computer and enter the username and password found on each printed student test ticket. If administering the reading test, this can be done before or after students arrive. If administering the listening and speaking test, log in after students arrive so that students can participate in the microphone test. If test administrators follow these steps before students arrive, they must ensure that test security is maintained at all times.

To log students into an online test, follow the steps below for each student.

1. Enter the username in the *Username* field exactly as it appears on the student test ticket.
2. Enter the password in the *Password* field exactly as it appears on the student test ticket.
3. Click the ***Sign In*** button. A screen showing the TELPAS administration name and the grade cluster of the test will appear. Verify the student's name at the top of the screen.
4. Click the ***Start*** button. If administering the reading test, skip to step 6.
5. If administering the listening and speaking test, work with students to test their microphones.
6. Click the ***Start*** button to go to the test.

If students will be logging themselves on to TestNav, test administrators will guide students through the login process using the specific administration directions.

> If you receive an error message on any computer while completing the steps above, consult a member of your technology staff or your campus coordinator, who will contact the Customer Service Center.

NOTES



TestNav 8
Online Support

Student Tutorials

Reading Administration Directions—Grades 2–12

The TELPAS reading test is untimed. Allow students all the time they need to complete the test. Depending on their proficiency level and other factors, some students may need more time than others.

If you are logging students in to TestNav, you must launch TestNav on each student's computer and enter the username and password found on each printed student test ticket. Refer to the previous page for steps to complete this task. The test session must be started and unlocked on your workstation.

> The administration directions are written in a way that assumes students have had the opportunity to experience this year's TestNav format for TELPAS through the use of the recommended tutorials.

Distribute the following materials to the students if they do not already have them:

- scratch paper
- pencils for use with the scratch paper

Read aloud the following directions. You may paraphrase, translate, shorten, or repeat the directions as needed to best communicate with the students in your test administration. You must **NOT**, however, change the substance of the information given in the directions. Text that is printed in **bold** type and preceded by the word **"SAY"** is for you to read aloud. Text in *italics* or text boxes is information for you and may not be read aloud to students. You may repeat the directions as many times as needed.

SAY **Today you will take a reading test on the computer. This test is for students who are learning the English language. This test will show how much English students learn from year to year. Students who know a lot of English may find some test questions very easy. Students who know just a little English may find some test questions very hard. If you are learning English, do not worry about the parts of the test that are difficult to understand. Just do the best you can on the parts of the test you understand.**

Before students can log in to TestNav, you must launch TestNav for each student.

It is recommended that test administrators log students in grades 2–5 in to TestNav. If you log in for students, skip the boxed instructions.

Students in grades 6–12 will log in to TestNav by following the read-aloud directions below. However, you may wish to log in to TestNav for students at lower proficiency levels.

SAY **Now we will log in to the test through TestNav. I will read the instructions, and you follow along on the computer. If you have any questions, raise your hand and I will help you. I am going to give a student test ticket to each of you. You will use the information on the student test ticket to log in to the test. Does anyone have any questions? If so, please raise your hand.**

Pass out the student test tickets.

SAY **Does everyone have a student test ticket? If not, please raise your hand.**

Make sure students have the correct student test ticket. When students are ready, continue.

SAY **Look at your student test ticket and find your name. Raise your hand if you do not see your name.**

Assist students as needed.

SAY **Now find your username. Type the username into the *Username* field exactly as it appears on the student test ticket.**

Assist students as needed. When students are ready, continue.

SAY **Look at your student test ticket and find the password. Type the password in the *Password* field exactly as it appears on your student test ticket. Raise your hand if you need help entering your password. You will hand in your test ticket after you have finished the test.**

Now click the *Sign In* button. The next screen you will see has the name of the test. Make sure it has your grade.

Click the *Start* button. Then, click the next *Start* button.

Check to see if everyone has successfully logged in to the test.

SAY **Look at your screen. Does everyone see the TELPAS introduction screen?**

NOTES

Assist any students whose computers do not display this screen.

SAY **Look at the top of your screen. Find your name. Raise your hand if you do not see your name.**

Help any students having difficulty finding their name. You may wish to point to the top right corner of the computer screen. If the name of another student appears on the computer screen, help the student close TestNav and log in to the correct test. If necessary, reprint a new student test ticket. Consult your campus coordinator if necessary. When students are ready, continue.

SAY **Now look below the word "READING." Find your grade. Raise your hand if you do not see your grade.**

Help any students having difficulty finding the grade. If an incorrect grade appears on the computer screen, help the student close TestNav and log in to the correct test. If necessary, reprint a new student test ticket. Consult your campus coordinator if necessary. When students are ready, continue.

SAY **Look at the top of the screen. Do you see the two buttons with arrows? Raise your hand if you do not see the buttons.**

Help any students having difficulty finding the arrow buttons. You may wish to point to the buttons on the computer screen. When students are ready, continue.

SAY **Be careful when you click buttons on this test. You click the forward arrow button to go to the next question. You click the back arrow button to go back to a question.**

Help any students having difficulty with the arrow buttons.

SAY **When you start the test, the reading selections may be short or they may be long. Sometimes you will click and move the black bar next to the reading selection up and down to read all of it.**

If students are unfamiliar with the term "selection," explain what it means (for example, "story").

Optional directions for students who have not completed the TELPAS student tutorials or who need a more thorough review of the general tools available in TestNav can be found in Appendix C. The optional directions can be read now, if needed.

SAY **You will take the rest of this test by yourself. When you take this test, make sure to pay attention to the directions. Each new section of the test has directions for you to read. You may raise your hand during the test if you need help with directions or with your computer. I will not be able to help you answer any test questions. If you do not know**

the answer to a question, you may leave the answer blank, or you may choose the answer you think might be correct. It is important to do your best on the parts of the test you can understand.

NOTE: At a student's request, a test administrator may read aloud, clarify, and/or translate the gray-box directions posted at the top of the student's test screen. Only text included in the gray-box directions is eligible for test administrator assistance. Test administrators must ***NOT****, however, change the substance of the information given in the directions.*

SAY **You may change your answer to any question at any time during the test. Just click the circle next to the new answer you choose. You will see a dot inside the circle for the new answer, and the dot for the other answer will go away.**

If you want to make notes as you take the test, you may use the paper and pencil I gave you. I will collect the paper after the test.

You will have all the time you need to complete the test.

When students are ready, continue.

Read the following directions for students in grades 2–5.

SAY **When you finish the test, you will see a stop sign. You may check your answers using the Review button and return to any questions that you bookmarked. When you have checked your answers, raise your hand and I will come help you close your test. Then please be quiet until everyone has finished. Does anyone have any questions?**

Answer all questions before continuing.

Read the following directions for students in grades 6–12.

SAY **You will see a stop sign at the end of the test. You may check over your answers using the *Review* button and return to any questions that you bookmarked. When you have checked your answers, return to the *End of Test* screen. Click the *Submit Final Answers* button and select "Yes, Submit Final Answers." If you need help, raise your hand and I will help you.**

Answer all questions before continuing.

NOTES

SAY **If there are no more questions, click the forward button and begin the test.**

While students are working, move around the room to see that students are following directions.

You are not allowed to answer any questions related to the content of the test itself. If a student asks a question that you are not permitted to answer, you may respond, for example, **"I can't answer that for you; just do the best you can."**

Test administrators must be actively engaged in observing students' behavior at all times during the administration of state assessments. It is your responsibility to ensure that students do not look at the answers of other students and do not have materials available that are not allowed, such as cell phones. Test administrators may not view or discuss individual test questions or responses with students or with other adults unless specifically instructed to do so by the procedures outlined in the test administration materials. Principals and campus coordinators must confirm that test administrators are actively monitoring in each testing room.

The first part of the test contains easier questions. Later in the test, more difficult reading selections are mixed with easier selections. If a student expresses concern because a selection is difficult, encourage him or her to keep working because easier selections will likely follow. Explain again that he or she may leave answers blank if a selection is too difficult to understand. Depending on a student's proficiency level, if the student becomes overly frustrated or anxious, do not require him or her to complete the test. Submit the test for scoring.

Remember that you may give students brief breaks in the testing room, as needed. Either the entire class can take a restroom break or allow only one student at a time to take a restroom break. Refer to page 49 for information about exiting the online test during breaks.

As students in grades 2–5 finish, click the forward button to go to the End of Test *screen. The test can only be submitted from the* End of Test *screen. Click the* **Submit Final Answers** *button and select "Yes, Submit Final Answers." Collect any scratch paper used by the students. The scratch paper and the student test tickets must be turned in to your campus coordinator to be destroyed.*

Students may be allowed to leave the room or the test administrator can provide the student with an instructional activity (i.e., guided reading activity) while other students continue testing. If they remain in the testing room, they should be reminded not to talk while others are still working.

NOTES

After all tests have been submitted for scoring, you must stop the test session on your workstation.

UNAUTHORIZED VIEWING, DISCUSSION, OR SCORING OF SECURE TEST MATERIALS IS NOT PERMITTED AT ANY TIME.

NOTES

Listening and Speaking Administration Directions—Grades 2–12

The TELPAS listening and speaking test is untimed. Allow students all the time they need to complete the test. Depending on their proficiency level and other factors, some students may need more time than others.



TestNav 8 Online Support

If you are logging students on to TestNav, you must launch TestNav on each student's computer and enter the username and password found on each printed student test ticket. Refer to "Starting TELPAS Online Tests" section on page 53 for steps to complete this task. The test session must be started and unlocked on your workstation.

> The administration directions are written in a way that assumes students have had the opportunity to experience this year's TestNav format for TELPAS through the use of the recommended tutorials, as described on page 38.

Distribute the following materials to the students if they do not already have them:

- scratch paper
- pencils for use with the scratch paper

Read aloud the following directions. You may paraphrase, translate, shorten, or repeat the directions as needed to best communicate with the students in your test administration. You must **NOT**, however, change the substance of the information given in the directions. Text that is printed in **bold** type and preceded by the word **"SAY"** is for you to read aloud. Text in *italics* or text boxes is information for you and may not be read aloud to students. You may repeat the directions as many times as needed.

SAY **Today you will take a listening and speaking test. This test is for students who are learning the English language. This test will show how much English students learn from year to year. Students who know a lot of English may find some test questions very easy. Students who know a little English may find some test questions very hard. If you are just learning English, do not worry about the parts of the test that are difficult to understand. Just do the best you can on the parts of the test you understand.**

Before students can log in to TestNav, you must launch TestNav for each student.

NOTES

It is recommended that test administrators log students in grades 2–5 in to TestNav. If you log in for students, skip the boxed instructions.

Students in grades 6–12 will log in to TestNav by following the read-aloud directions below. However, you may wish to log in to TestNav for students at lower proficiency levels.

SAY **Now we will log in to the test through TestNav. I will read the instructions, and you follow along on the computer. If you have any questions, raise your hand and I will help you. I am going to give a student test ticket to each of you. You will use the information on the student test ticket to log in to the test. Does anyone have any questions? If so, please raise your hand.**

Pass out the student test tickets.

SAY **Does everyone have a student test ticket? If not, please raise your hand.**

Make sure students have the correct student test ticket. When students are ready, continue.

SAY **Look at your student test ticket and find your name. Raise your hand if you do not see your name.**

Assist students as needed.

SAY **Now find your username. Type the username into the *Username* field exactly as it appears on the student test ticket.**

Assist students as needed. When students are ready, continue.

SAY **Look at your student test ticket and find the password. Type the password in the *Password* field exactly as it appears on your student test ticket. Raise your hand if you need help entering your password. You will hand in your test ticket after you have finished the test.**

Now click the *Sign In* button. The next screen you will see has the name of the test. Make sure it has your grade.

Click the *Start* button. Then, click the next *Start* button.

Check to see if everyone has successfully logged in to the test.

NOTES

Test administrators may choose to complete the Set Up Your Microphone *task for students in grades 2–5 or for students at lower proficiency levels.*

SAY **The next screen is the *Set Up Your Microphone* screen. This screen will help you set up your microphone for the test. Make sure the microphone is connected. Raise your hand if your microphone is not connected.**

Check to see that everyone has their microphone plugged into their computer or tablet. Assist any students whose microphones are not connected.

SAY **Click the blue *Enable Your Microphone* button in box 1. Next, click the blue *Test Your Microphone* button in box 2. Look at the top of the new screen. Do you see *Test Your Microphone?***

Check to see that everyone is on the Test Your Microphone *screen.*

SAY **Look at the directions in the gray box. Follow along as I read the directions aloud. The directions say, "Say '1, 2, 3, 4, 5' in your normal speaking voice." Does everyone see the directions?**

You will practice speaking into the microphone to make sure it is working properly. If you see the green bars when you speak, the microphone is working. Now, follow the *Test Your Microphone* directions on the screen to test your microphone.

Check to see that everyone can see the green bars move while they say "1, 2, 3, 4, 5." Assist any students who do not see the green bars. If you do not see the green bars move, click the ***No*** *button. You will be directed to "please check your system's audio settings and make sure you have a microphone connected." Click the X in the upper right-hand corner of the* Test Your Microphone *pop-up window. Make sure the microphone is properly connected and complete the* Set Up Your Microphone *task again.*

If TestNav cannot detect your microphone, consult a member of your technology staff or your campus coordinator, who will contact the Customer Service Center.

SAY **Did you see the green bars when you talked into the microphone? Raise your hand if you did not see the green bars.**

Assist any students who need help.

SAY **If you saw the green bars when you talked into the microphone, click the *Yes* button. Next, click the blue *Continue* button in box 3. Raise your hand if you do not see the *Continue* button.**

Check to see if everyone has successfully set up the microphone.

SAY **Look at your screen. Does everyone see the TELPAS introduction screen?**

Assist any students whose computers do not display this screen.

SAY **Look at the top of your screen. Find your name. Raise your hand if you do not see your name.**

Help any students having difficulty finding their name. You may wish to point to the top right corner of the computer screen. If the name of another student appears on the computer screen, help the student close TestNav and log in to the correct test. If necessary, reprint a new student test ticket. Consult your campus coordinator if necessary. When students are ready, continue.

SAY **Now look below the words "LISTENING and SPEAKING." Find your grade. Raise your hand if you do not see your grade.**

Help any students having difficulty finding their grade. If an incorrect grade appears on the computer screen, help the student close TestNav and log in to the correct test. If necessary, reprint a new student test ticket. Consult your campus coordinator if necessary. When students are ready, continue.

SAY **Look at the top of the screen. Do you see the two buttons with arrows? Raise your hand if you do not see the buttons.**

Help any students having difficulty finding the arrow buttons. You may wish to point to the buttons on the computer screen. When students are ready, continue.

SAY **Be careful when you click buttons on this test. You click the forward arrow button to go to the next question. You click the back arrow button to go back to a question.**

Help any students having difficulty with the arrow buttons.

Optional directions for students who have not completed the TELPAS student tutorials or who need a more thorough review of the general tools available in TestNav can be found in Appendix C. The optional directions can be read now, if needed.

SAY **You will take the rest of this test by yourself. When you take this test, make sure to pay attention to the directions. Different types of**

questions have different directions for you to read. You may raise your hand during the test if you need help with directions or with your computer. I will not be able to help you answer any test questions. If you do not know the answer to a question, you may leave the answer blank, or you may give the answer you think might be correct. It is important to do your best on the parts of the test you can understand.

NOTE: At a student's request, a test administrator may read aloud, clarify, and/or translate the gray-box directions posted at the top of the student's test screen. Only text included in the gray-box directions is eligible for test administrator assistance. Test administrators must ***NOT****, however, change the substance of the information given in the directions.*

SAY **If you want to make notes as you take the test, you may use the paper and pencil I gave you. I will collect the paper after the test.**

Students may prepare their spoken response by planning or writing out their response using either the notepad tool in TestNav or using the scratch paper and pencil provided during test administration.

SAY **You may take notes to prepare answers to questions. When you give a spoken answer, speak clearly and use appropriate vocabulary.**

SAY **You will have all the time you need to complete the test.**

When students are ready, continue.

Read the following directions for students in grades 2–5.

SAY **When you finish the test, you will see a stop sign. You may check your answers using the Review button and return to any questions that you bookmarked. When you have checked your answers, raise your hand and I will come help you close your test. Then please be quiet until everyone has finished. Does anyone have any questions?**

Answer all questions before continuing.

Read the following directions for students in grades 6–12.

SAY **You will see a stop sign at the end of the test. You may check your answers using the *Review* button and return to any questions that you bookmarked. When you have checked your answers, return to the *End of Test* screen. Click the *Submit Final Answers* button and select "Yes, Submit Final Answers." If you need help, raise your hand and I will help you.**

Answer all questions before continuing.

SAY **If there are no more questions, click the forward button and begin the test.**

While students are working, move around the room to see that students are following directions.

You are not allowed to answer any questions related to the content of the test itself. If a student asks a question that you are not permitted to answer, you may respond, for example, **"I can't answer that for you; just do the best you can."**

Test administrators must be actively engaged in observing students' behavior at all times during the administration of state assessments. It is your responsibility to ensure that students do not look at the answers of other students and do not have materials available that are not allowed, such as cell phones. Test administrators may not view or discuss individual test questions or responses with students or with other adults unless specifically instructed to do so by the procedures outlined in the test administration materials. Principals and campus coordinators must confirm that test administrators are actively monitoring in each testing room.

There are both easy questions and difficult questions on the test. If a student expresses concern because something is difficult, encourage him or her to keep working because easier questions will likely follow, and explain again that he or she may leave answers blank if something is too difficult to understand. Depending on a student's proficiency level, if a student becomes overly frustrated or anxious, it may not be appropriate to have the student complete the test. Submit the test for scoring.

Remember that you may give students brief breaks in the testing room, as needed. Either the entire class can take a restroom break or allow only one student at a time to take a restroom break. Refer to page 49 for information about exiting the online test during breaks.

NOTES

As students in grades 2–5 finish, click the forward button to go to the End of Test *screen. The test can only be submitted from the* End of Test *screen. Click the* **Submit Final Answers** *button and select "Yes, Submit Final Answers." Collect any scratch paper used by the students. The scratch paper and the student test tickets must be turned in to your campus coordinator to be destroyed.*

Students may read books or be allowed to leave the room after they have finished. If they remain in the testing room, they should be reminded not to talk while others are still working.

After all tests have been submitted for scoring, you must stop the test session on your workstation.

UNAUTHORIZED VIEWING, DISCUSSION, OR SCORING OF SECURE TEST MATERIALS IS NOT PERMITTED AT ANY TIME.

Appendix A

Optional Directions—TestNav Tools

Optional directions for students in grades 2–12 who have not completed the TELPAS student tutorials or who need a more thorough review of the general tools available in TestNav:

SAY **If you want, you may use the tools at the top of your screen during the test.**

Look at the tool that has an X. It can help you cross out wrong answers. When you want to remove the red X, you should click an answer again. Does everyone see this tool?

Point to this tool on the computer screen. Assist any students having difficulty locating this tool. Students can use this tool beginning with the next screen in the test.

SAY **Now look at the next tool at the top of the screen. This is the *Notepad* tool. You can use the *Notepad* tool like scratch paper to write down your ideas.**

Point to this tool at the top of the screen. Assist any students having difficulty locating this tool.

SAY **You can mark words or sentences in a story or in a question by using the *Highlighter* tool. The *Highlighter* tool is not at the top of the screen like the other tools. Instead, you can select words or sentences you want to highlight. You will see highlighter colors appear above the words or sentences you selected. Choose the color you want to use to highlight the words or sentences you selected. Does everyone understand the *Highlighter* tool?**

Assist any students having difficulty understanding this tool. Students can use this tool beginning with the next screen in the test.

SAY **If you want to take away the highlighting, select the highlighted words again and choose the white box with a red line through it from the highlighter colors.**

To use a tool, you have to turn it on by clicking the picture of the tool one time. When you are done using the tool, turn it off by clicking the picture of the tool again. Do you have any questions about how to turn the tools on and off?

Assist students as needed.

SAY **Now look at the top of the screen and find the *Bookmark* button. You can click the *Bookmark* button to mark a test question you want to review later.**

Assist any students having difficulty.

SAY **Now find the *Review* button at the top of the screen. The *Review* button opens a menu that shows if you have answered a question. It also shows if you have bookmarked the question. You can click on any question to review it.**

Assist any students having difficulty. Then continue.



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